

# MINUTES



## Ordinary Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 25 May 2020

The Agenda for this meeting forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Meeting of Council.

The meeting commenced at 7:03 pm.

**PRESENT:**

*Cr N Seymour (Mayor)*

*Cr P Lockwood*

*Cr J Mortimore*

*Cr M Timmers-Leitch*

*Cr J Keogh*

*Cr A Gill*

*Cr T Holland*

*Cr L Cooper*

*Cr D Pearce*

*Tirhatuan Ward*

*Baird Ward*

*Chandler Ward*

*Collier Ward*

*Dobson Ward*

*Dinsdale Ward*

*Friberg Ward*

*Scott Ward*

*Taylor Ward*

*Mr T Doyle*

*Chief Executive Officer*

*Mr M Hanrahan (Online)*

*Acting Director – Engineering & Infrastructure*

*Mr M Kelleher (Online)*

*Director - City Development, Interim Finance and Governance*

*Ms T Scicluna (Online)*

*Director – Community Services*

*Ms S Stanton (Online)*

*Executive Manager, Strategy People and Culture, Interim Information Technology*

*Ms S Mazer (Online)*

*Director Knox Central, Interim Transformation and Customer Service*

*Mr P McQue*

*Manager, Governance*

**THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT**

***“Knox City Council acknowledges we are on the traditional land of the Wurundjeri and Bunurong people and pay our respects to elders both past and present.”***

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence .....5
- 2 Declarations Of Conflict Of Interest .....5
- 3 Confirmation Of Minutes .....5
- 4 Petitions And Memorials .....5
- 5 Reports By Councillors .....7
  - 5.1 Committees and Delegates .....7
  - 5.2 Ward Issues .....8
- 6 City Development Officers’ Reports For Consideration .....10
  - 6.1 Report of Planning Applications Decided Under Delegation 1 April to 30 April 2020 .....10
  - 6.2 Amenity Local Law 2020 .....11
  - 6.3 Notice of Motion 95 - Advocacy Statements and Events Policy .....13
  - 6.4 Governance Policies for Review - Group 2 .....14
  - 6.5 Proposal for Renaming Major Crescent Reserve in Lysterfield as Tom Blaze Reserve .....15
  - 6.6 Financial Performance Report for the Quarter Ended 31 March 2020 .....16
- 7 Public Question Time .....17
- 8 Engineering & Infrastructure Officers’ Reports For Consideration .....20
  - 8.1 Knox Transfer Station - Operations, Fire Mitigation and Lease Arrangements .....20
- 9 Community Services Officers’ Reports For Consideration .....23
  - 9.1 Community and Business Support Package .....23
  - 9.2 Kindergarten Expansion Reform .....27
  - 9.3 Minor Grants Program 2019-20 Monthly Report .....29
- 10 Corporate Services Officers’ Reports For Consideration .....32
  - 10.1 Performance Report for Quarter Three 2019-20 .....32
- 11 Items For Information .....33
  - 11.1 Assemblies of Councillors .....33
  - 11.2 Capital Works Program Report - May 2020 .....34
  - 11.3 ICT Capital Works Report .....35
- 12 Motions For Which Notice Has Previously Been Given .....36
- 13 Supplementary Items .....36
- 14 Urgent Business .....36
  - 14.1 Urgent Business .....36

14.2 Call Up Items .....36

15 Questions Without Notice .....36

16 Confidential Items.....36

## 1 Apologies and Requests for Leave of Absence

Nil.

## 2 Declarations of Conflict of Interest

*Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Mortimore declared an indirect interest because of conflicting duties in Item 9.3 on the grounds that he is a member of executive of The Basin Music Festival Association which was a proposed recipient of a minor grant.*

## 3 Confirmation of Minutes

### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Holland

**Confirmation of Minutes of Ordinary Meeting of Council held on Monday 27 April 2020.**

### **CARRIED**

## 4 Petitions and Memorials

*Councillor Mortimore presented a petition with 14 signatories requesting that Knox City Council respond to a number of questions regarding tree removal and vegetation and land management following the emergency removal of three remnant indigenous trees and branches of other indigenous trees in Old Forest Road, The Basin by a utility provider.*

*The petitioners state that they seek information on the type of post-assessments and maintenance measures by Council regarding trees that remain in an area where tree removal has been undertaken. The petitioners also request clarification on Council's education and incentives provided for responsible land and vegetation management and seek an outline of how land-capping is discouraged across the Knox municipality, particularly in areas adjacent to places of environmental significance. Furthermore, the petitioners asked a broader question of how essential assets such as trees can be managed more sensitively, with a better coordinated approach between land managers and stakeholders.*

*This matter will be referred jointly to the Director City Development and Acting Director Engineering & Infrastructure for investigation with a response to be provided to the head petitioner.*

*The Petition lay on the table with leave of the meeting.*

## 5 Reports by Councillors

### 5.1 Committees and Delegates

#### 5.1.1 Councillor Mortimore

Cr Mortimore attended the following

- Eastern Transport Coalition Meeting

#### 5.1.2 Councillor Lockwood

Cr Lockwood attended the following

- Knox Arts and Cultural Development Advisory Committee Meeting
- Eastern Regional Libraries Committee Meeting
- Knox Multicultural Advisory Committee
- CEO Performance Evaluation Committee Meeting

#### 5.1.3 Councillor Timmers-Leitch

Cr Timmers-Leitch attended the following

- Knox Multicultural Advisory Committee Meeting
- Knox Sports, Recreation and Leisure Committee Meeting
- Knox Arts and Cultural Development Advisory Committee Meeting
- Eastern Regional Group of Councils Briefing
- CEO Performance Evaluation Committee Meeting
- Site Meeting- JW Manson Wetlands

#### 5.1.4 Councillor Seymour

Councillor Seymour attended the following

- Municipal Association of Victoria Meeting
- Eastern Regional Group of Councils Meeting
- Knox Disability Advisory Committee Meeting
- IDAHOBIT Day Virtual Workshop
- Aboriginal Cultural Competency Training

### **5.1.5 Councillor Pearce**

Councillor Pearce attended the following

- Community Reference Group Meeting
- Tour of the new Operations Centre at Henderson Road
- CEO Performance Evaluation Committee Meeting

## **5.2 Ward Issues**

### **5.2.1 Councillor Gill (DINSDALE WARD)**

- Recognised the Scientific Research data from North Western University in the USA which analysed patient data from ten countries. Cr Gill noted the research found a correlation between low Vitamin D Levels and higher COVID-19 mortality rates and encouraged the community to increase their Vitamin D intake.

### **5.2.2 Councillor Cooper (SCOTT WARD)**

- Highlighted community angst among parents and carers when it comes to sending children back to school.
- Encouraged all schools in the Knox municipality to implement social distancing, hygiene measures and staggered pick up times.
- Wish residents well in their return to school, work and sport.

### **5.2.3 Councillor Keogh (DOBSON WARD)**

- Recognised that volunteer community clubs are struggling but are undertaking great work and are looking out for each other.
- Reported many clubs have expressed appreciation for Council's support and financial assistance including through waiving fees.
- Encouraged local sport to restart when it is safe to do so as they play a very important role for local communities.
- Highlighted that people leading volunteer groups deserve great credit for their work.

### **5.2.4 Councillor Mortimore (CHANDLER WARD)**

- Encouraged families to continue exercising and walking in local streets.
- Highlighted concerns regarding disposable cups being used in greater numbers than ever with coffee shops still being unable to use reusable cups.
- Commended Council Landscape officers for solving a complex street tree problem in Chandler Ward, by working through and resolving residents' concerns regarding species of eucalyptus trees.



### **5.2.5 Councillor Holland (FRIBERG WARD)**

- Noted feedback received supportive of the Henderson Road Bridge but expressing concerns regarding the impacts from traffic on Valley View Drive, including from the traffic calming devices currently installed. Cr Holland foreshadowed a petition was likely to be presented to Council in June requesting the installation of alternative traffic calming devices.

### **5.2.6 Councillor Lockwood (BAIRD WARD)**

- Praised the efforts of the Boronia Football Netball Club in releasing video updates to engage with their supporters and members.
- Praised the Fair Park Football Club for engaging with their supporters using flashbacks to last year's Premiership season as they sought to fill the void left by the absence of local football.
- Acknowledged the research referred to by Cr Gill and suggested sunlight was one of the best sources of Vitamin D for Australians.

### **5.2.7 Councillor Timmers-Leitch (COLLIER WARD)**

- Voiced concerns regarding serial offenders who leave out hard rubbish without booking on a Voiced concerns regarding repeated instances of householders placing hard rubbish on their nature strip without booking a collection and that reported concerns were being reviewed with Council's Waste Management team.
- Congratulated Council's Stormwater team on the construction of the Manson Reserve wetlands.
- Highlighted the \$1.2 million infrastructure project for Templeton Tennis Club which was expected to create a showcase in Knox for all abilities.
- Praised Council for supporting additional hours for crossing supervisors outside local Primary schools supporting staggered drop-off times implemented for the return to school..
- Acknowledged the appreciation of residents for the work of the Eastern Regional Libraries, including through the sending of activity sheets to 300 children, book deliveries by mail and providing online daily storytime.

### **5.2.8 Councillor Seymour (TIRHATUAN WARD)**

- Foreshadowed that a Notice of Motion will be presented to the Strategic Planning Committee Meeting on June 9 to consider advocacy to support a call for conservation and land management projects to be included in the Federal Government's economic stimulus measures in response to COVID-19.

Councillor Lockwood left the meeting at 7:31 pm during item 5.2

Councillor Lockwood returned to the meeting at 7:33 pm during item 5.2

6 City Development Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 April to 30 April 2020

**SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

**RECOMMENDATION**

That Council note the planning applications decided under delegation reports (between 1 April to 30 April 2020).

**RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Cooper**

**That Council note the planning applications decided under delegation reports (between 1 April to 30 April 2020).**

**CARRIED**

## 6.2 Amenity Local Law 2020

**SUMMARY:** Coordinator Projects and Improvement, Janet Simmonds

**Council's *General Provisions Local Law 2010* ('the current Local Law') is due to expire on 30 June 2020, and subject to Council approval, is proposed to be replaced by the *Amenity Local Law 2020* ('the proposed Local Law'). This report is to enable Council to make the proposed Local Law, by completing the legislative requirements for making a Local Law under the *Local Government Act 1989* ('the Act').**

### **RECOMMENDATION**

That Council:

1. Resolve that no changes are required to the proposed Amenity Local Law 2020 resulting from the public submissions, as noted and received at the Ordinary Meeting of Council on 27 April 2020;
2. Thank submitters to the draft Amenity Local Law and provide a written response advising submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the Local Government Act 1989;
3. Approves and makes the *Amenity Local Law 2020* as contained in Attachment 1, with a commencement date of 1 July 2020;
4. Approves and incorporates the *Use of Waste Collection Services Policy* in the *Amenity Local Law 2020*, as contained in Attachment 2;
5. Prescribes the listing of Environmental Weeds in accordance with clause 3.1 of the *Amenity Local Law 2020*, as contained in Attachment 3;
6. Notes the changes made to the *Amenity Local Law 2020* subsequent to the draft version released for public consultation, shown as tracked changes in Attachment 4;
7. Authorises the Chief Executive Officer to:
  - a. Give notice of the making of the *Amenity Local Law 2020* in the Government Gazette and public notice in accordance with section 119(3) of the Act; and
  - b. Send a copy of the *Amenity Local Law 2020* to the Minister for Local Government in accordance with section 119(4) of the Act.

### **RESOLUTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Timmers-Leitch

That Council:

1. **Resolve that no changes are required to the proposed Amenity Local Law 2020 resulting from the public submissions, as noted and received at the Ordinary Meeting of Council on 27 April 2020;**
2. **Thank submitters to the draft Amenity Local Law and provide a written response advising submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the Local Government Act 1989;**

3. Approves and makes the *Amenity Local Law 2020* as contained in Attachment 1, with a commencement date of 1 July 2020;
4. Approves and incorporates the *Use of Waste Collection Services Policy* in the *Amenity Local Law 2020*, as contained in Attachment 2;
5. Prescribes the listing of Environmental Weeds in accordance with clause 3.1 of the *Amenity Local Law 2020*, as contained in Attachment 3;
6. Notes the changes made to the *Amenity Local Law 2020* subsequent to the draft version released for public consultation, shown as tracked changes in Attachment 4;
7. Authorises the Chief Executive Officer to:
  - a. Give notice of the making of the *Amenity Local Law 2020* in the Government Gazette and public notice in accordance with section 119(3) of the Act; and
  - b. Send a copy of the *Amenity Local Law 2020* to the Minister for Local Government in accordance with section 119(4) of the Act.

**CARRIED**

### 6.3 Notice of Motion 95 - Advocacy Statements and Events Policy

**SUMMARY:** Manager Governance, Phil McQue

Council resolved in August 2019 via Notice of Motion 95 to receive a report regarding public statements or attendance at public events, where the subject matter of the statement or event has not previously been considered by Council and/or the subject of an adopted policy or position, with appropriate policies and protocols to be in place to guide and inform these situations.

The Advocacy Statements and Events Policy was submitted to the March 2020 Council Meeting where it was deferred for minor amendments to be made, and it is now presented to Council for consideration.

#### **RECOMMENDATION**

That Council adopt the Advocacy Statements and Events Policy shown at Attachment 1.

#### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Mortimore

That Council adopt the Advocacy Statements and Events Policy shown at Attachment 1.

#### **CARRIED**

## 6.4 Governance Policies for Review - Group 2

**SUMMARY:** Governance Officer, Kirstin Ritchie

A number of policies administered by the Governance Department are presently being reviewed, with this being the second group of policies now being presented to Council.

The Excellence Grant for Individuals Policy (formerly Sporting Grants for Individuals Policy) has undergone an extensive review and now proposes to expand the eligibility criteria of the grant stream to better support the Knox community.

The Conduct Complaints Policy and Procedure has been reviewed and is presented to Council, with minor administrative amendments for adoption.

The content of the Call Up Items at Council Meetings Policy has previously been incorporated into Council's Meeting Procedure and Use of Common Seal Local Law 2018 and it is recommended this policy be formally revoked.

### **RECOMMENDATION**

That Council:

1. Adopt the Excellence Grant for Individuals Policy (formerly Sporting Grants for Individuals Policy) in accordance with the draft set out in Attachment 1 of this report;
2. Adopt the Conduct Complaints Policy and Procedure in accordance with the draft set out in Attachment 2 of this report; and
3. Revoke the Call Up Items at Council Meetings Policy (Attachment 3).

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Keogh

That Council:

1. Adopt the Excellence Grant for Individuals Policy (formerly Sporting Grants for Individuals Policy) in accordance with the draft set out in Attachment 1 of this report;
2. Adopt the Conduct Complaints Policy and Procedure in accordance with the draft set out in Attachment 2 of this report; and
3. Revoke the Call Up Items at Council Meetings Policy (Attachment 3).

### **CARRIED**

## 6.5 Proposal for Renaming Major Crescent Reserve in Lysterfield as Tom Blaze Reserve

**SUMMARY:** Governance Officer, Damian Watson

**The purpose of this report is to seek Council endorsement, for the purposes of community consultation, of a naming proposal to re-name Major Crescent Reserve in Lysterfield.**

### **RECOMMENDATION**

That Council:

1. Endorse for the purpose of community consultation, a proposal to name Major Crescent Reserve in Lysterfield 'Tom Blaze Reserve', in recognition of former Knox Mayor and Councillor, the late Tom Blazé;
2. Undertake appropriate community consultation on this naming proposal; and
3. Receive a further report on the proposed naming following the conclusion of the community consultation process.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Holland

That Council:

1. **Endorse for the purpose of community consultation, a proposal to name Major Crescent Reserve in Lysterfield 'Tom Blaze Reserve', in recognition of former Knox Mayor and Councillor, the late Tom Blazé;**
2. **Undertake appropriate community consultation on this naming proposal; and**
3. **Receive a further report on the proposed naming following the conclusion of the community consultation process.**

### **CARRIED**

## 6.6 Financial Performance Report for the Quarter Ended 31 March 2020

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

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

### **RECOMMENDATION**

That Council receive and note the Financial Performance Report for the year to date ended 31 March 2020.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Pearce

That Council receive and note the Financial Performance Report for the year to date ended 31 March 2020.

### **CARRIED**



## 7 Public Question Time

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

Question Time commenced at 7:42 pm.

The following questions were raised with Council:

<p>Question 1- Robert Williams</p>	<p>I asked a question at a meeting earlier this year (around Feb/March), around the 4 bin waste and recycling system as introduced by State Government.                  I was wondering if Council has heard any further developments or information on how this system would be organised in Knox, and also the additional costs to ratepayers for this system and when this would be implemented.                  Also wondering if Knox has any plans on providing glass/can recycling bins/options at depots as another option too, especially for those places who may not be able to hold 4 bins on their premises? (and what are the solutions if some residences are unable to hold 4 bins - i.e. multi unit area's where there simply isn't any space)?                  and also keen to hear how CDS roll out will occur in Knox, and plans for this into the future.</p>
<p>Answer- Tony Doyle, Chief Executive Officer</p>	<p>The Chief Executive Officer responded advising:</p> <ul style="list-style-type: none"> <li>• Council was very interested to see the release of the Victorian Government’s “Recycling Victoria” policy paper.</li> <li>• There were a number of announcements related to a glass collections program by 2027, mandatory food waste services by 2030, container deposit schemes and many other waste and recycling initiatives.</li> <li>• There are a number of areas within this Policy that are still not entirely clear in terms of the initiatives and their implementation. The Local Government sector has sought clarity from the Victorian Government on these matters.</li> <li>• We do know that the Container deposit scheme will be delivered by the State although they have not yet determined which delivery model is preferred.</li> <li>• This will then impact the model of glass collection that Council will be required to implement by 2027. The servicing of multi-unit developments will be part of these considerations.</li> </ul> <p>There is further work needed to ensure that the waste sector can support and process additional glass collections, hence the long timeline.</p>

<p>Question 2- Meagan Baker</p>	<p>I understand the mandatory training for councillor candidates has been set for July. Has council yet been provided the material and scope of this training to provide and is council convinced the extraordinarily short time frames currently promoted by the Victorian government will provide a fair and just opportunity for candidates to campaign given this is the first postal voting election for Knox?</p>
<p>Answer- Councillor Nicole Seymour (Mayor)</p>	<p>The Mayor responded advising:</p> <ul style="list-style-type: none"> <li>• The new Local Government Act requires mandatory candidate training however it has not been prescribed yet what that training consists of, as the curriculum and course material were not finalised.</li> <li>• There is little detail apart from what is on the DELWP website so Council knows only as much as the community.</li> <li>• It is common practice with elections for industry bodies to run information sessions and Council had such an information session earmarked for March 2020 which was deferred due to COVID 19.</li> <li>• The mandatory training is separate, and addresses a deficiency identified by the Minister for Local Government that people being elected were not fully equipped with the skills and knowledge to hit the ground running as Councillors.</li> <li>• Council’s information session is now scheduled for 28 July 2020 but it is not a mandatory session, and will not satisfy the requirement for mandatory training.</li> <li>• The Mayor advised it was her personal view that the circumstances were probably not fair and just for any candidate whether it be sitting or new candidates, noting that Council and the Municipal Association of Victoria had lobbied the Minister for Local Government to defer the elections. The Mayor suggested a host of unique circumstances associated with COVID-19 would prevent effective campaigning, including training issues, and financial pressures, meaning it is probably not a fair and equitable situation for anyone to be campaigning in 2020.</li> </ul> <p>The Mayor noted a response would also be provided in writing.</p>
<p>Question 3- David Merry</p>	<p>My question is related to planning, I have tried in vain to get an answer from the planning department as why they have fast tracked a inappropriate development in the Dandenong foothills. Please explain what benefits this development would bring to Knox and why did we spend bucket loads of ratepayers money to engage Calibre property consultants to go up against residents that only want the planning guidelines adhered to. This question is in reference to 201 Ferndale Road, The Basin.</p>
<p>Answer- Tony Doyle, Chief Executive</p>	<p>The Chief Executive Officer responded advising:</p> <ul style="list-style-type: none"> <li>• The question relates to the planning permit P/2019/6025 for change of use to a restaurant, associated buildings and works, and the sale and consumption of alcohol at 201 Ferndale Road Sassafras.</li> </ul>

Officer	<ul style="list-style-type: none"> <li>• The permit application was processed and assessed in the normal manner and was not fast tracked.</li> <li>• The application was received 25 January 2019. Following assessment and under delegated authority, on 19 July 2019 it was determined to issue a Notice of Decision to Grant a Planning Permit subject to conditions.</li> <li>• An appeal was lodged by an objector to the application with the Victorian Civil and Administrative Tribunal (VCAT) against the Council decision to approve the application. The matter was heard at the VCAT in February 2020 and the VCAT ordered that a planning permit be issued on 13 March 2020. It was considered that the proposal was in compliance with the Knox Planning Scheme and this was later confirmed by the VCAT determination. Council regularly uses Planning Consultants and occasionally lawyers to present at VCAT, as well as using Council Officers. The decision to have consultants represent Council at a VCAT hearings are made for operational reasons including the availability of officers, current workloads and other priorities, as well as the issues to be considered by VCAT.</li> </ul>
Question 4- Jude Dwight	How is it that permits for buildings and operations can be issued retrospectively? Isn't a 'retrospective permit' something of a misnomer?
Answer	<p>The Mayor acknowledged two questions were submitted and advised she had determined to refuse the first question regarding 201 Ferndale Road Sassafras on the grounds it was based in hearsay.</p> <p>The Director City Development responded advising:          The author was encouraged to provide further information to the Director City Development or the Mayor regarding the alleged issue of retrospective approvals so this can be investigated as there was no information regarding the property or issue at the centre of the allegation.</p> <p>The Mayor noted a response would also be provided in writing.</p>

Question Time Concluded at 7:55pm.

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Knox Transfer Station - Operations, Fire Mitigation and Lease Arrangements

**SUMMARY:** Acting Coordinator - Waste Management, Marissa France

**This report responds to a call up item requesting information in relation to recent fire events at the Knox Transfer Station (KTS) facility, located at 251 George St, Wantirna.**

**This report sets out a summary of fire events, details the extensive measures that have been put in place by the operator of the facility, discusses the importance of the site on a local and state scale and discusses relevant lease and contract arrangements.**

**It also recommends to extend the lease agreement for the rear and car parking portion of the site which is due to expire on 30 September 2020, with 1 X 2 year extension option available.**

#### **RECOMMENDATION**

That Council:

1. Recognise the work that Knox Transfer Station (KTS) Recycling has undertaken to ensure the safety of the site for the community of Knox, through infrastructure upgrades and research into fire mitigation;
2. Recognise that the site is an important facility for residents of, and businesses servicing Knox City Council; the site is of regional and statewide significance and contributes to the recycling and resource recovery performance of our region;
3. Endorse the approach of Council officers working with KTS Recycling to promote the importance of the facility for the region, share with the community their work in fire mitigation and research, and highlight the impacts of batteries within waste streams;
4. Advocate to resource recovery stakeholders such as Metropolitan Waste and Resource Recovery Group, Sustainability Victoria and DELWP about the reliance on a limited number of mattress recyclers within Victoria and support for the industry;
5. Extend the current lease agreement for the rear and carparking portion of the site for a two year period, from 1 October 2020 to 30 September 2022; and
6. Delegate authority to the Chief Executive Officer to negotiate and execute documents related to the lease, including the addition of new lease conditions.

**PROCEDURAL MOTION**

**SUSPENSION OF STANDING ORDERS**

**MOVED:** Councillor Mortimore

**SECONDED:** Councillor Lockwood

That Council resolve to suspend standing orders.

**CARRIED**

**STANDING ORDERS WERE SUSPENDED AT 7:56pm.**

*A promotional video of Knox Transfer Station was shown to viewers.*

**PROCEDURAL MOTION**

**RESUMPTION OF STANDING ORDERS**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Cooper

That Council resolve to resume standing orders.

**CARRIED**

**STANDING ORDERS WERE RESUMED AT 8:02pm**

**RESOLUTION**

**MOVED:** Councillor Mortimore

**SECONDED:** Councillor Cooper

That Council:

1. Recognise the work that Knox Transfer Station (KTS) Recycling has undertaken to ensure the safety of the site for the community of Knox, through infrastructure upgrades and research into fire mitigation;
2. Recognise that the site is an important facility for residents of, and businesses servicing Knox City Council; the site is of regional and statewide significance and contributes to the recycling and resource recovery performance of our region;
3. Endorse the approach of Council officers working with KTS Recycling to promote the importance of the facility for the region, share with the community their work in fire mitigation and research, and highlight the impacts of batteries within waste streams;

- 4. Advocate to resource recovery stakeholders such as Metropolitan Waste and Resource Recovery Group, Sustainability Victoria and DELWP about the reliance on a limited number of mattress recyclers within Victoria and support for the industry;**
- 5. Extend the current lease agreement for the rear and carparking portion of the site for a two year period, from 1 October 2020 to 30 September 2022; and**
- 6. Delegate authority to the Chief Executive Officer to negotiate and execute documents related to the lease, including the addition of new lease conditions.**

**CARRIED**

## 9 Community Services Officers' Reports for consideration

### 9.1 Community and Business Support Package

**SUMMARY: Manager Community Wellbeing, Petrina Dodds Buckley and Manager City Futures, Anthony Petherbridge**

**In response to the COVID-19 Pandemic, both the Community Wellbeing and City Futures Departments have worked together to identify key initiatives that respond to community and business needs across the municipality. These initiatives have been incorporated into a Stage 2 Community and Business Support Package. Stage 1 support was endorsed by Council at its meeting of 30 March 2020, and some of the initiatives as part of the Stage 1 Package are proposed to be extended as part of the Stage 2 Package recommended in this report.**

#### **RECOMMENDATION**

That Council, in response to the impact that COVID-19 has had on the Knox community and businesses resolves to:

1. Note the positive impact that Council's Stage 1 Community and Business Support Package has had on the Knox community;
2. Endorse the extension of the following Stage 1 initiatives:
  - a. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;
  - b. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
  - c. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and
  - d. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.
3. Approve the Stage 2 Community and Business Support Package and commence implementation of the following initiatives, effective from 25 May 2020:
  - a. Increase funding for the Council Minor Grant Program to the value of \$51,500, for the purpose of supporting community initiatives;
  - b. Increase funding for the Council Community Development Fund to the value of \$80,000, for the purpose of reactivating community connectedness and initiating recovery projects;
  - c. Establish a one-off Council 'Supporting Local Services Fund' to the value of \$200,000, for the purpose of supporting local service organisations to increase service provision;

- d. Provide funding to the value of \$15,000 for the purpose of enabling a temporary Council facility, at the discretion of the Chief Executive Officer, for the purpose of providing shower and laundry facilities for the vulnerable in our community;
  - e. Provide funding to the value of \$50,000 for the purpose of investigating and implementing an ongoing solution for a permanent shower and laundry facility for the vulnerable in the Knox community;
  - f. Provide funding to the value of \$315,000 for the purpose of Council partnering with local organisations to enable and support the provision of hot meals to the vulnerable in our community;
  - g. Provide funding to the value of \$200,000 to deliver a Mental Health First Aid Training and Awareness Program to local sporting clubs, for the purpose of assisting with the well-being and resilience of community members;
  - h. Provide funding to the value of \$25,000 to undertake a municipal-wide survey assessing the impact of COVID-19 on Knox households to inform strategic service planning and longer-term relief and recovery planning;
  - i. Provide funding to the value of \$160,000, for a one-off \$1,000 Facility Operating Contribution for Not-for-Profit Groups and Clubs with a lease or licence in a Council facility, to support facility operating costs such as utilities and COVID-19 related expenses;
  - j. Provide funding to the value of \$30,000, to expand Council's Mentoring Support Program, for the purpose of assisting local business to manage and response to COVID-19;
  - k. Establish a Council "Commercial Advice Program" to the value of \$30,000, for the purpose of providing leasing, tenancy, taxation and financial advice to local business;
  - l. Establish a Council "Digital Upskills Program" to the value of \$20,000, for the purpose of enhancing digital marketing skills for local business;
  - m. Establish a Business Support Grants Program, to the total value of \$335,000, that includes an "e-commerce Grant" for the purpose of enhancing e-commerce capability and functionality for local business, a "Manufacturing and Supply Transition Grant" for the purpose of assisting the pivoting of local business; and a "Creative and Cultural Sector Industry Facilitation and Place Activation Grant" for the purpose of providing assistance to Knox's creative and cultural sector; and
  - n. Prepare a Retail Activation Strategy to the value of \$50,000, for the purpose of developing a "buy-local" program to support increased trade for local businesses.
4. To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives;
  5. Authorise the Chief Executive Officer to execute all agreements relating to the above initiatives; and
  6. Note that further allocations from the balance of the Community and Business Support Package for the purpose of Stage 3 COVID-19 support initiatives will be considered by Council at a later stage.



## **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Lockwood

**That Council, in response to the impact that COVID-19 has had on the Knox community and businesses resolves to:**

- 1. Note the positive impact that Councils Stage 1 Community and Business Support Package has had on the Knox community;**
- 2. Endorse the extension of the following Stage 1 initiatives:**
  - a. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;**
  - b. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;**
  - c. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and**
  - d. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.**
- 3. Approve the Stage 2 Community and Business Support Package and commence implementation of the following initiatives, effective from 25 May 2020:**
  - a. Increase funding for the Council Minor Grant Program to the value of \$51,500, for the purpose of supporting community initiatives;**
  - b. Increase funding for the Council Community Development Fund to the value of \$80,000, for the purpose of reactivating community connectedness and initiating recovery projects;**
  - c. Establish a one-off Council 'Supporting Local Services Fund' to the value of \$200,000, for the purpose of supporting local service organisations to increase service provision;**
  - d. Provide funding to the value of \$15,000 for the purpose of enabling a temporary Council facility, at the discretion of the Chief Executive Officer, for the purpose of providing shower and laundry facilities for the vulnerable in our community;**
  - e. Provide funding to the value of \$50,000 for the purpose of investigating and implementing an ongoing solution for a permanent shower and laundry facility for the vulnerable in the Knox community;**
  - f. Provide funding to the value of \$315,000 for the purpose of Council partnering with local organisations to enable and support the provision of hot meals to the vulnerable in our community;**

- g. Provide funding to the value of \$200,000 to deliver a Mental Health First Aid Training and Awareness Program to local sporting clubs, for the purpose of assisting with the well-being and resilience of community members;**
  - h. Provide funding to the value of \$25,000 to undertake a municipal-wide survey assessing the impact of COVID-19 on Knox households to inform strategic service planning and longer-term relief and recovery planning;**
  - i. Provide funding to the value of \$160,000, for a one-off \$1,000 Facility Operating Contribution for Not-for-Profit Groups and Clubs with a lease or licence in a Council facility, to support facility operating costs such as utilities and COVID-19 related expenses;**
  - j. Provide funding to the value of \$30,000, to expand Council's Mentoring Support Program, for the purpose of assisting local business to manage and response to COVID-19;**
  - k. Establish a Council "Commercial Advice Program" to the value of \$30,000, for the purpose of providing leasing, tenancy, taxation and financial advice to local business;**
  - l. Establish a Council "Digital Upskills Program" to the value of \$20,000, for the purpose of enhancing digital marketing skills for local business;**
  - m. Establish a Business Support Grants Program, to the total value of \$335,000, that includes an "e-commerce Grant" for the purpose of enhancing e-commerce capability and functionality for local business, a "Manufacturing and Supply Transition Grant" for the purpose of assisting the pivoting of local business; and a "Creative and Cultural Sector Industry Facilitation and Place Activation Grant" for the purpose of providing assistance to Knox's creative and cultural sector; and**
  - n. Prepare a Retail Activation Strategy to the value of \$50,000, for the purpose of developing a "buy-local" program to support increased trade for local businesses.**
- 4. To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives;**
  - 5. Authorise the Chief Executive Officer to execute all agreements relating to the above initiatives; and**
  - 6. Note that further allocations from the balance of the Community and Business Support Package for the purpose of Stage 3 COVID-19 support initiatives will be considered by Council at a later stage.**

**CARRIED**

Councillor Gill left the meeting at 8:19 pm before the vote on item 9.1

## 9.2 Kindergarten Expansion Reform

**SUMMARY:** Acting Manager, Family and Children's Services, Angela Morcos

**The State Government has commenced the implementation of subsidised kindergarten for all 3-year-old children in Victoria in both sessional and long day services. From January 2022, it is expected that every 3-year-old child in Knox will have access to five hours per week of State-funded kindergarten, and access to 15 hours per week of State-funded kindergarten by 2029.**

**This report summarises outcomes to date from Council's Kindergarten Expansion Project that investigated and analysed options for Council, and makes recommendations for Council's roles in funded kindergarten into the future.**

### **RECOMMENDATION**

That Council:

1. Agree in principle to be a provider of funded kindergarten for eligible 3 and 4 year-old children in line with the Victorian Government's Kindergarten Expansion Reform, in response to demand, and deliver the service in a sustainable model that is identified through further financial analysis and modelling;
2. Agree to the following Guiding Principles for the operation of its funded kindergarten services, that these principles replace the Council resolutions listed in Attachment 4, and that Council's Executive Management Team approve an Operational Service Plan on an annual basis for Council's kindergarten services to operate in alignment with the principles:
  - High quality;
  - Inclusive and accessible;
  - Integrated;
  - Flexible and responsive; and
  - Operationally viable and sustainable.
3. As a municipal planner and advocate for children and families, continues to work in partnership with non-Council kindergarten providers and the Victorian Government to support a mixed market of kindergarten provision in the municipality;
4. Continues to provide purpose-built early years infrastructure where services and programs are provided by Council and non-Council providers;
5. Notes a further report will be provided that includes an Early Years Infrastructure Strategy, and that funding will be referred to Council's Capital Works Program; and
6. Continues to provide the Victorian Government funded Preschool Field Officer Program.

**RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Timmers-Leitch

**That Council:**

- 1. Agree in principle to be a provider of funded kindergarten for eligible 3 and 4 year-old children in line with the Victorian Government's Kindergarten Expansion Reform, in response to demand, and deliver the service in a sustainable model that is identified through further financial analysis and modelling;**
- 2. Agree to the following Guiding Principles for the operation of its funded kindergarten services, that these principles replace the Council resolutions listed in Attachment 4, and that Council's Executive Management Team approve an Operational Service Plan on an annual basis for Council's kindergarten services to operate in alignment with the principles:**
  - High quality;**
  - Inclusive and accessible;**
  - Integrated;**
  - Flexible and responsive; and**
  - Operationally viable and sustainable.**
- 3. As a municipal planner and advocate for children and families, continues to work in partnership with non-Council kindergarten providers and the Victorian Government to support a mixed market of kindergarten provision in the municipality;**
- 4. Continues to provide purpose-built early years infrastructure where services and programs are provided by Council and non-Council providers;**
- 5. Notes a further report will be provided that includes an Early Years Infrastructure Strategy, and that funding will be referred to Council's Capital Works Program; and**
- 6. Continues to provide the Victorian Government funded Preschool Field Officer Program.**

**CARRIED**

Councillor Gill returned to the meeting at 8:31 pm before the vote on item 9.2

### 9.3 Minor Grants Program 2019-20 Monthly Report

#### **SUMMARY: Coordinator Community Partnerships – Saskia Weerheim**

**This report summarises the grant applications recommended for approval in May 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.**

**Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2019-2020 financial year.**

#### **RECOMMENDATION**

That Council:

1. Approve six applications for a total of \$14,252.51, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Wantirna South Football Club	Veranda heaters at Walker Reserve	\$1,000.00	\$1,000.00
Rowville Tennis Club	Storage Shed	\$2,834.00	\$2,834.00
Haering Road Preschool Association	Mud kitchen upgrade	\$1,727.51	\$1,727.51
The Basin Music Festival Association	Covid-19 Concerto Silencio	\$3,000.00	\$3,000.00
Fab Nobs Theatre	Cable Trays	\$2,741.00	\$2,741.00
Recipe4Change	Emergency food relief	\$2950.00	\$2950.00
<b>TOTAL</b>		<b>\$14,252.51</b>	<b>\$14,252.51</b>

2. Refuse one Minor Grants Program application requesting a total of \$950, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Boronia and The Basin Community News Incorporated	Not for Profit Publicity	\$950.00	Clause 6.24 - For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year. Received funding in July 2019 for the same request – newspaper space to promote the work of local not-for-profit organisations.
<b>TOTAL</b>		<b>\$950.00</b>	

3. Note that inclusive of the above recommended grants which total \$14,252.51, a total of \$127,306.52 has been awarded to date under the 2019/2020 Minor Grants Program to support 66 community-based organisations and their programs.

### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Holland

**That Council:**

1. **Approve six applications for a total of \$14,252.51, as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Wantirna South Football Club	Veranda heaters at Walker Reserve	\$1,000.00	\$1,000.00
Rowville Tennis Club	Storage Shed	\$2,834.00	\$2,834.00
Haering Road Preschool Association	Mud kitchen upgrade	\$1,727.51	\$1,727.51
The Basin Music Festival Association	Covid-19 Concerto Silencio	\$3,000.00	\$3,000.00
Fab Nobs Theatre	Cable Trays	\$2,741.00	\$2,741.00
Recipe4Change	Emergency food relief	\$2950.00	\$2950.00
<b>TOTAL</b>		<b>\$14,252.51</b>	<b>\$14,252.51</b>

2. **Refuse one Minor Grants Program application requesting a total of \$950, as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for Refusal</b>
Boronia and The Basin Community News Incorporated	Not for Profit Publicity	\$950.00	<b>Clause 6.24 - For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year.</b> Received funding in July 2019 for the same request – newspaper space to promote the work of local not-for-profit organisations.
<b>TOTAL</b>		<b>\$950.00</b>	

- 3. Note that inclusive of the above recommended grants which total \$14,252.51, a total of \$127,306.52 has been awarded to date under the 2019/2020 Minor Grants Program to support 66 community-based organisations and their programs.**

**CARRIED**

Councillor Mortimore left the meeting at 8:40 pm before the vote on item 9.3 having previously declared a conflict of interest.

Councillor Mortimore returned to the meeting at 8:40 pm after the vote on item 9.3

## 10 Corporate Services Officers' Reports for consideration

### 10.1 Performance Report for Quarter Three 2019-20

**SUMMARY:** Corporate Planning and Reporting Officer, Kate McInnes

**This report provides the third quarter progress on initiatives identified in the 2019-20 Annual Plan, adopted by Council on 24 June 2019 as part of the 2019-20 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2019-20 year.**

#### **RECOMMENDATION**

That Council receive and note the 2019-20 Annual Plan progress report for the period 1 January 2020 to 31 March 2020.

#### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

That Council receive and note the 2019-20 Annual Plan progress report for the period 1 January 2020 to 31 March 2020.

#### **CARRIED**



## 11 Items for Information

### 11.1 Assemblies of Councillors

**SUMMARY: Manager, Governance, Phil McQue**

**This report provides details of Assembly of Councillors 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; and
2. Incorporate the records of the Assemblies into the minutes of the meeting.

#### **RESOLUTION**

**MOVED: Councillor Gill**

**SECONDED: Councillor Cooper**

That Council:

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

#### **CARRIED**

## 11.2 Capital Works Program Report - May 2020

**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 6 May 2020.**

### **RECOMMENDATION**

That Council receive and note the Works Report, as at 6 May 2020.

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Lockwood**

**That Council receive and note the Works Report, as at 6 May 2020.**

### **CARRIED**

### 11.3 ICT Capital Works Report

**SUMMARY: Acting Manager Information Technology, Paul Barrett**

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 13 May 2020.**

#### **RECOMMENDATION**

That Council receive and note the ICT Capital Works Report, as at 13 May 2020.

#### **RESOLUTION**

**MOVED: Councillor Lockwood**

**SECONDED: Councillor Pearce**

**That Council receive and note the ICT Capital Works Report, as at 13 May 2020.**

#### **CARRIED**

12 Motions for Which Notice has Previously Been Given

Nil.

13 Supplementary Items

Nil.

14 Urgent Business

14.1 Urgent Business

Nil.

14.2 Call Up Items

Nil.

15 Questions Without Notice

Nil.

16 Confidential Items

Nil.

**MEETING CLOSED AT 8:45 pm**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on Monday, 22 June 2020

.....  
Chairperson

The Agenda for this meeting is attached in full at the end of the Minutes

# AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 May 2020 at 7:00 pm

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence.....5
- 2 Declarations Of Conflict Of Interest.....5
- 3 Confirmation Of Minutes.....5
- 4 Petitions And Memorials .....5
- 5 Reports By Councillors .....6
  - 5.1 Committees and Delegates.....6
  - 5.2 Ward Issues.....6
- 6 City Development Officers’ Reports For Consideration.....7
  - 6.1 Report of Planning Applications Decided Under Delegation 1 April to 30 April 2020 .....7
  - 6.2 Amenity Local Law 2020 .....13
  - 6.3 Notice of Motion 95 - Advocacy Statements and Events Policy .....99
  - 6.4 Governance Policies for Review - Group 2.....104
  - 6.5 Proposal for Renaming Major Crescent Reserve in Lysterfield as Tom Blaze Reserve .....125
  - 6.6 Financial Performance Report for the Quarter Ended 31 March 2020.....130
- 7 Public Question Time.....152

- 8 Engineering & Infrastructure Officers' Reports For Consideration .....153
  - 8.1 Knox Transfer Station - Operations, Fire Mitigation and Lease Arrangements .....153
  
- 9 Community Services Officers' Reports For Consideration .....162
  - 9.1 Community and Business Support Package .....162
  - 9.2 Kindergarten Expansion Reform .....219
  - 9.3 Minor Grants Program 2019-20 Monthly Report .....233
  
- 10 Corporate Services Officers' Reports For Consideration .....238
  - 10.1 Performance Report for Quarter Three 2019-20 .....238
  
- 11 Items For Information .....257
  - 11.1 Assemblies of Councillors .....257
  - 11.2 Capital Works Program Report - May 2020 .....268
  - 11.3 ICT Capital Works Report .....290
  
- 12 Motions For Which Notice Has Previously Been Given .....295
  
- 13 Supplementary Items .....295
  
- 14 Urgent Business .....295
  - 14.1 Urgent Business .....295



14.2 Call Up Items .....295

15 Questions Without Notice .....295

16 Confidential Items.....295

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 Monday 27 April 2020

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 April to 30 April 2020

**SUMMARY:** Manager, City Planning & Building, Paul Dickie

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

**RECOMMENDATION**

That Council note the planning applications decided under delegation reports (between 1 April to 30 April 2020).

**1. REPORT**

Details of planning applications decided under delegation from 1 April to 30 April are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	4
Other	8
Subdivision	15
Units	16
Tree Removal / Pruning	5
Single Dwelling	1
Change of Use	1
Signage	1
<b>TOTAL</b>	<b>51</b>

**Report Prepared By:** Manager, City Planning & Building, Paul Dickie

**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

**Attachments**

Nil

## Knox City Council

### Planning Applications Decided - Council

1 April 2020 and 30 April 2020

Ward	No/ Type	Address	Description	Decision
Baird	2019/7248	19 Zeising Court BORONIA VIC 3155	Development of the land for two (2) double storey and one (1) single storey dwelling	1/04/2020 Approved
Baird	2020/6104	8 Laurel Avenue BORONIA VIC 3155	7 Lots Subdivision (approved unit site)	3/04/2020 Approved
Baird	2019/7196	1 & 2 /30 Edina Road FERNTREE GULLY VIC 3156	Development of the land for 36 warehouse units, removal and creation of easements, consolidation of 2 existing lots, a 36 lot subdivision and reduction in car parking requirements	3/04/2020 Approved
Baird	2019/7274	1 & 2/ 22-24 Brunsdon Street BAYSWATER VIC 3153	Development of 7 Warehouses and a car parking dispensation of one (1) car space	6/04/2020 Approved
Baird	2020/6105	13-15 Rawlings Avenue FERNTREE GULLY VIC 3156	Six (6) Lots subdivision (approved unit site)	9/04/2020 Approved
Baird	2020/6092	3 Donald Court BORONIA VIC 3155	Three (3) lot subdivision (Approved Unit Site)	8/04/2020 Approved
Baird	2019/7249	9 – 13 Commercial Road FERNTREE GULLY VIC 3156	Development of the land for 18 double storey dwellings and five (5) single storey dwellings (total 23 dwellings)	27/04/2020 Notice of Decision
Baird	2020/6060	3 Eytan Street FERNTREE GULLY VIC 3156	The construction of two (2) single storey dwellings	29/04/2020 Approved
Baird	2019/7501	4 Oaklands Avenue FERNTREE GULLY VIC 3156	Buildings and works for the extension to an existing building and internally illuminated signage	23/04/2020 Approved
Chandler	2019/7509	107 Inverness Avenue THE BASIN VIC 3154	Buildings and Works associated with a shed (including excavation)	2/04/2020 Approved
Chandler	2020/6153	18 Hillside Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua	15/04/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2020/6128	1/9 Elsie Street BORONIA VIC 3155	Removal of one (1) Hesperocyparis lusitanica	9/04/2020 Approved
Chandler	2020/9046	25 Academy Drive THE BASIN VIC 3154	Removal of one (1) Chamaecyparis lawsoniana	22/04/2020 Refused
Chandler	2020/9055	2/991 Mountain Highway BORONIA VIC 3155	Development of a carport to be used in association with the existing use of the land.	28/04/2020 Approved
Chandler	2020/6043	10 Milleara Street THE BASIN VIC 3154	Buildings and Works (workshop)	24/04/2020 Approved
Chandler	2020/6093	48 Conyers Street THE BASIN VIC 3154	Buildings and works to construct a single dwelling in an SLO and an ESO	29/04/2020 Approved
Chandler	2020/6160	1 & 2/ 2 Hilda Avenue BORONIA VIC 3155	Two (2) lot subdivision (approved unit site)	22/04/2020 Approved
Collier	2020/6155	76 Cathies Lane WANTIRNA SOUTH VIC 3152	Remove one (1) Eucalyptus mannifera	8/04/2020 Approved
Dinsdale	2020/6053	16 Westham Crescent BAYSWATER VIC 3153	Two lot subdivision (Approved Unit site)	3/04/2020 Approved
Dinsdale	2020/6013	21 Mareeba Crescent BAYSWATER VIC 3153	The development of the land for the construction of a new dwelling to rear of existing dwelling	8/04/2020 Approved
Dinsdale	2019/7520	39 Orange Grove BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	20/04/2020 Approved
Dinsdale	2020/9049	8 Essex Court BAYSWATER VIC 3153	Two lot subdivision (approved unit site)	21/04/2020 Approved
Dinsdale	2020/6069	155 Kanooka Road BORONIA VIC 3155	The construction of two double storey dwellings	30/04/2020 Notice of Decision
Dinsdale	2020/9057	10/573 Burwood Highway KNOXFIELD VIC 3180	Buildings and works (PROPOSED MEZZANINE)	28/04/2020 Approved
Dinsdale	2020/6147	40 – 42 Parkhurst Drive KNOXFIELD VIC 3180	Buildings and works to erect plant mezzanine platforms and reduction in car parking	24/04/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2019/7428	15 Russell Crescent BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	23/04/2020 Notice of Decision
Dobson	2020/6076	20-24 Sherwood Way LYSTERFIELD VIC 3156	Two lot subdivision and native vegetation removal	9/04/2020 Approved
Dobson	2020/9045	31 Taldra Drive FERNTREE GULLY VIC 3156	two (2) lot subdivision (approved unit site)	21/04/2020 Approved
Dobson	2020/6079	25 Kevin Avenue FERNTREE GULLY VIC 3156	Buildings and works - Second storey addition and internal alterations	14/04/2020 Approved
Dobson	2020/6119	9/131 Forest Road FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus obliqua.	29/04/2020 Refused
Friberg	2019/7465	34 David Street KNOXFIELD VIC 3180	The construction of three (3) double storey dwellings and one (1) single storey dwelling	9/04/2020 Notice of Decision
Friberg	2020/6150	136/175 Kelletts Road ROWVILLE VIC 3178	Buildings and Works (verandah to the rear of unit 136)	17/04/2020 Approved
Friberg	2020/9043	82 Mountain Gate Drive FERNTREE GULLY VIC 3156	2 Lot Subdivision (Unit Development)	21/04/2020 Approved
Friberg	2020/9051	29 Harwell Road FERNTREE GULLY VIC 3156	Two (2) Lot Subdivision (Approved Unit Site)	30/04/2020 Approved
Friberg	2019/7422	75 Windermere Drive FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	30/04/2020 Notice of Decision
Friberg	2020/9047	203 Windermere Drive FERNTREE GULLY VIC 3156	2 lot subdivision (approved unit site)	27/04/2020 Approved
Scott	2019/7474	432 Scoresby Road FERNTREE GULLY VIC 3156	The construction of two (2) single storey dwellings and alteration of access to a Category 1 Road	1/04/2020 Refused
Scott	2019/7379	10 White Road WANTIRNA SOUTH VIC 3152	The development of the land for the construction of one (1) double storey and three (3) triple storey dwellings	16/04/2020 Notice of Decision

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Scott	2020/6095	Waverley Christian School 1248 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and works for the construction of a new external door, stairs and paving to existing performing arts centre	6/04/2020 Approved
Scott	2019/7439	466 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works (construction of new carparks, footpaths and driveways)	24/04/2020 Approved
Scott	2019/7449	8 Helpmann Street WANTIRNA SOUTH VIC 3152	The development of the land for the construction of a double storey dwelling to the rear of the existing dwelling	23/04/2020 Approved
Taylor	2020/9041	Car Wash 2/1201 Wellington Road LYSTERFIELD VIC 3156	Convert existing wash Bay 1 into an automatic wash bay, extend the plant room, delete Vacuum Bays 3/4, extend the exit pavement of the existing Auto Bay 1, and add new internally viewable menu board for Auto Bay 2.	2/04/2020 Approved
Taylor	2020/6055	153 Dandelion Drive ROWVILLE VIC 3178	The development of the land for two (2) double storey dwellings	17/04/2020 Notice of Decision
Taylor	2020/9054	1 Goulburn Drive ROWVILLE VIC 3178	Two (2) Lot Subdivision (Approved Unit Site)	29/04/2020 Approved
Taylor	2020/9058	274 Dandelion Drive ROWVILLE VIC 3178	Two lot subdivision (Approved Unit Site)	30/04/2020 Approved
Taylor	2020/9052	69 Heany Park Road ROWVILLE VIC 3178	Two (2) lot subdivision (approved unit site)	29/04/2020 Approved
Tirhatuan	2020/6081	26 Avalon Road ROWVILLE VIC 3178	3 lot subdivision (Approved Unit Site)	6/04/2020 Approved
Tirhatuan	2019/7380	1221 & 1247 Ferntree Gully Road SCORESBY VIC 3179	Change of use (caravan storage facility) and associated buildings and works	3/04/2020 Approved
Tirhatuan	2020/6001	3 Johann Avenue SCORESBY VIC 3179	Development of two (2), double storey dwellings	16/04/2020 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2020/6035	24 Hillview Avenue ROWVILLE VIC 3178	Development of the land for three (3) double storey dwellings	23/04/2020 Approved
Tirhatuan	2019/7502	88 Grayson Drive SCORESBY VIC 3179	Development of a double storey dwelling to the rear of the existing dwelling	23/04/2020 Approved

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## 6.2 Amenity Local Law 2020

**SUMMARY:** Coordinator Projects and Improvement, Janet Simmonds

Council's *General Provisions Local Law 2010* ('the current Local Law') is due to expire on 30 June 2020, and subject to Council approval, is proposed to be replaced by the *Amenity Local Law 2020* ('the proposed Local Law'). This report is to enable Council to make the proposed Local Law, by completing the legislative requirements for making a Local Law under the *Local Government Act 1989* ('the Act').

### RECOMMENDATION

That Council:

1. Resolve that no changes are required to the proposed Amenity Local Law 2020 resulting from the public submissions, as noted and received at the Ordinary Meeting of Council on 27 April 2020;
2. Thank submitters to the draft Amenity Local Law and provide a written response advising submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the Local Government Act 1989;
3. Approves and makes the *Amenity Local Law 2020* as contained in Attachment 1, with a commencement date of 1 July 2020;
4. Approves and incorporates the *Use of Waste Collection Services Policy* in the *Amenity Local Law 2020*, as contained in Attachment 2;
5. Prescribes the listing of Environmental Weeds in accordance with clause 3.1 of the *Amenity Local Law 2020*, as contained in Attachment 3;
6. Notes the changes made to the *Amenity Local Law 2020* subsequent to the draft version released for public consultation, shown as tracked changes in Attachment 4;
7. Authorises the Chief Executive Officer to:
  - a. Give notice of the making of the *Amenity Local Law 2020* in the Government Gazette and public notice in accordance with section 119(3) of the Act; and
  - b. Send a copy of the *Amenity Local Law 2020* to the Minister for Local Government in accordance with section 119(4) of the Act.

### 1. INTRODUCTION

At its Ordinary Meeting of 24 February 2020, Council endorsed the *draft Amenity Local Law 2020* and its supporting associated documents for public exhibition and the receiving of submissions from 3 March to 5 April 2020. During the 34 days of public exhibition and consultation (minimum 28 days required) Council received seven written submissions. In accordance with section 223 of the *Local Government Act 1989* ('the Act')<sup>1</sup>, Council is required to receive, hear and consider any submissions made regarding making a Local Law. Council is also required to notify in writing, each person who has made a submission, of the decision and the reasons for the decision to address their issue within the proposed Local Law.

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<sup>1</sup> The recent ascent of the *Local Government Act 2020* does not create any inconsistencies or require changes to the proposed Local Law. The transitional provisions of the new 2020 Act make allowances, at section 71(6), for Local Laws made under the 1989 Act to continue in force, despite the repeal of the 1989 provisions on 1 July 2021.

At its Ordinary Meeting of 27 April 2020, Council received and noted the seven written public submissions received on the draft Local Law, and provided an opportunity for those who elected to appear in person before Council to speak in support of their submission. The issues/ topics raised in the seven submissions received related to waste collection, the keeping and licensing of animals, residential noise issues, public transport and road matters, use of Council reserves, the boundaries that apply to the Fire Services Property levy, and the administration of penalties that apply to unsightly properties in the municipality.

The Act limits the making of Local Laws to matters that Council has both a function and power and is not dealt with by an existing Act or subordinate legislation. Accordingly, many of the issues raised in the submissions on the draft Local Law relate to matters that are legislated under existing State Government legislation or regulated by an authority other than Council and cannot be included in the Local Law. Some issues raised in the submissions related to provisions and matters already contained in the proposed Local Law, and some of the waste collection matters are subject to new state-wide changes to recycling being considered by the State Government in the coming years.

Council considered each submission at an Issues Briefing meeting of Council on 11 May 2020, and the officer's recommendation being that no submissions received required change to the proposed Local Law. A written response will be provided to all those who provided a submission to Council under section 223 of the Act, which will outline Council's decision regarding any required amendment to the *Amenity Local Law 2020*.

After the proposed *Amenity Local Law 2020* has been made, Council must continue the statutory process provided in Part 5 of the Act by giving a notice in the Victorian Government Gazette and a public notice specifying:

- a) The title of the Local Law; and
- b) The purpose and general purport of the Local Law; and
- c) That a copy of the Local Law may be inspected at the Council office.

Council must then send a copy of the adopted Local Law to the Victorian Minister for Local Government. The *Amenity Local Law 2020* will commence on 1 July 2020, and replaces the current *General Provisions Local Law 2010* which will expire on 30 June 2020.

## 2. DISCUSSION

### *Legal review of the proposed Local Law and waste policy*

The draft *Amenity Local Law 2020* endorsed at the Ordinary Meeting of Council on 24 February 2020 was provided to Russell Kennedy Lawyers, to provide their legal opinion and advice on any changes required to ensure the legality and enforceability of the proposed Local Law. Attachment 4 provides a tracked-changes version of the draft Local Law; providing the amendments resulting from the legal review, whilst also providing transparency of the changes incorporated in the proposed Local Law. The amendments made are not material in nature, and improve the transparency and understandability of the proposed Local Law by:

- Varying the maximum penalty applicable based on the seriousness of each offence, and publication of penalties directly under the offence
- Amending and/or removing references which would overlap/ are dealt with under other legislation – which supersedes the Local Law (where any inconsistency exists)

- Providing greater transparency and procedural fairness in terms of the processes surrounding the cancellation of a permit by Council.

As an incorporated document to the proposed Local Law, the *Use of Waste Collection Services Policy* has also been reviewed in terms of legality and enforceability by Council's qualified in-house lawyer. Attachment 2 provides an updated version of the proposed policy, with the changes being immaterial in nature, and improve the transparency and enforceability of the policy.

The amendments made to the proposed Local Law and waste policy do not introduce or impose any additional requirements or restrictions under the Local Law, and as such do not require these documents to be subject to a further period of public consultation under Section 223 of the Act.

### ***Council determination of the listing of environmental weeds***

The proposed Local Law provides Council with the authority to determine certain vegetation to be an environmental weed under the Local Law. To provide business continuity and ensure a listing of environmental weeds are established upon the commencement of the proposed Local Law on 1 July 2020, it is proposed to retain the same listing of environmental weeds as applies to residents under the current Local Law - provided in Attachment 3. It is intended that future proposed amendments to the environmental weeds listing will be brought to Council for approval, following consideration and recommendation by Council's Environmental Advisory Committee.

## **3. CONSULTATION**

The consultation undertaken on the proposed Amenity Local Law 2020 has been a combination of consultation legislatively required under the Act – such as the public submission and exhibition period – and a range of discretionary community engagement activities aimed at increasing awareness and participation in this once-in-a-decade review of Council's Local Law.

The project to review Council's Local Law commenced in February 2019, and included extensive stakeholder consultation with 14 departments across Council; Victoria Police representatives and with Councillors (both one-on-one sessions and through Issues Briefing meetings) during 2019. Feedback from these consultations informed the development of the draft Amenity Local Law 2020, which was approved at the Ordinary meeting of Council on 24 February 2020 to be released for public exhibition and submissions. In accordance with the requirements of the Act, the draft Local Laws, incorporated documents and the Community Impact Statement were released for exhibition on 3rd March 2020. Public submissions on the draft Local Law were invited by formal notices published in the Victorian Government Gazette, the Leader newspaper (Knox edition) and on Council's website.

A community engagement plan for the Local Law review was developed and implemented in partnership with Council's Communications department. The plan utilised a range of communication channels including online, social media and print media, to maximise the distribution and awareness of the draft Local Law, and to invite residents and businesses to have a say on the review of Council's Local Law. A dedicated webpage was created on Council's website for the draft Local Law public consultation, which was promoted throughout the campaign period on Council's website homepage and through Council's 'Have Your Say' webpage. The site contained:

- A short animated video (1 minute duration) that provided a brief overview and encouraged engagement and participation in the Local Law review

- A document library containing both the current and proposed Local Law, Community Impact Statement and incorporated documents to the draft Local Law
- Details about the three planned drop-in community information sessions
- An option to register your contact details, to keep informed about the Local Law review
- An online submission form
- Frequently Asked Questions (FAQ) and an outline of the project phases.

Printed copies of the draft Local Law were made available at the Civic Centre, as well as at Council's five public library services located in Bayswater, Boronia, Ferntree Gully, Rowville and at Knox City. The period these copies were accessible was adversely impacted due to the closure of these facilities on 20th March 2020 to limit the spread of COVID-19 in the community.

Three drop-in community information sessions were planned and advertised to be held on the 23rd and 24th March at the Knox Civic Centre. Government social distancing restrictions and the closure of the building due to COVID-19 pandemic required the modification of these arrangements, to alternatively offer consultation by telephone. Council did not receive any requests to discuss the draft Local Law during the consultation period.

An advertisement promoting the consultation on the draft Amenity Local Law was placed in the Knox Leader newspaper editions on the 3rd, 10th and 17th March, which is distributed to in excess of 118,000 households per week. An article promoting the draft Local Law and consultation period was also included in the Autumn 2020 edition of Council's Knox News publication – delivered to in excess of 60,000 households in the municipality. An article was also included in the March e-Newsletter edition of the Knox News, which is delivered to 2,293 subscribers, and was the third most viewed item in that edition.

Council's social media channels were utilised to promote the consultation of the draft Local Law with four dedicated Facebook posts, and a Tweet to Council's 5,287 Twitter followers. The consultation was also promoted on Council's telephone on-hold messaging service (i.e. Pre-recorded message played when customers are on-hold when they call Council), along with promotion on digital screens in Council's Customer Service Centre, Community hubs and library services (until the closure of these facilities due to COVID-19 pandemic on 20 March 2020). Despite the impact of the COVID-19 pandemic during the consultation period on the draft Amenity Local Law, the communication campaign generated the following results:

- the video was viewed 15,396 times and reached 14,262 people
- the dedicated consultation website was visited 609 times by 249 unique visitors
- 30 people registered interest in the Local Law review, and were emailed on three occasions during the consultation period
- seven written submissions were received, including one submission heard in person by Council at the April Ordinary meeting on 27th April 2020.

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

The purpose of the proposed Local Law is to address environmental and amenity issues within the community. This has been reflected in the structure of the proposed Local Law which has grouped the clauses into sections within the document, including Section B that deals with Neighbourhood amenity and your property; Section C on the Keeping of Animals and Sections D and E related to the Use and Protection of Council Land and Roads. The importance of waste collection services in maintaining the amenity and environment of the municipality is supported by the *Use of Waste*

*Collection Services Policy*, which is an incorporated document to the proposed Local Law (Attachment 3).

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

The costs associated with the preparation, review and consultation of the proposed *Amenity Local Law 2020* have been resourced and funded from the 2019-2020 budget.

If adopted by Council, the introduction of some of the proposed changes to the Local Law is anticipated to have some impact on staff resources to administer Council's regulatory services, with only minimal cost recovery expected through new permit fees and charges.

## **6. SOCIAL IMPLICATIONS**

The Local Law is expected to provide a positive social response through improved safety and amenity within the 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

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

## **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 – Director, City Development, Interim Finance and Governance, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The proposed *Amenity Local Law 2020* has been developed as a result of extensive stakeholder and community consultation, including providing the community an opportunity to make submissions in relation to the proposed Local Law. The Ordinary meeting of Council on 27 April 2020 provided submitters with an opportunity to be heard in relation to their submission. Council has considered all submissions and the officers recommendations that no changes are required to the proposed Local Law and the incorporated waste policy.

All statutory requirements have been completed up to this point, where Council can determine to make or not make the proposed *Amenity Local Law 2020*.

## 10. CONFIDENTIALITY

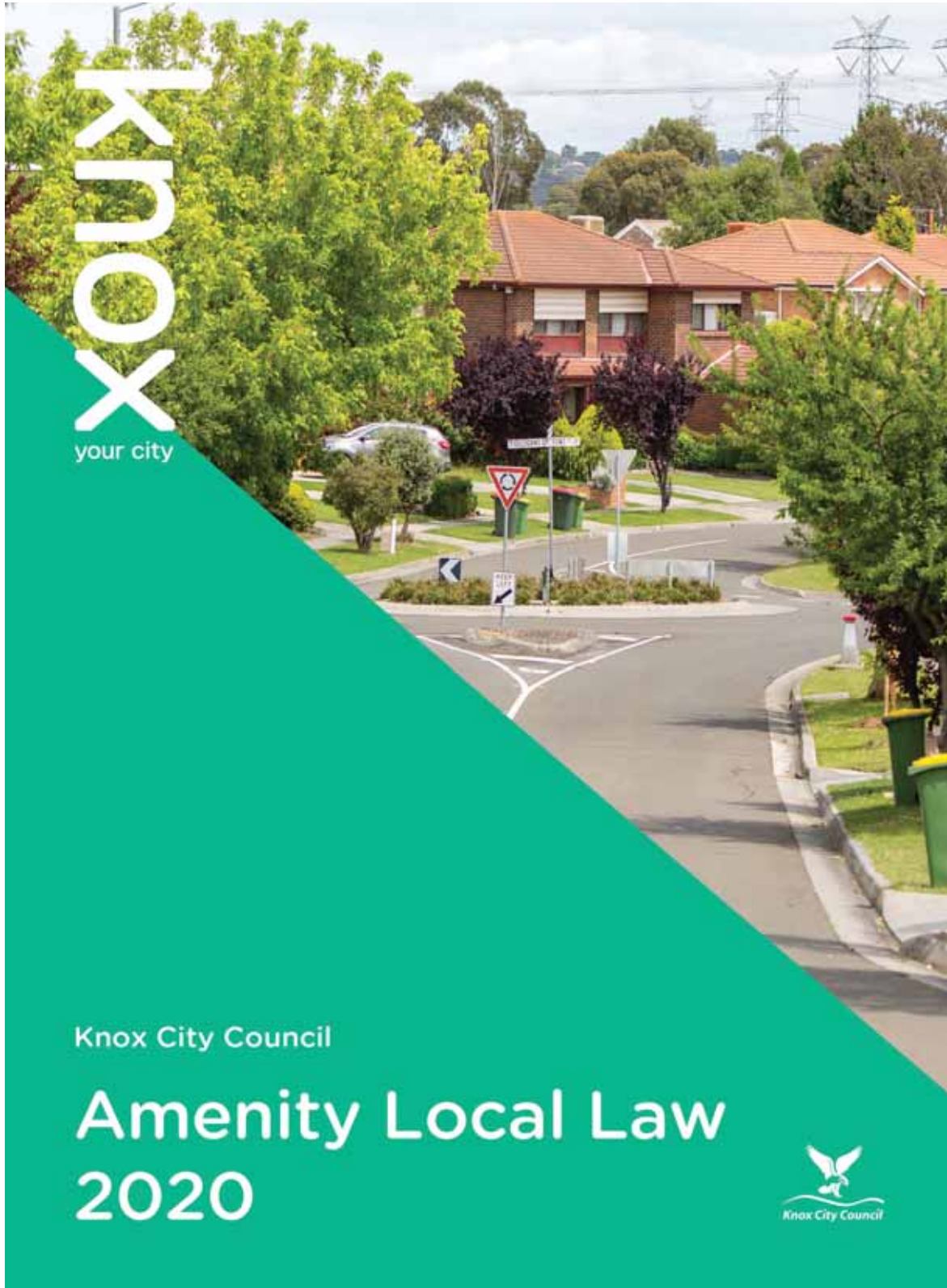
There are no items of a confidential nature in this report.

**Report Prepared By:** Coordinator Projects and Improvement, Janet Simmonds

**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

### Attachments

1. Attachment 1 - Final Amenity Local Law 2020 [6.2.1 - 31 pages]
2. Attachment 2 - Use of Waste Collection Services Policy [6.2.2 - 14 pages]
3. Attachment 3 - Environmental Weeds [6.2.3 - 1 page]
4. Attachment 4 - Amenity Local Law 2020 - tracked changes [6.2.4 - 34 pages]







# Amenity Local Law 2020

## Contents

Section A: Preliminary.....	2
Part 1 : Preliminary, Objectives and Definitions .....	2
Section B: Neighbourhood amenity and your property.....	8
Part 2 : Private Land and neighbourhood amenity .....	8
Part 3 : Private Land and the environment .....	9
Section C: Keeping of Animals .....	12
Part 4 : Animals.....	12
Section D: Use of Council Land and Roads.....	14
Part 5 : Use of <b>Council Land</b> and <b>Roads</b> .....	14
Part 6 : <b>Vehicles on Council Land or Roads</b> .....	15
Part 7 : Trading, fundraising and promotional activities on <b>Council Land or Roads</b> .....	15
Part 8 : <b>Alcohol</b> and Smoking on <b>Council Land</b> and <b>Roads</b> .....	17
Section E: Protection of Council Land & Assets .....	18
Part 9 : <b>Council assets</b> , trees and regulating <b>building sites</b> .....	18
Section F: Administration .....	21
Part 10 : <b>Permits</b> .....	21
Section G: Enforcement .....	24
Part 11 : Compliance and enforcement of the <b>Local Law</b> .....	24
Part 12 : Delegations.....	26
Schedule 1 — Penalties.....	27
Schedule 2 — <b>Smoke Free Areas</b> .....	30



## Section A: Preliminary

### Part 1: Preliminary, Objectives and Definitions

#### Title

1.1 This **Local Law** is called the "*Amenity Local Law 2020*".

#### What are the objectives of this Local Law?

1.2 The objectives of this **Local Law** are to:

- (a) Provide for the peace, order and good government of the **municipal district**;
  - (b) Promote a physical and social environment free from hazards to health, in which the residents of the **municipal district** can enjoy a quality of life that meets the general expectations of the community; and
  - (c) Prevent and manage **nuisances** which may adversely affect the enjoyment of life within the **municipal district** or the health, safety and welfare of **persons** within the **municipal district**.
- and to achieve these objectives by:
- (d) Regulating and managing activities of people within the **municipal district** which may be dangerous, unsafe or detrimental to the quality of life of other people in, or the environment of, the **municipal district**;
  - (e) Regulating and controlling the use and activity relating to **Council land, roads and Council assets**; and
  - (f) providing standards and conditions for specified activities to protect the safety and the welfare of people within, and the environment of, the **municipal district**.

#### What authorises this Local Law?

1.3 This **Local Law** is made under section 111(1) of the *Local Government Act 1989* and section 43 of the *Domestic Animals Act 1994*.

#### When does this Local Law commence?

1.4 This **Local Law** commences on 1 July 2020.

#### When does this Local Law end?

1.5 Unless sooner revoked, in accordance with section 122 of the *Local Government Act 1989*, this **Local Law** is revoked on 1 July 2030.

#### What does this Local Law replace?

1.6 On the commencement of this **Local Law**, the *Knox City Council General Provisions Local Law 2010* is revoked.

#### What does this Local Law apply to?

- 1.7 This **Local Law** applies throughout the whole of the **municipal district** of the Knox City Council.
- 1.8 This **Local Law** does not apply where any act or thing is authorised by or under any Act, Rule, Regulation or the **Planning Scheme**.
- 1.9 Council may declare, by resolution, **private land** that is being used for public purposes as **Council land**.
- 1.10 Any private land declared under clause 1.9 must be:
  - (a) Advertised in a newspaper generally circulating within the municipality; and
  - (b) Advised to the owner of the **private land** as shown on **Council's** rates records at the time of the declaration.



### Are there any exemptions from this Local Law?

- 1.11 Council may, by resolution, **determine** specified **persons**, land or areas within the **municipal district** to be exempt from any provision of this **Local Law** for a specified time and on specified conditions.

### Definitions

- 1.12 The words identified in **bold** throughout this **Local Law** have the following meaning:

**Acceptable no smoking sign** has the same meaning as in the *Tobacco Act 1987*.

**Act** means the *Local Government Act 1989*.

**Alcohol** means a beverage intended for human consumption, with an Alcoholic content greater than 0.5 per cent by volume at a temperature of 20 degrees celsius.

**Animal housing** means any structure erected for the purpose of housing animals.

**Approval** has the same meaning as **permit**.

**Asset protection approval** means a written **approval** required by **Council** under Clause 9.1 for the protection of **Council land** and **Council assets** during **Building work**.

**Authorised officer** means a **person** appointed by **Council** under section 224 of the **Act** to be an **Authorised Officer** for the purposes of the administration and enforcement of this **Local Law**.

**Barbeque** means any structure or device, erected or fixed outdoors, portable or mobile, which has as its primary purpose the cooking of food for human consumption.

**Bicycle** has the same meaning as in the *Road Safety Road Rules 2017*.

**Building** includes a **building** or any part of a **building** and the whole or any part of a structure, temporary **building** or structure, fence, gate, wall, pavement light, outbuilding, service installation, mast, pole and other appurtenance to a **building**.

**Building site** means any land upon which **building work** is being carried out, or which is being prepared for **building work** to be carried out.

**Building work** includes any work for which a building **permit** is required under the *Building Act 1993* and includes any work with respect to the construction, alteration, renovation, demolition or removal of any **building**.

**Bulk rubbish container** means a bin, skip, container or other receptacle used for the deposit of waste or refuse, but excludes an approved **garbage bin** issued by **Council**.

**Busking** means to provide a form of public performance or entertainment for voluntary donations. Busking includes, but is not limited to: playing a musical instrument, singing recitations, conjuring or performing magic, performing puppetry, pavement art, juggling, miming, dancing, other theatrical or visual performance.

**Camp** means using a **caravan**, tent, sleeping bag, vehicle, shipping container, shed or like structure for residential accommodation (either temporary or permanent) by a **person**.

**Caravan** includes a campervan, motor home, moveable dwelling or similar vehicle.

**Child care centre** means a **building** located on either **Council land** or **private land** used by a **person** to care for 4 or more children under the age of 13 years, in the absence of their parents or guardians, for the payment of a fee or other consideration.

**Children's playground** means **Council land** set aside or used for the predominant purpose of a children's play area.



**Council** means Knox City Council.

**Council asset** means a physical item that is owned, maintained, managed or controlled by **Council** and provides or contributes to the local amenity and/or the provision of physical services to the community, including but not limited to:

- (a) **road**;
- (b) drain;
- (c) drainage infrastructure;
- (d) street tree;
- (e) street **sign**; or
- (f) other property vested in or under the control of **Council**.

**Council land** means land, **buildings** and facilities, excluding a **road**, which is vested in, owned or occupied, managed or controlled by **Council**.

**Declared significant tree** means a tree declared by **Council** as a significant tree.

**Declared significant vegetation** means vegetation that is declared by **Council** as significant vegetation.

**Determine** or **Determined** means decided or specified by **Council**.

**Dilapidated** means a **building** which is in a state of significant disrepair or has deteriorated or fallen into a state of partial ruin as a result of damage, age, neglect, poor maintenance or misuse. This may be characterised by a state or condition of a **building** which, in the opinion of an **authorised officer**, has:

- (a) missing, broken or deteriorated exterior cladding; and/or
- (b) deteriorated guttering or downpipes; and/or
- (c) broken or missing windows, window-awnings, eave lining or doors; and/or
- (d) missing or broken roofing; and/or
- (e) deteriorated internal gates and fences; and/or
- (f) inadequate or no maintenance; and/or
- (g) any other **building** condition in a state of significant disrepair or which is a detriment to the appearance of the surrounding area.

**Donation bin** means any bin for the purpose or apparent purpose of the collection of donated items.

**Environmental weed** means any weed that is **determined** by **Council** as an **environmental weed**.

**Event** means an organised recreational, cultural, commercial or social event or gathering of people, including a carnival, festival, street party, procession or any similar activity.

**Garbage bin** means a bin supplied or approved by **Council** for the collection of garbage.

**Incinerator** means an outside structure, device or piece of equipment which is designed, adapted, used or capable of being used for the burning of any unwanted material or substance.

**Infringement Notice** means an **infringement notice** issued under the *Infringements Act 2006*.

**Large bird** means any cockatoo or other bird of similar or larger size of any age but does not include **poultry** or pigeons.

**Livestock** has the same meaning as in the *Impounding of Livestock Act 1994*, namely an animal (including a bird) on any species used in connection with primary production or kept for recreational purposes other than a dog or a cat (including but not limited to horses, cattle, sheep, donkeys, mules, goats, pigs and deers of any age).

**Local Law** means this *Amenity Local Law 2020*.

**Model aircraft** includes any remote controlled aeroplane, helicopter, drone or similar (excluding kites).



**Motoring assistance organisation** means an organisation established to provide or which is providing roadside mechanical assistance for the sole purpose of enabling the motorist to proceed with his or her journey or to move the **vehicle** to another location, and includes any operator of tow trucks or similar **vehicles**.

**Motorised toy vehicle** means any recreational **vehicle** which may be propelled or operated (including by remote control) by internal combustion, steam, gas, oil, electricity or any other power.

**Municipal district** means the **municipal district** of Council.

**Net gain** means where the overall gains are greater than overall losses for vegetation and habitat.

**Notice to Comply** means a written direction prepared by an **Authorised Officer** of Council in accordance with Clause 11.9 of this **Local Law**.

**Nuisance** includes any behaviour or condition which is liable to be dangerous to health, offensive or injurious to personal comfort.

**Occupier** means the **person** or **persons** in charge, or having the management or control of, or legally entitled to occupy land (including premises) and includes, in relation to land which has a lot entitlement or lot liability in respect of common property, the Owners Corporation created on the registration of a Plan of Subdivision affecting that land.

**Open air** has the same meaning as in section 34A of the *Country Fire Authority Act 1958*, being any place other than within a permanent structure (ie. Structure of a permanent kind consisting of a roof and fully enclosed on all sides, or a caravan, but does not include a tent).

**Owner** in relation to land means the **person** who is registered on the Certificate of Title as the **owner** of the land, or the **person** who is or is entitled to be so registered, or the **person** who is otherwise entitled to exercise any rights of ownership of the land.

**Penalty unit** has the same meaning as in section 110(2) of the *Sentencing Act 1991*.

**Permit** means a **permit** or **approval**, authorised or required under this **Local Law**, and issued in accordance with the provisions of this **Local Law**.

**Permit holder** means a company, **person** or **persons** in whose name a **permit** has been issued.

**Person** includes a natural **person**, a corporation, an association incorporated under the *Association Incorporation Act 1981*, a partnership and an unincorporated association.

**Person in charge of building work** means:

- (a) a **person** in charge of a **building site**; or
- (b) a **person** who causes **building work** to be carried out on any **private land**; or
- (c) the **person** whose name appears on any **building permit** taken out on the subject **private land** where **building work** is to be undertaken; or
- (d) the **owner** of a **building site** or, if a company is the registered proprietor of the **building site**, each director of that company.

**Planning Scheme** means the Knox Planning Scheme.

**Poultry** means any chickens, ducks, geese, peacocks, pheasants, turkeys, bantam, squab, guinea fowls and anything similar of any age but excluding **roosters**.

**Private land** means any land which is privately owned or occupied, and structures and fixtures on such land (excluding **Council land** or land vested in the Crown).

**Property address** means the **road** name and street number allocated to a property within the **municipal district** and may include, where there are multiple tenements within a property or multiple properties at one street number, the use of lot or unit numbers.



**Public place** has the meaning ascribed to it by the *Summary Offences Act 1966*.

**Road** has the same meaning as in the Act, namely:

- (a) a street;
- (b) a right of way;
- (c) any land reserved or proclaimed as a street or **road** under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958*;
- (d) a public **road** under the *Road Management Act 2004*;
- (e) a passage;
- (f) a cul de sac;
- (g) a by-pass;
- (h) a bridge or ford;
- (i) a footpath, bicycle path or nature strip; and
- (j) any culvert or kerbing or other land or works forming part of the **road**.

**Rooster** means a male fowl of any age.

**Sign** includes any letter, figure, symbol, device, poster, **sign**, banner, electronic projection or message used for notifying:

- (a) the existence of the sale or use of any goods or services; or
- (b) the holding of an **event** or function; or
- (c) the promotion of any **person**, company, organisation, industry or thing.

**Site fencing** means a temporary or permanent fence around the entire perimeter of a **building site** at the commencement and for the duration of the **building work**:

- (a) at a height of not less than eighteen hundred (1800) millimetres;
- (b) capable of preventing litter from being transported from a **building site** by wind;
- (c) capable of preventing unauthorised **persons** accessing the **building site**; and
- (d) having not more than one access opening fitted with gates, which is located to correspond with the **vehicle crossing** for the **building site**.

**Site identification** means a **sign** that is at least six hundred (600) millimetres in height and four hundred (400) millimetres in length, is erected at the entrance to the **building site** and is clearly visible from the **road**, and includes on the **sign** the:

- (a) lot number, as described on the Certificate of Title relevant to the land and house number if available;
- (b) name of the **owner**, developer or builder responsible for the **building site**;
- (c) relevant building surveyor's contact name and phone number; and
- (d) twenty-four (24) hour contact telephone number or numbers for the **owner**, developer or builder responsible for the **building site**.

**Small bird** means any budgerigar, canary, finch or other similar size or smaller bird (excluding **poultry**).

**Smoke free area** means an area:

- (a) identified in Schedule 2 to this **Local Law**; or
- (b) **determined** to be a **smoke free area** in accordance with clause 8.6 of this **Local Law**.

**Street furniture** means tables and chairs, stools and benches, umbrellas, heater, planter box, wind frames (barriers) and other items associated with trading activities.

**Temporary vehicle crossing** means any material that is used to protect a **road**, kerb, channel or footpath while **building work** is being undertaken that has been constructed and maintained to the satisfaction of **Council**.

**Tobacco product** has the same meaning as in the *Tobacco Act 1987*.



**Unmanaged honeybee swarm** means a colony of honeybees hiving or swarming in an unmanaged capacity on **private land**.

**Unightly** means a state or condition of a property characterised by the opinion of an **Authorised Officer** as having the presence of one or more of the following features or similar features:

- (a) excessive waste; and/or
- (b) discarded, rejected, surplus or abandoned solid or liquid materials; and/or
- (c) an accumulation of building waste and materials; and/or
- (d) unregistered **vehicles**; and/or
- (e) disassembled or incomplete **vehicles**, excessive machinery, machinery parts or similar; and/or
- (f) excessive dead, diseased or dying vegetation; and/or
- (g) excessively long grass and/or weeds; and/or
- (h) a disused excavation; and/or
- (i) anything being built which is left incomplete or any other thing which is a detriment to the appearance of the surrounding area.

**Vehicle** has the same meaning as in the *Road Safety Road Rules 2017*, being:

- (a) a motor **vehicle**, trailer and tram; and
- (b) a **bicycle**; and
- (c) an animal-drawn **vehicle**, and an animal that is being ridden or drawing a **vehicle**; and
- (d) a combination; and
- (e) a motorised wheelchair that can travel at over 10 kilometres per hour (on level ground) – but does not include another kind of wheelchair, a train, a **wheeled recreational device**, a **wheeled toy** or an electric personal transporter.

**Vehicle crossing** means a constructed surface for vehicular access to **private land**.

**Wheeled recreational device** has the same meaning as in the *Road Safety Road Rules 2017*, being:

Means a wheeled device, built to transport a **person**, propelled by human power or gravity (or in the case of a scooter, propelled by a **person** pushing one foot against the ground, or by an electric motor or motors, or by a combination of these), and ordinarily used for recreation or play, and –

- (a) includes rollerblades, rollerskates, a skateboard, a scooter that is not a motor **vehicle**, or similar wheeled device, but
- (b) does not include a golf buggy, pram, stroller or trolley, or a **bicycle**, an electric personal transporter, a wheelchair or **wheeled toy**, or a scooter that is a motor **vehicle**.

**Wheeled toy** has the same meaning as in the *Road Safety Road Rules 2017*, being:

Means a child's pedal car, scooter (other than a motorised scooter) or tricycle or a similar toy, but only when it is being used only by a child who is under 12 years old.

- 1.13 Where a word or phrase is given a particular meaning in the **Local Law**, other parts of speech and grammatical forms of that word or phrase have, unless the contrary intention appears, corresponding meanings.



## Section B: Neighbourhood amenity and your property

### Part 2: Private Land and neighbourhood amenity

***Introduction:** This Part relates to the appearance and condition of **private land** and properties in the municipality, and includes properties that have been allowed to reach a **dilapidated, unsightly** or dangerous condition. This part also contains provisions to provide for clear signage of street numbers to assist in the management of the municipality and to assist emergency services.*

#### Condition of private land

- 2.1 An **owner** or **occupier** of **private land** must not cause or allow that **private land** to be kept in a manner which is or is likely to constitute a danger to health or property.  
**Maximum Penalty: 20 Penalty Units**
- 2.2 An **owner** or **occupier** of **private land** must not cause or allow that **private land** to be kept in a manner which is **unsightly** or detrimental to the general amenity of the neighbourhood in which it is located.  
**Maximum Penalty: 15 Penalty Units**
- 2.3 An **owner** or **occupier** of **private land** must not cause or allow that **private land** to be used in a manner so as to be detrimental to the amenity of the immediate area.  
**Maximum Penalty: 15 Penalty Units**

#### Obstructions from private land

- 2.4 Without a **permit**, an **owner** or **occupier** of **private land** must not allow any vegetation, **sign**, fence, structure or other thing on that **private land** to:
- (a) encroach over any **Council land** or **road** to a height less than 2.5 metres;
  - (b) encroach over any **road** comprising the **road** pavement for the traffic of **vehicles** to a height less than 5 metres; or
  - (c) obstruct the clear view of traffic controls by a **person** on the adjacent **road**, or substantially interferes with **vehicle** or pedestrian use of any **Council land** or **road** or with street lighting.
- Maximum Penalty: 15 Penalty Units**
- 2.5 Without a **permit**, an **owner** or **occupier** of **private land** must not encroach, place or allow to be placed any obstruction or other thing on **Council land** or **road**.  
**Maximum Penalty: 15 Penalty Units**

#### Dilapidated buildings

- 2.6 An **owner** or **occupier** of **private land**:
- (a) must not allow a **building** located on that **private land** to:
    - (i) become **dilapidated**; or
    - (ii) become **dilapidated** further; and
  - (b) must not fail to maintain any **building** on that **private land** in a state of good repair.
- Maximum Penalty: 20 Penalty Units**
- 2.7 The **owner** or **occupier** of **private land** on which there is a vacant **dilapidated building** must take all reasonable steps to secure the **private land** from unauthorised access.  
**Maximum Penalty: 20 Penalty Units**





- 2.8 For the purposes of sub-clause 2.6(a), a **building** is **dilapidated** if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

#### Heavy and long vehicles on Private Land

- 2.9 Without a **permit**, a **person** must not, on **private land** keep or do any work on a **vehicle** which is 7.5 metres or more in length or 4.5 tonne or more in gross **vehicle** mass.

**Maximum Penalty: 15 Penalty Units**

#### Temporary accommodation / camping on Private Land

- 2.10 Without a **permit**, an **owner** or **occupier** of **private land** must not occupy or allow another **person** to occupy a **caravan**, **vehicle**, shed, tent or any other temporary, makeshift or like structure on **private land**.

**Maximum Penalty: 15 Penalty Units**

#### Property numbers

- 2.11 **Council** may allocate a **property address** to each property in the **municipal district** and, from time to time, may make changes to **property addresses**.

- 2.12 For each property that has been allocated a **property address** under clause 2.11, the **owner** or **occupier** must mark the **private land** with the street number allocated, which number must be of sufficient size, in such a position, made of such material and kept in such state of repair as to be clearly readable from the **road** which the **private land** fronts, under all normal lighting conditions.

**Maximum Penalty: 10 Penalty Units**

- 2.13 An **owner** or **occupier** must not use an address other than the **property address** for the **private land**.

**Maximum Penalty: 15 Penalty Units**

#### Intruder Alarms

- 2.14 An **owner** or **occupier** of **private land** must not install or **permit** to be installed or cause to be retained in an active state; at or upon that **private land**, any alarm which emits a noise audible beyond the boundary of the land, unless the alarm is so constructed or regulated as to ensure that:

- (a) whenever a detection device is activated, the intruder alarm is automatically rendered inaudible beyond the boundary of the land within ten (10) minutes of it being activated; and
- (b) the intruder alarm cannot re-activate until the device has been re-set.

**Maximum Penalty: 15 Penalty Units**

### Part 3: Private Land and the environment

***Introduction:** This Part contains provisions which aim to preserve the environment in the municipality, for a range of matters that are not already regulated for by other legislation.*

#### Environmental weeds

- 3.1 The **Council** may **determine** any type of vegetation to be an **environmental weed** to which this **Local Law** applies.

- 3.2 An **owner** or **occupier** of **private land** of 2 hectares or less must not allow the **private land** to support the growth of any **environmental weed** as **determined** under clause 3.1.

**Maximum Penalty: 15 Penalty Units**



### Tree and Vegetation Protection

- 3.3 Without a **permit**, a **person** must not cut, trim, lop, prune or allow to be cut, trimmed, lopped or pruned on any **private land** a declared significant tree or declared significant vegetation.  
**Maximum Penalty: 20 Penalty Units**
- 3.4 Any **person** found guilty of an offence under clause 3.3 may be required by **Council** to provide restitution of vegetation based on a **net gain** principle.
- 3.5 Any **person** subject to a requirement under clause 3.4 must satisfy that requirement.  
**Maximum Penalty: 20 Penalty Units**

### Open air burning

- 3.6 Without a **permit**, a **person** must not light a fire or allow a fire to remain alight in the **open air**.  
**Maximum Penalty: 15 Penalty Units**
- 3.7 Clause 3.6 does not apply to:
- (a) a tool of trade;
  - (b) a **barbeque** or similar for the purposes of cooking food for human consumption;
  - (c) a brazier, chiminea or small receptacle built for containing a fire for the purposes of personal heating; or
  - (d) a **person** authorised to engage in an activity for or on behalf of a public authority, providing that no **nuisance** is caused by the emission of smoke, soot, ash or odours.
- 3.8 A **person** who has lit or allowed a fire to remain alight contrary to clause 3.6 or any conditions in a **permit**, must extinguish the fire immediately on being directed to do so by an **Authorised Officer**.  
**Maximum Penalty: 20 Penalty Units**
- 3.9 No **permit** to burn will be issued during a declared fire danger period.
- 3.10 An **owner** or **occupier** of **private land** must not construct, erect, install, allow to remain, use or permit to be used an **incinerator** on any **private land**.  
**Maximum Penalty: 20 Penalty Units**

### Pests on private land

- 3.11 An **owner** or **occupier** of **private land** must, upon becoming aware of the existence of an unmanaged honey bee swarm on that **private land**, take immediate steps to cause the hive or swarm to be removed.  
**Maximum Penalty: 15 Penalty Units**
- 3.12 An **owner** or **occupier** of **private land** must, upon becoming aware of the existence of a wasp nest on that **private land**, take immediate steps to cause the nest to be destroyed.  
**Maximum Penalty: 15 Penalty Units**
- 3.13 An **owner** or **occupier** of **private land** must, upon becoming aware of the existence of rats or mice on that **private land**, take immediate steps to:
- (a) destroy any rats or mice on that **private land**; and/or
  - (b) remove or rectify any conditions on the **private land** which are conducive to the harbouring, breeding or feeding of rats and mice.
- Maximum Penalty: 15 Penalty Units**
- 3.14 Clause 3.13 does not apply to:
- (a) rats or mice bred or kept exclusively for research, scientific or educational purposes; or
  - (b) rats or mice bred or kept exclusively as domestic pets.



#### Council waste services

3.15 The *Use of Waste Collection Services Policy* is incorporated into and forms part of this Local Law.

3.16 A **person** who contravenes the *Use of Waste Collection Services Policy* is guilty of an offence.

**Maximum Penalty: 15 Penalty Units**

#### Non-Council waste services

3.17 Where an **owner** or **occupier** of **private land** uses a non-Council managed waste collection service in respect to that **private land**, the **owner** or **occupier** of that **private land** must ensure that the:

- (a) service provided be at a standard and frequency equivalent to that provided by Council; and
- (b) bin/receptacle be kept in a clean and sanitary condition; and
- (c) bin/receptacle not be stored or used in any manner so as to cause a **nuisance** or become detrimental to the amenity of the immediate area.

**Maximum Penalty: 15 Penalty Units**

#### Commercial or Trade waste

3.18 Without a **permit**, a **person** must not place out for collection a commercial or trade waste bin/container on a **road** or **Council land**.

**Maximum Penalty: 15 Penalty Units**

3.19 Where an **owner** or **occupier** of **private land** has or stores commercial or trade waste on that **private land**, the **owner** or **occupier** of that **private land** must ensure that the:

- (a) bin/container and the surrounding area be kept in a clean and sanitary condition; and
- (b) commercial waste be regularly removed, at the frequency required to ensure that the bin/container is not overflowing; and
- (c) bin/container be labelled with the address of the property, in accordance with any direction by an **Authorised Officer**; and
- (d) label on the bin/container be maintained and be clearly readable from the **road**, which the **private land** fronts, under all normal lighting conditions.

**Maximum Penalty: 20 Penalty Units**

3.20 A **person** must not place commercial or trade waste:

- (a) in a public litter bin;
- (b) in a public recycle bin;
- (c) on a hard-waste collection pile;
- (d) in a Council supplied bin that is for the purpose of residential collection;
- (e) in a Council supplied bin that is for commercial collection, for a property they do not own or occupy.

**Maximum Penalty: 20 Penalty Units**



## Section C: Keeping of Animals

### Part 4: Animals

*Introduction: This Part contains provisions which aim to ensure that any animals kept on **private land** do not cause a **nuisance** or adverse impact on the amenity of the area.*

#### Limits on number of animals kept

- 4.1 An **owner** or **occupier** of **private land**, the area of which is less than or equal to 4,000 square metres must not, without a **permit**, keep or allow to be kept on that **private land** any more in number for each animal than is set out in the following table:

Type of animal	Number
Dogs	Two (2)
Cats	Two (2)
Poultry	Five (5)
Small birds	Twenty Five (25)
Large Birds	Five (5)
Ferrets, Guinea Pigs, Rabbits or Rodents	Five (5)

**Maximum Penalty: 15 Penalty Units**

- 4.2 Unless specifically permitted under a **Planning Scheme** applicable to the **private land** or an Act, a **person** must not, without a **permit**, keep **livestock** on any **private land** which is less than 4,000 square metres.

**Maximum Penalty: 15 Penalty Units**

- 4.3 Unless specifically permitted under a **Planning Scheme** applicable to the **private land** or any Act, a **person** must not keep a **rooster** on any **private land**.

**Maximum Penalty: 15 Penalty Units**

#### Animal housing

- 4.4 The **owner** of an animal and the **owner** or **occupier** of the **private land** on which the animal is kept, must ensure that the **animal housing**:
- is constructed or altered to the satisfaction of an **Authorised Officer** with adequate roofing, flooring and drainage;
  - is maintained in a clean and sanitary condition;
  - provides adequate shelter for the number of and welfare needs of the **animal**;
  - is maintained in good repair so as to not cause **nuisance** to neighbouring properties;
  - is located at a distance from neighbouring properties and dwellings that is to the satisfaction of an **Authorised Officer**;
  - is kept clear of materials which may harbour vermin.

**Maximum Penalty: 15 Penalty Units**

- 4.5 The **owner** of an animal and the **owner** or **occupier** of the **private land** on which the animal is housed must ensure that animal food is stored as to prevent access by vermin or insects, to the satisfaction of an **Authorised Officer**.

**Maximum Penalty: 15 Penalty Units**



#### Removal of Animal Waste

4.6 A **person** in charge of an animal on **Council land** or on a **road** must carry a facility for the effective removal of any waste that may be deposited by that animal.

**Maximum Penalty: 10 Penalty Units**

4.7 A **person** in charge of an animal on **Council land** or on a **road** must collect from the **Council land** or **road** and appropriately dispose of any waste deposited by that animal.

**Maximum Penalty: 10 Penalty Units**

#### Animal noise and odour

4.8 The **owner** of an animal and the **owner** or **occupier** of the **private land** on which the animal is kept must not allow noise or odour to emanate from the animal as to interfere with the amenity of the immediate area..

**Maximum Penalty: 15 Penalty Units**

4.9 Clause 4.8 does not apply to any class of animal where another **Act** or legislation applies.

#### Feeding of animals and birds

4.10 If the feeding of an uncaged bird and/or animal by a **person** interferes with the amenity of the immediate area or causes damage to property, an **Authorised Officer** may direct the **person** to cease feeding the bird and/or animal.

4.11 Any **person** who is given a direction under clause 4.10 must comply with that direction.

**Maximum Penalty: 20 Penalty Units**



## Section D: Use of Council Land and Roads

### Part 5: Use of Council Land and Roads

*Introduction: This Part contains provisions to protect the amenity of Council land or roads through controls prohibiting persons from causing damage to, or acting in a socially unacceptable manner on Council land or roads.*

#### Behaviour on Council Land and Roads

- 5.1 A person must not behave, on Council land or on a road in such a manner as to interfere with another person's reasonable use of that Council land or road.  
Maximum Penalty: 15 Penalty Units
- 5.2 A person must not behave, on Council land or on a road in such a manner as to endanger or be likely to endanger a person's health or life, property, or an animal.  
Maximum Penalty: 20 Penalty Units
- 5.3 A person must comply with any sign erected on Council land or road by Council.  
Maximum Penalty: 15 Penalty Units

#### Camping on Council Land

- 5.4 Without a permit, a person must not camp in or on any Council land or road.  
Maximum Penalty: 15 Penalty Units

#### Obstructions on Roads and Council Land

- 5.5 Without a permit, a person must not place or permit to be placed or allow to remain on a road or Council land:
- (a) a bulk rubbish container; or
  - (b) a shipping container; or
  - (c) a donation bin; or
  - (d) any other thing.
- Maximum Penalty: 20 Penalty Units

#### Shopping Trolleys

- 5.6 A person must not leave a shopping trolley on a road or Council land, except in an area designated for the leaving of shopping trolleys.  
Maximum Penalty: 15 Penalty Units
- 5.7 The owner of a shopping trolley must ensure that their name and trading name are clearly marked on the shopping trolley.  
Maximum Penalty: 15 Penalty Units
- 5.8 The owner of a shopping trolley must not allow the shopping trolley to be left on a road or Council land, except in an area designated for the leaving of shopping trolleys.  
Maximum Penalty: 15 Penalty Units

#### Use of Toy Vehicles or Aircraft

- 5.9 A person must not use or allow to be used a wheeled toy, wheeled recreational device, motorised toy vehicle or model aircraft on a road or Council land so as to endanger, intimidate or unduly obstruct any other person or vehicle lawfully using or intending to use the same area, or damage property.  
Maximum Penalty: 15 Penalty Units



- 5.10 The Council may determine a road or Council land in which the use of a wheeled toy, wheeled recreational device, motorised toy vehicle or model aircraft is prohibited, where it considers that the use of these items is reasonably likely to cause physical damage to infrastructure, or would prevent the free passage of other users of the road or Council land, or damage property, or Council assets

#### Fireworks on Council Land and Roads

- 5.11 Without a permit, a person must not discharge or cause or allow to be discharged any fireworks on a road or Council land.

Maximum Penalty: 20 Penalty Units

### Part 6: Vehicles on Council Land or Roads

*Introduction: This Part contains provisions regarding the placement of vehicles on Council land or roads, for matters that are not already regulated for by other legislation.*

#### Vehicles on Council Land and Roads

- 6.1 Without a permit, a person must not use, or allow to remain, any vehicle on any Council land or road unless set aside for vehicle parking or is a designated roadway.

Maximum Penalty: 15 Penalty Units

#### Repairing vehicles

- 6.2 Subject to clause 6.3, a person must not paint, service, carry out maintenance on, dismantle or repair a vehicle on a road or Council land.

Maximum Penalty: 15 Penalty Units

- 6.3 Clause 6.2 does not apply to a minor repair being undertaken by a motoring assistance organisation to enable the immediate removal of the vehicle.

### Part 7: Trading, fundraising and promotional activities on Council Land or Roads

*Introduction: This Part contains provisions relating to commercial, fundraising and promotional activities on Council land and roads. It establishes a permit system to regulate these activities, and aims to enhance the appearance and safety of streets and public places by controlling the placement of items on Council land and roads. It contains provisions which aim to manage and facilitate responsible trading, entertainment and promotional activities on Council land and roads - to ensure the free passage and use of these areas by all users of these areas, and to maintain the amenity of the neighbourhood.*

#### Activities on Council Land or Roads

- 7.1 Without a permit, a person must not, or cause or authorise another person to, on or above a road or Council land:
- (a) display or sell any goods or services;
  - (b) place out, or affix to anything, any sign;
  - (c) place any street furniture or associated items;
  - (d) place any structure for the purpose of selling, promoting or offering to sell any goods or services;
  - (e) sell or trade, or offer for sale or trade, or display to give away, any:
    - (i) vehicle; or
    - (ii) goods or services carried about or placed on the person or any other movable thing.

Maximum Penalty: 15 Penalty Units



### Election signage

7.2 Without a **permit**, a **person** must not place a **sign** promoting a candidate or political party associated with a local, state or federal election on a **road** or **Council land**.

**Maximum Penalty: 15 Penalty Units**

7.3 Election **signs** subject to clause 7.2 will be considered in accordance with the following criteria:

(a) **signs** are placed in accordance with the conditions and at pre-approved locations **determined** by **Council**;

(b) **signs** are not to be placed at prohibited locations as **determined** by **Council**; and

(c) **signs** at other locations not included in clause 7.3(a) are subject to site-specific review and **approval** by an **Authorised Officer**.

7.4 The placement of election signage must not:

(a) create a danger to any **person** or property or damage **Council land** or **road**; or

(b) interfere with a **person's** reasonable use or obstruct **Council land** or **road**.

**Maximum Penalty: 15 Penalty Units**

Note: The placement of election signage must comply with all relevant State and Federal laws. Non compliant signage may be impounded or directed to be removed by an **Authorised Officer** under section 11 of this **Local Law**. Election signage may include information about a candidate for an election.

### Appeals and Collections

7.5 Without a **permit**, a **person** must not or authorise another **person** to solicit or collect on any **road** or **Council land** any money, items or subscriptions for any purpose.

**Maximum Penalty: 15 Penalty Units**

7.6 Without a **permit**, a **person** must not or authorise another **person** to hand out or distribute any handbill, placard, notice, pamphlet, book, paper, advertising material or similar thing, on any **road** or **Council land**.

**Maximum Penalty: 15 Penalty Units**

7.7 Without a **permit**, a **person** must not or authorise another **person** to erect or place on any **road** or **Council land** any **vehicle**, **caravan**, **trailer**, table, stall or similar structure for the purpose of selling or offering for sale any goods or services or conducting a raffle or lottery.

**Maximum Penalty: 15 Penalty Units**

### Commercial Filming and Photography on Council Land

7.8 Without a **permit**, a **person** must not conduct any filming or photography for commercial purposes, public exhibition or purposes associated with formal study, which involves the placement or use of a tripod, other equipment or items or **vehicles** on any **Council land** or a **road**.

**Maximum Penalty: 15 Penalty Units**

Note: The **Council** will take into account the *Filming Approval Act 2014* in considering an application for a **permit** under clause 7.8.

### Event on Council Land

7.9 Without a **permit**, a **person** must not conduct a function, **event**, **busking** or entertainment on any **road** or **Council land** that:

(a) substantially occupies the **road** or **Council land**; or

(b) encroaches or impacts or is likely to encroach or impacts, on another **person's** use and enjoyment of the **road** or **Council land**.

**Maximum Penalty: 15 Penalty Units**





## Part 8: Alcohol and Smoking on Council Land and Roads

*Introduction: This Part provides controls, related to the smoking of tobacco and consumption of alcohol, to achieve responsible management of Council land or roads so as to enhance the enjoyment of these areas by the community.*

### Alcohol

- 8.1 Without a **permit**, a **person** must not consume **alcohol** or have in their possession **alcohol** in an open container in or on **Council land** or **road**, except at the times and in the places **determined by Council**.  
**Maximum Penalty: 15 Penalty Units**
- 8.2 Where an **Authorised Officer** or Victoria Police Officer reasonably believes that a **person** has contravened or is contravening clause 8.1, the **Authorised Officer** or Victoria Police Officer may direct that **person** to:
- (a) empty any open container containing **alcohol** or reseal that open container; or
  - (b) surrender any open container containing **alcohol** to the **Authorised Officer** or Victoria Police officer.
- Maximum Penalty: 20 Penalty Units**
- 8.3 Clause 8.1 does not apply to a **person** who consumes **alcohol** in a licenced premises or authorised premises or any other place where the consumption of alcohol is permitted under the *Liquor Control Reform Act 1998*.

### Smoking in a smoke free area

- 8.4 A **person** must not smoke a **tobacco product** in a **smoke free area**.  
 Note: Smoke in relation to clause 8.4 has the same meaning as in the *Tobacco Act 1987*.  
**Maximum Penalty: 15 Penalty Units**
- 8.5 Where an **Authorised Officer** believes on reasonable grounds that a **person** is contravening or has contravened clause 8.4, the **Authorised Officer** may direct the **person** to extinguish and then dispose of the **tobacco product**.
- 8.6 Any **person** who is given a direction under clause 8.5 must comply with that direction.  
**Maximum Penalty: 20 Penalty Units**
- 8.7 In addition to the **smoke-free areas** identified in Schedule 2 of this **Local Law**, the **Council** may **determine**, by resolution, any other area within the municipality to be a **smoke free area**.



## Section E: Protection of Council Land & Assets

### Part 9: Council assets, trees and regulating building sites

*Introduction: This Part protects Council land and assets, including drains, vehicle crossings and Council trees and plants. These provisions establish a system of asset protection approvals, as a means of regulating building work which has potential to damage Council land or assets.*

#### Building Management

##### Asset protection approval

9.1 Prior to commencing or causing or allowing **building work** on **private land**, the **owner** or **occupier** of **private land** must not commence or cause or allow **building work** on that **private land** without obtaining an **asset protection approval**.

**Maximum Penalty: 20 Penalty Units**

9.2 An **asset protection approval** will require the payment of an asset protection fee and may, if required by **Council**, contain conditions that:

- require works to be done on or around the **building site** to protect any **Council asset**, the health and safety of the public, the environment and the amenity of the area, or to be in accordance with the relevant legislative framework; and/or
- require entry to and exit from the **building site** only at designated locations; and/or
- address any other matter referred to in this Part.

##### Notification upon completion of building work

9.3 The **owner** or **occupier** or **person in charge of building work** must advise **Council** within 7 days of completion of all **building work** covered by the **asset protection approval** that such works are complete and ready for inspection by an **Authorised Officer**, to enable a final inspection by **Council** and assessment of any damage to any **Council asset** that has occurred while the **asset protection approval** is in place.

**Maximum Penalty: 20 Penalty Units**

##### Inspection of Council assets

9.4 As soon as practicable after receiving notice of completion of the **building work**, **Council** will undertake an inspection of **Council assets** to **determine** any damage to **Council assets** that has been caused as a result of the execution of the **building works** the subject of the **asset protection approval**

9.5 If, as a result of any inspection under Clause 9.3 and 9.4 damage has been caused to any **Council asset** as a result of the execution of the **building work** the subject of the **asset protection approval**, **Council** may:

- direct the **owner** or **occupier** or **person in charge of building work** of the **building site** to repair the damage at the **owner** or **occupier's** cost, to the satisfaction of **Council** and within a period of not more than twenty eight (28) days; and/or
- if repair of any damaged **Council asset** is required under Clause 9.5(a), the **owner** must carry out the repairs to the satisfaction of, and within the timeframe specified by **Council**.

**Maximum Penalty: 20 Penalty Units**

9.6 A **person in charge of building work** must ensure and provide the following:

- an onsite and functioning toilet facility;
- access for the emptying and collection of temporary toilet facilities;
- a maintenance program so that there are no offensive odours or any adverse visual impact on neighbouring properties from the toilet facility;
- waste produced as a result of **building work** on the **building site** is:
  - contained entirely within the **building site**;



- (ii) stored in a manner that does not attract the depositing of waste from sources other than the site;
- (iii) stored in a manner that does not cause detriment to the visual amenity of the area in which the **building site** is located; and
- (iv) disposed of regularly, and, where that waste is in the form of stormwater, to a legal point of discharge.
- (e) a litter container with lid of sufficient size;
- (f) emergency contact details clearly displayed;
- (g) a temporary or permanent fence to a minimum height of 1.8 metres that is fully contained within the **private land**, that secures the **private land** and is to the satisfaction of Council; and
- (h) a temporary or permanent fence where gates or access points in the fence open onto the **private land**; and
- (i) the **building site** is provided with clearly legible and clean **site identification**.

**Maximum Penalty: 20 Penalty Units**

9.7 A person in charge of building work must also:

- (a) undertake all approved **building work** on the **building site** unless otherwise directed by Council;
- (b) store all **building** related material on the **building site**;
- (c) place all litter capable of being blown from the **building site** in a suitable litter container;
- (d) prevent any sediment, mud, erosion, potential stormwater pollutants or other site run off from leaving the **building site**;
- (e) manage any dust or air pollutants from the **building site** to minimise **nuisance**;
- (f) ensure **vehicle** access to the **building site** is via a **vehicle crossing** or a **temporary vehicle crossing**;
- (g) ensure that for the duration of the **building work** the **vehicle crossing** or **temporary vehicle crossing** is maintained in a clean and safe manner for **vehicles** and pedestrians;
- (h) not allow any **vehicle** to deposit any mud, sediment, slurry or similar material from the **building site** in any **public place**; and
- (i) ensure that **building work** on the **building site** does not render pedestrian or vehicular traffic in the immediate area unsafe.

**Maximum Penalty: 20 Penalty Units**

### Soil Stockpiles

- 9.8 The **owner** or **occupier** of a **building site** or the **person in charge of building work** must ensure that soil that is stripped from the **building site** is stockpiled on the **building site** for re-use or is transported to a legal place of disposal.

**Maximum Penalty: 20 Penalty Units**

### Amenity Controls

- 9.9 The **owner** or **occupier** or **person in charge of building work** must ensure that activities on the **building site** (including **building work**) do not damage or cause detriment to the natural or built environment in which the **building site** is located.

**Maximum Penalty: 20 Penalty Units**

- 9.10 An **owner** or **occupier** or **person in charge of building work** must manage any dust or air pollutants from the **building site** to minimise detriment to the amenity of the area.

**Maximum Penalty: 20 Penalty Units**

### Drains

- 9.11 The **owner** or **occupier** or **person in charge of building work** must ensure that **building work** on the **building site** does not cause detriment to any Council asset.

**Maximum Penalty: 20 Penalty Units**



- 9.12 For the purposes of Clause 9.11 detriment to a **Council asset** occurs if:
- material, equipment, litter, waste, mud, silt, sand or another product emanating from **building work** enters or interferes with the **Council asset**; or
  - there is any alteration to or interference with a **Council asset** for which a **permit** has not been issued.

- 9.13 The **owner** or **occupier** or **person in charge of building work** must ensure that the **building site** is provided with sediment/fencing barriers that ensure the retention of silt and soil on site, and the retention of other water borne particles and pollutants for later transportation to a legal place of disposal.

**Maximum Penalty: 20 Penalty Units**

#### Vehicle crossings

- 9.14 Without a **permit**, an **owner** or **occupier** of **private land** must not install, construct, alter or reconstruct a **vehicle crossing**, whether permanent or temporary, or authorise another **person** to do so.

**Maximum Penalty: 20 Penalty Units**

- 9.15 Each point of **vehicle** access from any **private land** to a **road** must have a properly constructed and maintained **vehicle crossing** approved by **Council**.

**Maximum Penalty: 20 Penalty Units**

- 9.16 Without a **permit**, an **owner** or **occupier** of **private land** must not allow any **vehicle** to enter or leave any **private land** except in accordance with clause 9.15.

**Maximum Penalty: 15 Penalty Units**

- 9.17 **Council** or an **Authorised Officer** may direct:

- the construction of a **temporary vehicle crossing** or **vehicle crossing**; or
- the repair or reconstruction of a **temporary vehicle crossing** or **vehicle crossing**; or
- the removal of a redundant **temporary vehicle crossing** or **vehicle crossing**, and the reinstatement of any kerb, channel, footpath or other area to the satisfaction of **Council** by the **owner** or **occupier** of any adjacent land at his or her own cost.

- 9.18 An **owner** or **occupier** of **private land** to whom a direction is given under clause 9.17 must comply with that direction.

**Maximum Penalty: 20 Penalty Units**

#### Defacing/Damaging Council Land and Assets

- 9.19 Without a **permit**, a **person** must not destroy, damage, deface, remove or interfere with:

- Council land** or **road**;
- any **building**, structure or infrastructure or any other thing on **Council land** or **road**;
- anything belonging to **Council** on **Council land** or **road** or in a **public place** unless allowed by **Council**, whether under this **Local Law** or otherwise; and
- any **Council** property or **Council assets** located on or in any **Council land** or **private land**.

**Maximum Penalty: 20 Penalty Units**

- 9.20 A **person** must not authorise or engage any other **person** to undertake any of the activities in clause 9.19.

**Maximum Penalty: 20 Penalty Units**

#### Trees and Plants on Council Land and Roads

- 9.21 Without a **permit**, a **person** must not remove, lop, destroy, damage or interfere with any tree or plant on a **Council land** or **road**, or authorise another **person** to do so.

**Maximum Penalty: 20 Penalty Units**

20



## Section F: Administration

### Part 10: Permits

*Introduction: This Part outlines the process for obtaining and retaining permits under the Local Law. This part also provides for the requiring a security bond if required by Council.*

#### When is a permit required under this Local Law?

- 10.1 Where in this Local Law a person is prohibited from doing a thing "without a permit", a person who does the thing which is prohibited to be done without first obtaining a permit from the Council under this Part, is guilty of an offence.

#### Permit Application and fees

- 10.2 An application for a permit or renewal of a permit under this Local Law must be in a form approved by Council and accompanied by any fee fixed by Council in accordance with clause 10.6.
- 10.3 The Council may require the applicant to give notice of the application for a permit or renewal of a permit, in the manner determined by the Council.
- 10.4 The Council may require an applicant to provide it with more information before it deals with the application for a permit or renewal of a permit.
- 10.5 A permit issued under this Local Law is non-transferrable to any other person. If a business changes ownership, the permit will cease and an application for a new permit will be required.

#### Fees and Charges

- 10.6 Council may, from time to time, by resolution, determine:
- (a) the quantum of any permit fee, asset protection fee, charges, guarantee or bond to apply under this Local Law; and
  - (b) an administrative, inspection or processing fee or charge in addition to any fee, charge, guarantee or bond applying under this Local Law.
- 10.7 In determining a fee or charge, Council may establish a system or schedule of fees and charges, including a minimum or maximum fee of charge, if it considers it appropriate to do so.
- 10.8 Council may waive, reduce, alter or refund, in whole or in part, any fee, charge, bond or guarantee with or without conditions.

#### Duration of permit

- 10.9 Except where expressly stated in this Local Law or in a permit, a permit operates from the date it is issued and expires one year after the date of issue.

#### Correction of permits

- 10.10 The Council may correct a permit if that permit contains:
- (a) an unintentional error or an omission; or
  - (b) a material miscalculation or a material mistake in the description of a person, thing or property.
- 10.11 The Council must notify a permit holder in writing of any correction under clause 10.10.



### Granting and refusal of a permit

10.12 Council may decide to:

- (a) issue a **permit**; or
- (b) issue a **permit** subject to conditions; or
- (c) refuse to issue a **permit**.

10.13 Where a **permit** has been issued subject to conditions under clause 10.12(b), a **person** who does not comply with the conditions of the **permit** is guilty of an offence.

**Maximum Penalty: 20 Penalty Units**

10.14 In determining whether to issue a **permit** and, if a **permit** is to be issued, the scope and conditions that will apply to it, Council may take into account any of the following where relevant:

- (a) the health and safety of the public;
- (b) the amenity of the **municipal district**;
- (c) the impacts on other **persons** or their property;
- (d) the extent to which the granting of the **permit** might affect the activities or enjoyment of another **person** or group;
- (e) the need to protect Council or Service Authority assets or infrastructure from damage;
- (f) legislative and policy directives of the Commonwealth and State Governments;
- (g) the need for work to occur which is authorised by Commonwealth or State Government legislation, or by Council or a Service Authority;
- (h) any relevant Council policies and guidelines;
- (i) any policies, codes of practice, standards or guidelines used as reference by Council; and
- (j) any submission or comments that may be received in respect of the application.

10.15 Where Council has refused to issue a **permit** under clause 10.12(c) of this Local Law, the **person** seeking the **permit** has twenty-eight (28) days from the date of Council's notice of refusal of **permit** under clause 10.12(c), to provide written reasons to Council as to why the **permit** should not be refused.

10.16 If a written submission is received by Council under clause 10.15 within the twenty-eight (28) days, the information provided shall be considered, and if applicable the **person** seeking the **permit** will be given an opportunity to be heard by Council or Council's delegate and any such verbal submissions have also been considered.

### Cancellation of a permit

10.17 Council may cancel a **permit** if it considers that:

- (a) there has been a serious or ongoing breach of any of the conditions of the **permit**; or
- (b) a **Notice to Comply** has been issued, but not complied with after the time specified in the **Notice to Comply**; or
- (c) there was a significant error or misrepresentation in the application for the **permit**; or
- (d) in the circumstances, the **permit** should be cancelled.

10.18 Where Council has cancelled a **permit** under clause 10.17 of this Local Law, the **permit holder** has twenty-eight (28) days from the date of Council's notice of cancellation of **permit** under clause 10.17, to provide written reasons to Council as to why the **permit** should not be cancelled.

10.19 If a written submission is received by Council under clause 10.18 within the twenty-eight (28) days, the information provided shall be considered, and if applicable the **person** seeking the **permit** will be given an opportunity to be heard by Council or Council's delegate and any such verbal submissions shall also be considered.



#### Security Bonds

- 10.20 In deciding to grant a **permit**, **Council** may require the applicant to lodge with **Council** a security bond in such amount and in such a manner as **Council determines**.
- 10.21 In the **event** of a breach of any **permit** condition in respect of which a security bond is paid under this **Local Law**, **Council** may retain an amount of the security bond as is necessary to remedy that breach and/or repair any damage caused by that breach.
- 10.22 Upon expiry of a **permit**, **Council** must release any remaining security bond to the **person** who paid it.
- 10.23 If after 12 months from the date that the security bond would be released under clause 10.20, **Council** cannot locate a **person** entitled to the release of any security bond or remaining security bond, **Council** may retain the security bond or remaining security bond and pay the money into its general revenue.



## Section G: Enforcement

### Part 11: Compliance and enforcement of the Local Law

*Introduction: This Part provides a means for enforcing this Local Law and powers to impound and serve Notices to Comply to seek compliance.*

#### Offences

- 11.1 A person who:
- (a) fails to comply with this Local Law; or
  - (b) fails to comply with a condition of a permit; or
  - (c) fails to do anything directed to be done under this Local Law; or
  - (d) fails to comply with a Notice to Comply;
  - (e) knowingly provides erroneous, inaccurate or misleading information in an application for a permit; or
  - (f) refuses or fails to obey directions of an Authorised Officer to leave the Council land or road where in the opinion of that Authorised Officer the person has failed to comply or is failing to comply with this Local Law; or
  - (g) fails to comply with a sign erected by the Council,
- is guilty of an offence.

#### Offences by Corporations

- 11.2 If a person charged with an offence against this Local Law is a corporation, any person who is concerned or takes part in the management of that corporation may be charged with the same offence.
- 11.3 If the corporation is convicted of an offence against this Local Law, a person charged under clause 11.2 with the same offence may also be convicted of the offence and is liable to the penalty for that offence unless that person proves that the Act or omission constituting the offence took place without his or her knowledge or consent.

#### Penalties

- 11.4 A person guilty of an offence against this Local Law is liable to a penalty:
- (a) not exceeding 20 penalty units; and
  - (b) in the case of a contravention which continues after a finding of guilt or conviction the penalty is 2 penalty units for each day after the finding of guilt or conviction for the offence during which the contravention continues

#### Infringement notices

- 11.5 Where an Authorised Officer reasonably believes that a person has committed an offence under this Local Law, the Authorised Officer may serve on that person an infringement notice.
- 11.6 The fixed penalty in respect of an infringement notice is the amount set out in Schedule 1 to this Local Law. For offences not specified in Schedule 1, the infringement penalty for that offence will be 20% of the maximum penalty for that offence.

#### Notice to Comply and directions

- 11.7 A person who fails to comply with any direction given by an Authorised Officer in connection with any matter under this Local Law is guilty of an offence.

Maximum Penalty: 20 Penalty Units





- 11.8 An **Authorised Officer** may serve a **Notice to Comply** under this clause on a **person** who the **Authorised Officer** reasonably suspects to be in breach of this **Local Law**.
- 11.9 A **Notice to Comply** under clause 11.8 must be in writing and in a form approved by the **Council**.
- 11.10 A **Notice to Comply** under clause 11.8 may do one or more of the following things:
- direct the **person** to comply with this **Local Law**;
  - direct the **person** to stop the conduct which constitutes the breach of this **Local Law**;
  - direct the **person** to deliver up to the **Authorised Officer** or to some specified **person** or some specified location any item or property of the **person** which constitutes the breach of this **Local Law**;
  - direct the **person** to remove or cause to be removed any item, goods, equipment or other thing that constitutes a breach of this **Local Law**;
  - direct the **person** to leave an area within the time specified in the notice that constitutes a breach of this **Local Law**.
- 11.11 A **Notice to Comply** under clause 11.8 must specify the date by which the **person** specified in the **Notice to Comply** is required to comply with the directions stipulated in the **Notice to Comply**.
- 11.12 The period of time required by a **Notice to Comply** under clause 11.11 must be reasonable in the circumstances having regard to:
- the amount of work involved; and
  - the degree of difficulty; and
  - the availability of necessary materials or other necessary items; and
  - climatic conditions; and
  - the degree of risk or potential risk; and
  - any other relevant factor.
- 11.13 Any **person** to whom a **Notice to Comply** is directed under this **Local Law**, who fails or refuses to comply with it is guilty of an offence.

**Maximum Penalty: 20 Penalty Units**

#### Power of Authorised Officer to Act in urgent circumstances

- 11.14 Any **Authorised Officer** may, in urgent circumstances arising as a result of a failure to comply with this **Local Law**, take action to remove, remedy or rectify a situation provided:
- he or she considered the circumstances or situation to be sufficiently urgent and that the time involved or difficulties associated with the serving of a **Notice to Comply**, may place a **person**, animal, property or thing at risk or in danger; and
  - details of the circumstances and remedying action are forwarded as soon as practicable to the **person** on whose behalf the action was taken;
- 11.15 The action taken by an **Authorised Officer** under clause 11.14 must not extend beyond what is necessary to cause the immediate abatement of or to minimise the risk or danger present.

#### Power of Authorised Officer to confiscate and impound

- 11.16 Where a **person who** owns or is responsible for any item including goods, equipment, a **bicycle**, or other property or thing has:
- failed to obtain a **permit** where a **permit** in respect of the item is required under this **Local Law**; or
  - placed the item at or on any place in breach of this **Local Law** or in breach of a **permit** condition; or
  - ignored a direction from an **Authorised Officer** to remove the item; or
  - the item is in breach of this **Local Law**,
- the item may be confiscated and impounded by an **Authorised Officer**.



- 11.17 If an **Authorised Officer** has confiscated anything in accordance with this **Local Law**, the **Council** may refuse to release it until the appropriate fee or charge **determined** by the **Council** for its release has been paid to the **Council**.
- 11.18 If the **owner** or the **person** responsible for a confiscated item can be identified, as soon as it is reasonably practicable to do so, the **Authorised Officer** must serve a written notice in a form that is **determined** by the **Council** from time to time on the **owner** or **person** responsible for the confiscated item setting out the fees and charges payable and time by which the item must be retrieved.
- 11.19 If the **owner** or **person** responsible for a confiscated item is unknown, the **Authorised Officer** must take reasonable steps to ascertain the identity of the **owner** or **person** responsible for the item prior to exercising the powers in clause 11.20.
- 11.20 If after the time required in a notice, a confiscated item is not retrieved, or if a notice referred to in clause 11.18 is unable to be served, an **Authorised Officer** may take action to dispose of the confiscated item according to the following principles:
- (a) where the item has no saleable value, it may be disposed of in the most economical way; and
  - (b) where the item has some saleable value the item may be disposed of either by tender, public auction or private sale but failing sale may be treated as in sub-clause (a);
  - (c) where the **owner** has advised the **Council** in writing that the **Council** may dispose of the item because he or she does not intend to retrieve it, the **Council** may dispose of the item by either of the methods identified in sub-clauses 11.20 (a) and (b).

## Part 12: Delegations

- 12.1 The **Council** may by instrument of delegation delegate any of its powers, functions and duties under this **Local Law** to a member of its staff.
- 12.2 A reference in an instrument of delegation to a delegate by way of the delegate's position with the **Council** includes:
- (a) a **person** authorised to carry out the powers, duties and functions of that position at the **Council**;
  - (b) a **person** acting in that capacity; or
  - (c) if that position at the **Council** ceases to exist, any **person** exercising any power, duty or function which was previously a power, duty or function of the previous position.

Insert Council resolution and Council seal clause.



## Schedule 1 — Penalties

Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
2.1	Failing to ensure that land does not constitute a danger to health or property	10	20
2.2	Failing to ensure that land is not <b>unsightly</b> or detrimental to the neighbourhood	3	15
2.3	Failing to ensure that land is not used in a manner so as to be detrimental to the amenity of the immediate area	3	15
2.4	Failing to obtain a <b>permit</b> (vegetation, <b>sign</b> , fence, structure or other thing)	3	15
2.5	Failing to obtain a <b>permit</b> (obstruction or other thing)	3	15
2.6	Allowing a <b>building</b> to become <b>dilapidated</b>	5	20
2.7	Failing to secure a vacant <b>building</b> from unauthorized access	5	20
2.9	Failing to obtain a <b>permit</b> (heavy or long <b>vehicles</b> )	3	15
2.10	Failing to obtain a <b>permit</b> (camping on <b>private land</b> )	3	15
2.12	Failing to mark the land with a number so as to be clearly visible and legible from the <b>road</b> on which the land has its frontage	1	10
2.13	Failing to use the <b>property address</b> assigned by <b>Council</b>	3	15
2.14	Allowing an intruder alarm contrary to Council requirements	3	15
3.2	Allowing the growth of <b>environmental weeds</b>	3	15
3.3	Failing to obtain a <b>permit</b> (tree and vegetation pruning)	10	20
3.5	Failing to provide restitution of vegetation as required by <b>Council</b>	10	20
3.6	Failing to obtain a <b>permit</b> (open air burning)	3	15
3.8	Failing to comply with a direction (extinguishing a fire)	5	20
3.10	Constructing, erecting, installing, allowing to remain, using or permitting to be used an <b>incinerator</b>	5	20
3.11	Failing to take steps to remove an unmanaged bee swarm	3	15
3.12	Failing to take steps to destroy a wasp nest	3	15
3.13	Failing to take steps to destroy, and remove conditions, for rats & mice	3	15
3.16	Failing to comply with requirements of the <i>Use of Waste Collection Services Policy</i>	3	15
3.17	Failure to comply with requirements when using a non- <b>Council</b> managed waste collection service	3	15
3.18	Failing to obtain a permit (commercial or trade waste)	3	15
3.19	Failing to comply with requirements of Council (commercial or trade waste)	5	20
3.20	Placing commercial or trade waste in a Council or residential waste bin/ pile	5	20
4.1	Failing to obtain a <b>permit</b> (animals)	3	15
4.2	Failing to obtain a <b>permit</b> (livestock)	3	15



Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
4.3	Keeping a <b>rooster</b> on land not permitted by <b>Council</b>	3	15
4.4	Failing to construct and maintain <b>animal housing</b>	3	15
4.5	Failure to store animal food to the satisfaction of an <b>Authorised Officer</b>	3	15
4.6	Failing to carry a facility for the effective removal of excrement	1	10
4.7	Failure to collect and appropriately dispose of excrement	1	10
4.8	Allowing noise or odour to emanate from an animal or bird	3	15
4.11	Failing to comply with a direction (feeding an animal or bird)	5	20
5.1	Behaving on <b>Council land</b> or <b>road</b> so as to interfere with another <b>person's</b> reasonable use of that space	3	15
5.2	Behaving on <b>Council land</b> or <b>road</b> so as to endanger or be likely to endanger a <b>person's</b> health, life, property or an animal	10	20
5.3	Behaving contrary to a <b>sign</b> on <b>Council land</b> or <b>road</b>	3	15
5.4	Failing to obtain a <b>permit (camping)</b>	3	15
5.5	Failing to obtain a <b>permit (bulk rubbish container, shipping container, donation bin</b> or other thing which obstructs a <b>road</b> or <b>Council land</b> )	5	20
5.6	Leaving a <b>shopping trolley</b> on <b>Council land</b> or <b>road</b>	3	15
5.7	Failing to ensure that a name is clearly marked on a <b>shopping trolley</b>	3	15
5.8	Allowing a <b>shopping trolley</b> to be left on <b>Council land</b> or <b>road</b>	3	15
5.9	Using or allowing use of a <b>wheeled toy, wheeled recreational device, motorised toy vehicle, model aircraft</b> on <b>Council land</b> or <b>road</b> so as to endanger, intimidate or unduly obstruct or damage property	3	15
5.11	Failing to obtain a <b>permit (fireworks)</b>	10	20
6.1	Failing to obtain a <b>permit (vehicle on Council land or road)</b>	3	15
6.2	Repairing or maintaining a <b>vehicle</b> on <b>Council land</b> or <b>road</b>	3	15
7.1	Failing to obtain a <b>permit (goods, services, sign, street furniture, other structures, vehicle, roadside trading)</b>	3	15
7.2	Failing to obtain a <b>permit (election signage)</b>	3	15
7.4	Failing to comply with requirements on the placement of election signage on <b>Council land</b> or <b>road</b>	3	15
7.5	Failing to obtain a <b>permit (money or item collections or subscriptions)</b>	3	15
7.6	Failing to obtain a <b>permit (distribution of handbill, placard, notice, pamphlet, book, paper, advertising material or similar thing)</b>	3	15
7.7	Failing to obtain a <b>permit (structure for selling or conducting raffle or lottery)</b>	3	15
7.8	Failing to obtain a <b>permit (commercial filming and photography)</b>	3	15
7.9	Failing to obtain a <b>permit (event)</b>	3	15
8.1	Failing to obtain a <b>permit (Alcohol)</b>	3	15



Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
8.2	Failing to comply with a direction of an <b>Authorised Officer</b> to empty, reseal or surrender an open container containing <b>alcohol</b>	5	20
8.4	Smoking a <b>tobacco product</b> in a <b>smoke free area</b>	3	15
8.6	Failing to comply with a direction of an <b>Authorised Officer</b> to extinguish and dispose of the <b>tobacco product</b>	5	20
9.1	Failing to obtain an asset protection <b>permit (building work)</b>	10	20
9.3 to 9.13	Failing to comply with requirements relating to the management of <b>building sites</b>	10	20
9.14	Failing to obtain a <b>permit (vehicle crossings)</b>	10	20
9.15	Failing to have a properly constructed and maintained <b>vehicle crossing</b>	5	20
9.16	Failing to obtain a <b>permit</b> (to enter or exit a property by means other than the <b>vehicle crossing</b> )	3	15
9.18	Failing to comply with a direction of an <b>Authorised Officer</b>	5	20
9.19	Failing to obtain a <b>permit</b> (defacing or damaging <b>Council land</b> or assets)	5	20
9.20	Authorising or engaging a <b>person</b> to deface or damage <b>Council land</b> or assets	5	20
9.21	Failing to obtain a <b>permit</b> (trees and plants on <b>Council land</b> or <b>road</b> )	5	20
10.13	Failing to comply with <b>permit</b> conditions	5	20
11.7	Failing to comply with a direction of an <b>Authorised Officer</b> under this <b>Local Law</b>	5	20
11.13	Failing to comply with a <b>Notice to Comply</b> served under this <b>Local Law</b>	5	20



## Schedule 2 — Smoke Free Areas

### Part A – Smoke Free Areas

The following areas are **smoke free areas** for the purposes of clause 8.4 of this **Local Law**:

1. within **Council** owned facilities and/or on **Council land**;
2. at **Council** operated festivals and events;
3. any **children's playground**;
4. any parcel of land on which a **child care centre** is located; and
5. any parcel of land as **determined** by the **Council**.

### Part B – Guidelines for determining a Smoke Free Area

When considering whether to **determine** a **smoke free area** for the purposes of clause 8.6 of this **Local Law**, the **Council** must have regard to the following factors:

1. the size of the proposed **smoke free area**;
2. the opinions of any **person** who is the **owner** or **occupier** of any part of the proposed **smoke free area** or the area immediately adjoining the proposed **smoke free area**;
3. the proximity of the proposed **smoke free area** to a **public place**, part or all of which is not in a **smoke free area**;
4. the extent and outcome of any public consultation on the proposed **smoke free area**;
5. any benefits to the community which would be achieved by the **Council determining** the proposed **smoke free area**; and
6. any detriments to the community which would be caused by the **Council determining** the proposed **smoke free area**.



# Use of Waste Collection Services Policy

Policy Number:	Issued by Governance	Directorate:	Engineering and Infrastructure
Approval by:	Council	Responsible Officer:	Waste Management Coordinator
Approval Date:	May 2020	Version Number:	1
Review Date:	May 2023		

## 1. Purpose

Knox City Council provides kerbside waste collection services for garbage, recycling, green waste and hard waste for eligible residential properties, and commercial properties who take up Councils landfill and recycling collection services. Unless a special arrangement has been made, Council supplied bins are to be placed on the naturestrip for collection by the owner or occupier. Council issues bins for landfill, recycling and green waste collections.

The frequency of collection varies dependent on the property type (residential or commercial) and what waste is being collected. There are daily, weekly and fortnightly collections.

There is an additional service available for green waste collection, which is the bundled or own container service. Residential owners or occupiers can place bundles of green waste, or green waste within their own containers on the naturestrip for collection once a fortnight.

Council also provides "at call" hard waste collections for eligible residential properties. Collections can be requested online, by phone, or by visiting Council. The usual allocation is 2 bookings available per residential property per financial year. Commercial properties are not eligible for hard waste collections.

This policy should be read in conjunction with Knox City Councils Policy Eligibility for use of Waste Collection Services provided by Knox City Council which outlines which services are available for various properties types.

The purpose of this policy is to;

- Define the legal responsibilities of owners and occupiers of properties that use council supplied bins.
- Define the way council supplied bins must be presented to be collected.
- Reduce amenity issues and litter caused by poor presentation and use of council waste services.



## 2. Context

This policy is to be used in conjunction with the Knox City Council Local Law, and *Eligibility for use of Waste Collection Services provided by Knox City Council*.

## 3. Scope

This policy applies to any residential or commercial premise that utilises the waste collection services provided by Knox City Council. This includes all landfill, recycle, green waste and hard waste services.

This policy does not apply to non-Council waste collection services. When a planning permit requires a Waste Management Plan it must be approved by Council. The services provided must comply with the Waste Management Plan.

## 4. References

### 4.1 Community & Council Plan 2017-2021

Goal 1 – We value our natural and built environment

Goal 2 – We can move around easily

Goal 4 – We are safe and secure

Goal 5 - We are healthy happy and well

### 4.2 Relevant Legislation

Local Government Act 1989

Knox City Council Amenity Local Law 2020

### 4.3 Related Council Policies

*Eligibility for use of Waste Collection Services provided by Knox City Council*

## 5. Definitions

Approved collection point	Means the naturestrip or any other location designated or advised by Council for collection of waste.
Bundled green waste	Means bundles of branches and/or prunings placed at an approved collection point for collection by Council. Bundled branches are to be no more than 30cm in diameter and 1.5 metres in length, and must be tied with string. Maximum weight of the bundled waste placed for collection is 30 kilo grams.
Collection day	The day designated by Council for landfill, recycling, and/or green waste collection for the relevant address, as advised by Council on Council's website or Recycling and Waste guide.
Collection week	The week designated by Council for hard waste collection for the relevant address, as advised by Council at the time of booking a collection, which starts on a Monday.





Commercial waste	Any landfill, recycling, rubbish, slops or other waste matter arising from or generated by any trade, industry or commercial activity.
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.
Council supplied bin	Is a bin which has been provided by and is collected by Council, for the purposes of waste collection as charged within the annual rates notice.
ewaste	Any material that is powered by an electrical lead or battery operated.
Green waste	Organic garden material as listed in Appendix 5 of this policy and must not include items listed in Appendix 6 of this policy.
Green waste own container	A bin owned by the owner or occupier of a property for the purpose of disposing green waste.
Green waste bin	A council supplied bin for the purpose of containing green waste for collection.
Hard waste	Household items that are too large or heavy to dispose of through the landfill or recyclable services, as specified and/or size or quantity restricted, and listed in Appendix 1 and must not include items listed in Appendix 2 of this policy.
Landfill	Any unwanted materials and objects that accumulate in or about a property, which is not prohibited waste and cannot be recycled. Referred also as garbage, and fits in the landfill bin.
Landfill bin	A council supplied bin for the purpose of containing landfill for collection.
Occupier	The person or persons in charge, or having the management or control of, or legally entitled to occupy land (including premises) and includes, in relation to land which has a lot entitlement or lot liability in respect of common property, the Owners Corporation created on the registration of a Plan of Subdivision affecting that land.
Owner	The person who is registered on the Certificate of Title as the owner of the land, or the person who is or is entitled to be so registered, or the person who is otherwise entitled to exercise any rights of ownership of the land.
Owner container	A container that can be used for green waste collection. It must be plastic or galvanized and rigid. It must not exceed 55 litres in volume or weight of 30 kilo grams.
Prohibited waste	Building rubble, mechanical parts, hazardous waste, liquid waste, e-waste, any material likely to damage a council supplied bin and includes items listed at Appendices 2 and 4 of this Policy.
Public litter and recycling bin	A bin provided by Council in a public place such as a park or street for the use by the general public for disposal of litter and recycling generated in public areas.
Recyclable	Any material deemed by Council as being suitable for the kerbside recycling collection, as listed in Appendix 2 and must not include items listed in Appendix 3, and any additional items as reviewed by Council from time to time.
Recycling bin	A council supplied bin for the purposes of containing recyclables for collection.



## 6. Council Policy

### Part 1: Use of council supplied landfill, recycle and green waste bins

6.1.1 The owner or occupier of a property that uses council supplied bins must:

- (a) place council supplied bins at an approved collection point, or any manner specified or directed by Council from time to time;
- (b) place any council supplied bin outside the property for no more than 24 hours before or after collection day;
- (c) place a council supplied bin out by 6am on collection day;
- (d) keep all council supplied bins in a clean and sanitary condition(e) notify Council as soon as possible if a council supplied bin is damaged, lost or stolen;
- (e) ensure that the area where the council supplied bins are kept on the owner or occupier's property is kept in a clean and sanitary condition;
- (f) ensure that the lid of any council supplied bin placed at an approved collection point is completely closed; and
- (g) place at an approved collection point a council supplied bin with a total weight not exceeding 50 kilograms.

6.1.2 A person must not:

- (a) deposit waste in or interfere with a council supplied bin from a property that they do not own or occupy;
- (b) remove any council supplied bin from its allocated property; and
- (c) damage or interfere with any council supplied bin.

6.1.3 The owner or occupier of a property must ensure that when a council supplied bin is placed at an approved collection point the council supplied bin;

- (a) is as near as practicable to the kerb, with the handle facing away from the kerb;
- (b) has at least 1 metre clearance from any object, obstruction, overhanging tree, or street sign;
- (c) is a minimum of 0.5 metres distance between any other council supplied bin; and
- (d) does not contain prohibited waste.

6.1.4 An owner or occupier of a property must ensure that when a green waste bin is placed at an approved collection point the green waste bin only contains green waste.

6.1.5 An owner or occupier of a property must ensure that when a recycling bin is placed at an approved collection point the recycling bin only contains recyclables.



- 6.1.6 An owner or occupier of a property must ensure that when a landfill bin is placed at an approved collection point the landfill bin only contains landfill.

## Part 2: Use of bundled and own container green waste service

- 6.2.1 The owner or occupier of a property that places bundled green waste at an approved collection point must ensure that the bundled green waste:

- (a) are tied into bundles with biodegradable string;
- (b) are not wider than 30cm per bundle;
- (c) are not longer than 1.5metres in length;
- (d) does not contain individual branches that are thicker than 10cm.
- (e) does not exceed a volume of 55 litres;
- (f) does not weigh more than 30 kilograms;
- (g) is placed at the approved collection point on the collection day;
- (h) is not placed at the approved collection point for more than 24 hours prior to the collection day; and
- (i) is placed at the approved collection point by 6am on collection day.

- 6.2.2 The owner or occupier of a property that places a green waste own container at an approved collection point must ensure that the green waste own container:

- (a) does not exceed a volume of 55 litres;
- (b) does not weigh more than 30 kilograms;
- (c) is not a bag of any kind;
- (d) is rigid;
- (e) is not overflowing;
- (f) is placed at the approved collection point on the collection day;
- (g) is not placed at the approved collection point for more than 24 hours prior to the collection day;
- (h) is placed at the approved collection point by 6am on collection day;
- (i) is returned to the property within 24 hours after the collection day; and
- (j) is not a wheelie bin.

- 6.2.3 A person must not interfere with any waste service from a property that they do not own or occupy.



### Part 3: Hard Waste Service

- 6.3.1 The owner or occupier of a property that is eligible for, the Council hard waste service must:
- (a) make a booking for collection with Council prior to placing the items at the approved collection point;
  - (b) place items at the approved collection point no more than 48 hours prior to the Monday of the booked collection week;
  - (c) ensure that all items are placed at the approved collection point by 6am on the Monday of the booked collection week;
  - (d) place the items at the approved collection point in a neat and safe pile that does not encroach on the road or footpath, or pose a risk to the community;
  - (e) ensure that small items are to be placed in non-returnable boxes;
  - (f) place items at an approved collection point;
  - (g) only place items at the approved collection point which are listed in Appendix 1; and
  - (h) place items at the approved collection point that are no longer than 1.5 metres or heavier than 30 kilograms unless the items are whitegoods, mattresses and doors .
- 6.3.2 A person must not scavenge or remove items from items placed at approved collection point for commercial gain.
- 6.3.3 A person must not place material or items to a hard waste collection pile at an approved collection point for a property that they do not own or occupy.
- 6.3.4 A person who removes an item from hard waste collection pile for personal use they must leave a neat and safe pile that does not encroach on the road or footpath, or pose a risk to the community.

### Part 4: Suspension of Services

If an owner or occupier of a property on more than one occasion contravenes any provision of this policy Council may suspend any waste collection service to the property.

Failure to comply with this policy constitutes an offence under the Knox City Council Amenity Local Law 2020 which may result in the issuing of Notices to Comply, Warnings, Infringements and/or Prosecution.

### Part 5: 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.



## Appendix 1: Hard waste - list of acceptable items for the hard waste collection service

Air conditioning unit internal/external
Antennas
Bath ceramic/wrought Iron
BBQ - kettle, timber stand, metal
Bean Bag - Beans must be contained
Bikes/scooters/ skateboard
Blanket/doona, bedding
Blinds - Holland/timber/venetian/roman, items no longer than 1.5 m
Books
Cane ware baskets
Car parts metal small individual pieces no engines
Carpet/carpet underlay
CDs/CD/DVD covers
Christmas trees – artificial HT
Clothing/shoes
Colorbond Roofing 1.5m length
Computers/monitors
Corrugated iron & metal
Crockery/glasses
Cubby house plastic
Curtain rods, tracks, brackets
Curtains
Dishwasher
Doors limit 2
Dryer/washing machine
Ducted heating ducts (metal)
DVD/CD/Video
DVDs/CDs/VCR player
Electrical appliances
Filing cabinet metal or timber
Fly Screen door limit 2
Fridges/ freezers – doors removed or taped shut for safety
Furniture



Garden tools
Glass sheets (wrapped & labelled)
Guttering metal 1.5m
Heater - oil
Heater - wall electric or gas / portable
Hot water unit
Iron scrap metal
Ironing board
Ladder timber/metal
Laundry sink - metal cupboard
Lawn mower
Light fittings
Manchester
Mannequins
Mattresses/base
Metal sheds
Mirrors (wrapped & labelled)
Oil heater
Outdoor window awnings
Ovens/stove
Paint tins/drums (dry/empty)
Pillows
Plastic pots/tubs/containers
Plastic wrapping bulk
Plate glass (wrapped)
Polystyrene large pieces
Pool blow up above ground dismantled
Pool pump
Pots & pans
Prams & pushers
Scrap metal, including roofing sheets
Security door (limit 2)
Shoes
Shower screens limit 1 wrapped & labelled, can be longer than 1.5m
Steel (other than cans/tins)
Stoves/oven HT



Styrofoam
Televisions
Textiles/linen
Tiles/carpet
Timber max 10 pieces 1.5m
Toilet (limit 1)
Tools including power tools
Toys
Trampoline dismantled
Tree stumps (maximum 1.5m length and 30 kilograms) without soil
Vacuum cleaner
Vinyl flooring
Washing machines
Whitegoods
Window frames metal (not timber) 1.5 m
Window glass (wrapped)



## Appendix 2: Hard waste - list of unacceptable items for the hard waste collection service

Asbestos
Bricks
Building, demolition and renovation waste
Car parts
Cement sheeting
Commercial waste or commercial quantities of waste
Concrete
Fencing
Fuel containers
Gas bottles
Gates
Green waste (excluding stumps less than 1.5m and 30 kilograms)
Gyprock
Household waste – landfill, recycling, and food waste
More than 2 doors
Oil
Pallets
Soil
Tiles
Trellis
Tyres





### Appendix 3: Recyclables – list of unacceptable items for the Recycling bin collection service

Bagged recycling
Batteries
Bricks
Broken glass
Chemicals
Cling film
Clothes
Coffee cups
Concrete
Crockery
Drinking glasses
e-waste (any item with a lead or battery operated)
Food waste
Garbage or putrescible waste
Green waste
Hazardous waste
Light globes
Linen
Mirrors
Mirrors
Nappies
Plastic bags
Plastic wrapping
Polystyrene
Prohibited waste
Pyrex
Rocks
Rubble
Shoes
Soil
Spectacles
Syringes
Timber



Tissues
Waxed cardboard



Appendix 4: Green waste – list of acceptable items for the green waste bin collection service

Flowers
Garden prunings
Grass clippings
Leaves and bark
Weeds



Appendix 5: Green waste - list of unacceptable items for the green waste bin collection service

Bags
Bricks
Building rubble and timber
E-Waste
Food
Household rubbish
Logs, stumps or tree limbs larger than 10cm in diameter or longer than 30cm
Pet faeces
Plant pots
Potting mix
Rocks
Soil
Syringes
Wire

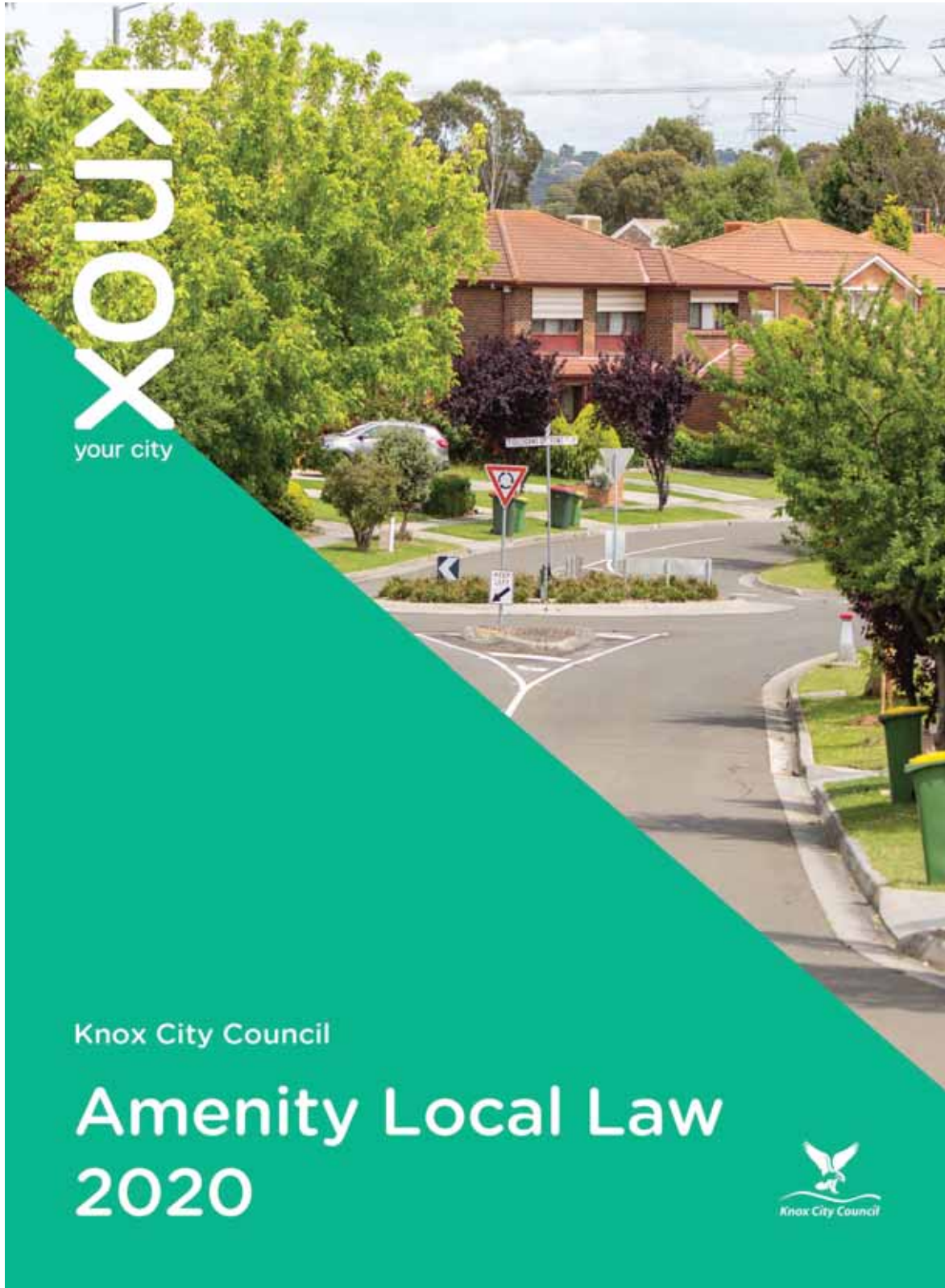


### Environmental Weeds

In accordance with clause 3.1 of the *Amenity Local Law 2020*, the following plants have been determined by Council as environmental weeds:

Scientific Name	Common Name
<i>Acacia longifolia</i> var. <i>longifolia</i>	Sallow Wattle
<i>Asparagus scandens</i>	Asparagus Fern
<i>Cestrum elegans</i>	Red Cestrum
<i>Chrysanthemoides monilifera monilifera</i>	Boneseed
<i>Coprosma repens</i>	Mirror Bush
<i>Coprosma robusta</i>	Karamu
<i>Cotoneaster</i> Spp	Cotoneasters
<i>Crataegus monogyna</i>	Hawthorn
<i>Crocsmia x crocosmiiflora</i>	Montbretia
<i>Cytisus scoparius</i>	English Broom
<i>Delairea odorata</i>	Cape Ivy
<i>Erica lusitanica</i>	Spanish Heath
<i>Echium plantagineum</i>	Pattersons curse
<i>Fraxinus angustifolia</i> subsp. <i>angustifolia</i>	Desert Ash
<i>Genista monspessulana</i>	Cape Broom/ Montpellier Broom
<i>Genista linifolia</i>	Flax-leaf Broom
<i>Hakea Salicifolia</i>	Willow-Leaf Hakea
<i>Hedera helix</i>	Ivy
<i>Hypericum tetrapterum</i>	St Peter's Wort; Square-stem St John's Wort
<i>Passiflora</i> spp	Banana passionfruit
<i>Lonicera japonica</i>	Japanese Honeysuckle
<i>Pinus radiata</i>	Monterey Pine
<i>Pittosporum undulatum</i>	Sweet Pittosporum
<i>Rubus fruticosus</i> agg.	Blackberry
<i>Sollya heterophylla</i>	Blue bell creeper
<i>Ulex europaeus</i>	Gorse or Furze
<i>Vinca major</i>	Blue periwinkle
<i>Watsonia meriana</i> var. <i>bulbillifera</i>	Bulbil Watsonia
<i>Zantedeschia aethopia</i>	White arum Lily

**Insert Council resolution**





# ~~(Draft)~~ Amenity Local Law 2020

## Contents

Section A: Preliminary.....	2
Part 1 : Preliminary, Objectives and Definitions .....	2
Section B: Neighbourhood amenity and your property.....	8
Part 2 : Private Land and neighbourhood amenity .....	8
Part 3 : Private Land and the environment .....	9
Section C: Keeping of Animals .....	12
Part 4 : Animals .....	12
Section D: Use of Council Land and Roads.....	14
Part 5 : Use of <b>Council Land</b> and <b>Roads</b> .....	14
Part 6 : <b>Vehicles on Council Land or Roads</b> .....	15
Part 7 : Trading, fundraising and promotional Activities on <b>Council Land or Roads</b> .....	15
Part 8 : <b>Alcohol</b> and Smoking on <b>Council Land and Roads</b> .....	17
Section E: Protection of Council Land & Assets .....	18
Part 9 : <b>Council assets</b> , Trees and regulating <b>building sites</b> .....	18
Section F: Administration .....	21
Part 10 : <b>Permits</b> .....	21
Section G: Enforcement .....	24
Part 11 : Compliance and enforcement of the <b>Local Law</b> .....	24
Part 12 : Delegations.....	26
Schedule 1 — Penalties.....	27
Schedule 2 — <b>Smoke Free Areas</b> .....	30



## Section A: Preliminary

### Part 1: Preliminary, Objectives and Definitions

#### Title

1.1 This Local Law is called the "Amenity Local Law 2020".

#### What are the objectives of this Local Law?

1.2 The objectives of this Local Law are to:

- (a) Provide for the peace, order and good government of the **municipal district**;
- (b) Promote a physical and social environment free from hazards to health, in which the residents of the **municipal district** can enjoy a quality of life that meets the general expectations of the community; and

~~(c)~~ Prevent and manage **nuisances** which may adversely affect the enjoyment of life within the **municipal district** or the health, safety and welfare of **persons** within the **municipal district**.

and to achieve these objectives by:

~~(a)(d)~~ Regulating and managing activities of people within the **municipal district** which may be dangerous, unsafe or detrimental to the quality of life of other people in, or the environment of, the **municipal district**;

~~(b)(e)~~ Regulating and controlling the use and activity relating to **Council land**, roads and **Council assets**; and

~~(c)(f)~~ Providing standards and conditions for specified activities to protect the safety and the welfare of people within, and the environment of, the **municipal district**.

#### What authorises this Local Law?

1.3 This Local Law is made under [section 111\(1\) of the the provisions of Part 5 of the Local Government Act 1989](#) and [section 43 Part 3 of the Domestic Animals Act 1994](#).

#### When does this Local Law commence?

1.4 This Local Law commences on 1 July 2020.

#### When does this Local Law end?

~~1.5~~ Unless ~~sooner~~ revoked ~~sooner~~, in accordance with section 122 of the *Local Government Act 1989*, this **Local Law is revoked ends on 1 July 2030** ~~ends on 1 July 2030~~ ~~June 2030~~.

#### What does this Local Law replace?

~~1.6~~ On the commencement of this Local Law, the *Knox City Council General Provisions -Local Law 2010* is ~~revoked~~.

#### What does this Local Law apply to?

~~1.5.1.7~~ This Local Law applies throughout the whole of the **municipal district of the Knox City Council**.

~~1.8~~ This Local Law does not apply where any act or thing is authorised by or under any Act, Rule, Regulation or the **Planning Scheme**.

~~1.9~~ Council may declare, by resolution, **private land** that is being used for public purposes as a **Council land**.

~~1.10~~ Any private land declared under clause 1.9 must be:

~~(a)~~ Advertised in a newspaper generally circulating within the municipality; and

~~(b)~~ Advised to the owner of the **private land** as shown on Council's rates records at the time of the the ~~declaration~~.





~~Council may declare, by resolution, private land that is being used for public purposes as a Council land.~~

~~Any private land declared under clause 1.8 must be:~~

~~(a) — Advertised in a newspaper generally circulating within the municipality; and~~

~~(b) — Advised to the owner of the private land as shown on Council's rates records at the time of the declaration.~~

Are there any exemptions from this Local Law?

~~1.6~~ 1.11 Council may, by resolution, determine specified persons, premises~~land~~ or areas within the municipality~~municipal district~~ to be exempt from any provision of this Local Law for a specified time and on specified conditions.

What does this Local Law replace?

~~1.7 — From the commencement of this Local Law, the General Provisions Local Law 2010 previously made by Council, is revoked.~~

Definitions

1.12 The words identified in bold throughout this Local Law have the following meaning:

~~Acceptable no smoking sign~~ has the same meaning as in the *Tobacco Act 1987*.

~~Act~~ means the *Local Government Act 1989*.

~~Alcohol~~ means a beverage intended for human consumption, with an Alcoholic content greater than 0.5 per cent by volume at a temperature of 20 degrees ~~C~~celsius.

~~Animal~~ means ~~animals and birds of a type listed in Part 4 of this Local Law.~~

~~Animal housing~~ means any structure erected for the purpose of housing animals.

~~Approval~~ has the same meaning as ~~p~~Permit.

~~Asset protection approval~~ means a ~~written approval~~ ~~required~~issued by Council ~~under Clause 9.1 for the protection of Council land~~ ~~Council land~~ and ~~Council assets during~~ Building work.

~~Authorised o~~fficer means a ~~person~~ appointed by Council ~~under section 224 of the Act~~ to be an ~~A~~uthorised ~~O~~fficer for the purposes of the administration and enforcement of this Local Law. ~~Local Government Act 1989.~~

~~Barbeque~~ means any structure or device, erected or fixed outdoors, portable or mobile, which has as its primary purpose the cooking of food for human consumption.

~~Bicycle~~ has the same meaning as in the *Road Safety Road Rules 2017*.

~~Building~~ includes ~~a building or any~~ part of a ~~building~~ and the whole or any part of a structure, temporary ~~building~~ or structure, fence, gate, wall, pavement light, outbuilding, service installation, mast, pole and other appurtenance ~~to of~~ a ~~building~~.

~~Building site~~ means ~~any~~ land ~~upon~~ which ~~building work~~ is being carried out, or which is being prepared for ~~building work~~ to be carried out.

~~Building work~~ includes any work for which a building permit is required under the *Building Act 1993* or ~~equivalent legislation~~ and includes any work with respect to the construction, alteration, renovation, demolition or removal of any ~~building~~ ~~or structure~~.

~~Bulk rubbish container~~ means a bin, skip, ~~container~~ or other ~~receptacle~~ ~~container~~ used for the deposit of waste ~~or refuse~~, but excludes an approved ~~garbage bin~~ issued by Council.



**Busking** means to provide a form of public performance or entertainment for voluntary donations. Busking includes, but is not limited to: playing a musical instrument, singing recitations, conjuring or performing magic, performing puppetry, pavement art, juggling, miming, dancing, other theatrical or visual performance.

**Camp** means using a **caravan**, tent, sleeping bag, vehicle, shipping container, shed or like structure for residential accommodation (either temporary or permanent) by a **person**.

**Caravan** includes a campervan, motor home, ~~and~~ moveable dwelling or similar vehicle.

**Donation bin** means any bin for the purpose or apparent purpose of the collection of donated items.

**Child care centre** means a **building** located on either **Council land** or **private land** used by a **person** to care for 4 or more children under the age of 13 years, in the absence of their parents or guardians, for the payment of a fee or other consideration.

**Children's playground** means **Council land** set aside or used for the predominant purpose of a children's play area.

**Council** means Knox City Council.

**Council asset** means a physical item that is owned, maintained, managed or controlled by **Council** and provides or contributes to the local amenity and/or the provision of physical services to the community, including but not limited to,:

- (a) **road**;
- (b) **drain**;
- (c) **drainage infrastructure**;
- (d) **street tree**;
- (e) **street sign**; or
- (f) **other property vested in or under the control of Council**.

**Council land** means land, **buildings** and facilities, excluding a **road**, which is vested in, owned or occupied, managed or controlled by **Council**.

**Declared significant tree** means a tree declared by **Council** as a significant tree.

**Declared significant vegetation** means vegetation that is declared by **Council** as significant vegetation.

**Determine** or **Determined** includes decided or specified by ~~the~~ **Council**.

**Dilapidated** means a **building** which is in a state of significant disrepair or has deteriorated or fallen into a state of partial ruin as a result of damage, age, neglect, poor maintenance or misuse. This may be characterised by a state or condition of a **building** which, in the opinion of an a **Authorised Officer**, has:

- (a) **missing, broken or deteriorated exterior cladding**; and/or
- (b) **deteriorated guttering or downpipes**; and/or
- (c) **broken or missing windows, window-awnings, eave lining or doors**; and/or
- (d) **missing or broken roofing**; and/or
- ~~(e) **graffiti on exterior walls or fences**; and/or~~
- ~~(f)~~(e) **deteriorated internal gates and fences**; and/or
- ~~(g)~~(f) **inadequate or no maintenance**; and/or
- (g) **any other building-condition** in a state of significant disrepair or which is a detriment to the appearance of the surrounding area.

**Environmental weed** means any weed that is **determined** by **Council** as an **environmental weed**.

**Event** means an organised recreational, cultural, commercial or social event or gathering of people, including a carnival, festival, street party, procession or any similar activity.

**Garbage bin** means a bin supplied or approved by **Council** for the collection of garbage.



**Incinerator** means an outside structure, device or piece of equipment which is designed, adapted, used or capable of being used for the burning of any unwanted material or substance.

**Infringement Notice** means an **infringement notice** issued under the *Infringements Act 2006*.

**Large bBird** means any cockatoo or other bird of similar or larger size of any age but does not include **poultry** or pigeons.

**Livestock** has the same meaning as in the *Impounding of Livestock Act 1994*, namely an animal (including a bird) on any species used in connection with primary production or kept for recreational purposes other than a dog or a cat (including but not limited to horses, cattle, sheep, donkeys, mules, goats, pigs and deers of any age).

**Local Law** means this *Amenity Local Law 2020*.

**Model aircraft** includes any remote controlled aeroplane, helicopter, drone or similar (excluding kites).

**Motoring assistance organisation** means an organisation established to provide or which is providing roadside mechanical assistance for the sole purpose of enabling the motorist to proceed with his or her journey or to move the **vehicle** to another location, and includes any operator of tow trucks or similar vehicles.

**Motorised toy vehicle** means any recreational **vehicle** which may be propelled or operated (including by remote control) by internal combustion, steam, gas, oil, electricity or any other power.

**Municipal dDistrict** means the **municipal district** of Council.

**Net gGain** means ~~the~~ where the overall gains are greater than overall losses for vegetation and habitat.

**Notice to Comply means is** a written direction prepared by an Authorised Officer of Council in accordance with Clause 11.9 of this **Local Law**.

**Nuisance** includes any behaviour or condition which is liable to be dangerous to health, offensive or injurious to personal comfort.

**Occupier** means the **person** or **persons** in charge, or having the management or control, of, or legally entitled to occupy land (including premises) and includes, in relation to land which has a lot entitlement or lot liability in respect of common property, the Owners Corporation created on the registration of a Plan of Subdivision affecting that land.

**Open air** has the same meaning as in section 34A of the *Country Fire Authority Act 1958*, being any place other than within a permanent structure (ie. Structure of a permanent kind consisting of a roof and fully enclosed on all sides, or a caravan, but does not include a tent).

**Owner** in relation to land means the **person** who is registered on the Certificate of Title as the **owner** of the land, or the **person** who is or is entitled to be so registered, or the person who is otherwise entitled to exercise any rights of ownership of the land.

**Penalty uUnit** has the same meaning as in section 110(2) of the *Sentencing Act 1991*.

**Permit** means a **permit** or **approval**, authorised or required under this **Local Law**, and issued in accordance with the provisions of this **Local Law**.

**Permit hHolder** means a company, **person** or **persons** in whose name a **permit** has been issued.

**Person** includes a natural **person**, a corporation, an association incorporated under the *Association Incorporation Act 1981*, a partnership and an unincorporated association.

**Person in charge of building work** means:

- (a) a **person** in charge of a **building site**; or
- (b) a **person** who causes **building work** to be carried out on any **private land**; or



- (c) the **person** whose name appears on any **building permit** taken out on the subject **private land** where **building work** is to be undertaken; or
- (d) the **owner** of a **building site** or, if a company is the registered proprietor of the **building site**, each director of that company.

**Planning Scheme** means the Knox Planning Scheme.

**Poultry** means any chickens, ducks, geese, peacocks, pheasants, turkeys, bantam, squab, guinea fowls and anything similar of any age but excluding **roosters**.

**Private Land** means any land which is privately owned or occupied, and structures and fixtures on such land (excluding **Council land** or land vested in the Crown).

**Property address** means the **road** name and street number allocated to a property within the **municipal district** and may include, where there are multiple tenements within a property or multiple properties at one street number, the use of lot or unit numbers.

**Public Place** has the meaning ascribed to it by the *Summary Offences Act 1966*.

**Road** has the same meaning as in the *Act Local Government Act 1989*, namely:

- (a) a street;
- (b) a right of way;
- (c) any land reserved or proclaimed as a street or **road** under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958*;
- (d) a public **road** under the *Road Management Act 2004*;
- (e) a passage;
- (f) a cul de sac;
- (g) a by-pass;
- (h) a bridge or ford;
- (i) a footpath, bicycle path or nature strip; and
- (j) any culvert or kerbing or other land or works forming part of the **road**.

**Rooster** means a male fowl of any age.

~~**Shopping Trolley** means a wheeled conveyance container or vehicle supplied by a retailer used primarily for the transportation of goods or other items.~~

**Sign** includes any letter, figure, symbol, device, poster, **sign**, banner, electronic projection or message used for notifying:

- (a) the existence of the sale or use of any goods or services; or
- (b) the holding of an **event** or function; or
- (c) the promotion of any **person**, company, organisation, industry or thing.

**Site fencing** means a temporary or permanent fence around the entire perimeter of a **building site** at the commencement and for the duration of the ~~building works~~**building work**:

- (a) at a height of not less than eighteen hundred (1800) millimetres;
- (b) capable of preventing litter from being transported from a **building site** by wind;
- (c) capable of preventing unauthorised **persons** accessing the **building site**; and
- (d) having not more than one access opening fitted with gates, which is located to correspond with the **vehicle crossing** for the **building site**.

**Site identification** means a **sign** that is at least six hundred (600) millimetres in height and four hundred (400) millimetres in length, is erected at the entrance to the **building site** and is clearly visible from the **road**, and includes on the **sign** the:

- (a) lot number, as described on the Certificate of Title relevant to the land and house number if available;
- (b) name of the **owner**, developer or builder responsible for the **building site**;



- (c) relevant building surveyor's contact name and phone number; and
- (d) twenty-four (24) hour contact telephone number or numbers for the **owner**, developer or builder responsible for the **building site**.

**Small bBird** means any budgerigar, canary, finch or other similar size or smaller bird (excluding **poultry**).

**Smoke** has the same meaning as in the *Tobacco Act 1987*.

**Smoke free area** means an area:

- (e) identified in Schedule 2 to this **Local Law**; or
- (f) **determined** to be a **smoke free area** in accordance with clause 8.6 of this **Local Law**.

**Street furniture** means tables and chairs, stools and benches, umbrellas, heater, planter box, wind frames (barriers) and other items associated with trading activities.

**Temporary vVehicle cCrossing** means any material that is used to protect a **road**, kerb, channel or footpath while **building work** is being undertaken that has been constructed and maintained to the satisfaction of **Council**.

**Tobacco product** has the same meaning as in the *Tobacco Act 1987*.

**Unmanaged honeybee swarm** means a colony of honeybees hiving or swarming in an unmanaged capacity on **private land**.

**Unightly** means- a state or condition of a property characterised by the opinion of an Authorised Officer as having the presence of one or more of the following features or similar features:

- (a) excessive waste; and/or
- (b) discarded, rejected, surplus or abandoned solid or liquid materials; and/or
- (c) an accumulation of building waste and materials; and/or
- ~~(g) graffiti on exterior walls or fences; and/or~~
- (d) unregistered **vehicles**; and/or
- (e) disassembled or incomplete **vehicles**, excessive machinery, machinery parts or similar; and/or
- (f) excessive dead, diseased or dying vegetation; and/or
- (g) excessively long grass and/or weeds; and/or
- (h) a disused excavation; and/or
- (i) anything being built which is left incomplete or any other thing which is a detriment to the appearance of the surrounding area.

**Vehicle** has the same meaning as in the *Road Safety Road Rules 2017*, being:

- (a) a motor **vehicle**, trailer and tram, and
- (b) a **bicycle**; and
- (c) an animal-drawn **vehicle**, and an animal that is being ridden or drawing a **vehicle**; and
- (d) a combination; and
- (e) a motoriszed wheelchair that can travel at over 10 kilometres per hour (on level ground) – but does not include another kind of wheelchair, a train, a **wheeled recreational device**, a **wheeled toy** or an electric personal transporter.

**Vehicle cCrossing** means a constructed surface for vehicular access to **private land** ~~to the satisfaction of Council~~.

**Wheeled tToy** has the same meaning as in the *Road Safety Road Rules 2017*, being:

Means a child's pedal car, scooter (other than a motorised scooter) or tricycle or a similar toy, but only when it is being used only by a child who is under 12 years old.

**Wheeled recreational device** has the same meaning as in the *Road Safety Road Rules 2017*, being:

Means a wheeled device, built to transport a **person**, propelled by human power or gravity (or in the case of a scooter, propelled by a **person** pushing one foot against the ground, or by an electric motor or motors, or by a combination of these), and ordinarily used for recreation or play, and –



- (a) includes rollerblades, rollerskates, a skateboard, a scooter that is not a motor **vehicle**, or similar wheeled device, but
- (b) does not include a golf buggy, pram, stroller or trolley, or a **bicycle**, an electric personal transporter, a wheelchair or **wheeled toy**, or a scooter that is a motor **vehicle**.

1.81.13 Where a word or phrase is given has a particular meaning in the Local Law, other parts of speech and grammatical forms of that word or phrase have, unless the contrary intention appears, ~~a~~ corresponding meanings.



## Section B: Neighbourhood amenity and your property

### Part 2: Private Land and neighbourhood amenity

*Introduction: This Part relates to the appearance and condition of private land and properties in the municipality, and includes properties that have been allowed to reach a dilapidated, unsightly or dangerous condition. This part also contains provisions to provide for clear signage of street numbers to assist in the management of the municipality and to assist emergency services.*

#### Condition of Private Land

~~2.1~~ An owner or occupier of private land must ~~not cause or allow~~ ensure that the private land to be kept in a manner which is or is likely to ~~does not constitute or is not likely to~~ constitute a danger to health or property.  
**Maximum Penalty: 20 Penalty Units**

~~2.2~~ An owner or occupier of private land must ~~not cause or allow~~ ensure that the private land ~~to be kept in a manner which~~ is ~~not~~ unsightly or detrimental to the general amenity of the neighbourhood in which it is located.  
**Maximum Penalty: 15 Penalty Units**

~~2.1~~ — ~~2.3~~

~~2.2~~ An owner or occupier of private land must ~~not cause or allow~~ ensure that the private land to be used in a manner so as ~~is not used in any manner so as to cause a nuisance or become~~ to be detrimental to the amenity of the immediate area ~~due to the condition or state of the private land.~~

**Maximum Penalty: 2015 Penalty Units**

#### Obstructions from private land

~~2.32.4~~ Without a permit, an owner or occupier of private land must not allow any vegetation, sign, fence, structure or other thing on that private land to:

- (a) encroach over any Council land or road to a height less than 2.5 metres;
- (b) encroach over any road comprising the road pavement for the traffic of vehicles to a height less than 5 metres; or
- (c) obstruct the clear view of traffic controls by a person on the adjacent road, or substantially interferes with vehicle or pedestrian use of any Council land or road or with street lighting.

**Maximum Penalty: 15 Penalty Units**

~~2.42.5~~ Without a permit, an owner or occupier of private land must not encroach, place or allow to be placed any obstruction or other thing on Council land or road.

**Maximum Penalty: 1520 Penalty Units**

#### Dilapidated buildings

~~2.52.6~~ An owner or occupier of private land: ~~must not allow a building on that private land to become dilapidated.~~

(a) ~~must not allow a building located on that private land to:~~

(i) ~~become dilapidated;~~ or

(ii) ~~become dilapidated further;~~ and

(b) ~~must not fail to maintain any building on that private land in a state of good repair.~~

**Maximum Penalty: 20 Penalty Units**



2.7 The owner or occupier of private land on which there is a vacant dilapidated building must take all reasonable steps to secure the building private land from unauthorised access.

**Maximum Penalty: 20 Penalty Units**

2.8 Council or an Authorised Officer may, by notice in writing, direct the owner or occupier of any vacant dilapidated building to:

- (a) Erect; or
- (b) Repair; or
- (c) Replace; or
- (d) Modify

Fencing enclosing the dilapidated premises

2.8 For the purposes of sub-clause 2.6(a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

**Maximum Penalty: 20 Penalty Units**

**Storage and works on Heavy and long vehicles on Private Land**

2.6.2.9 Without a permit, a person must not, on private land keep, store or do any work on a vehicle which is 7.5 metres or more in length or 4.5 tonne or more in gross vehicle mass.

**Maximum Penalty: 1520 Penalty Units**

**Temporary accommodation / camping on Private Land**

2.7.2.10 Without a permit, an owner or occupier of private land must not occupy or allow another person to occupy a caravan, or similar vehicle, shed, tent or any other temporary, or makeshift or like structure on private land for more than three weeks a total of 21 days in any one calendar year.

**Maximum Penalty: 20-15 Penalty Units**

**Property numbers**

2.11 Council may allocate a property address to each land property in the municipal district and, from time to time, may make changes to property addresses.

2.12 For each property that has been allocated a property address under clause 2.4511, the owner or occupier must mark the private land with the street number allocated, which number must be of sufficient size, in such a position, made of such material and kept in such state of repair as to be clearly readable from the road, which the private land fronts, under all normal lighting conditions.

**Maximum Penalty: 10 Penalty Units**

2.82.13 An owner or occupier must not use an address other than the property address for the private land.

**Maximum Penalty: 20-15 Penalty Units**

**Noise**

2.9 An occupier of private land and/ or the person in charge of a vehicle on private land must not emit or allow to be emitted any excessive noise from that private land.

2.10 An owner and/or occupier of any private land and any person in charge of a vehicle on private land must comply with any relevant 'Noise Control Guidelines' produced by the Environment Protection Authority which 'Noise Control Guidelines' form part of this Local Law.

2.11 Nothing in clause 2.1514 applies to any noise to which the Environment Protection Act 1970 applies.





~~Maximum Penalty: 20 Penalty Units~~

#### Intruder Alarms

~~2.122.14~~ An owner or occupier of private land must not install or permit to be installed or cause to be retained in an active state; at or upon that private land, any alarm which emits a noise audible beyond the boundary of the land, unless the alarm is so constructed or regulated as to ensure that:

- (a) whenever a detection device is activated, the intruder alarm is automatically rendered inaudible beyond the boundary of the land within ten (10) minutes of it being activated; and
- (b) the intruder alarm cannot re-activate until the device has been re-set.

Maximum Penalty: 1520 Penalty Units

### Part 3: Private Land and the environment

*Introduction: This Part contains provisions which aim to preserve the environment in the municipality, for a range of matters that are not already regulated for by other legislation.*

#### Environmental weeds

3.1 The Council may determine any type of vegetation to be an environmental weed to which this Local Law applies.

3.2 An owner or occupier of private land of 2 hectares or less must not allow or permit the private land to support the growth of any environmental weed as determined under clause 3.1.

Maximum Penalty: 1520 Penalty Units

#### Tree and Vegetation Protection

~~3.3~~ Without a permit, a person must not cut, trim, lop, prune or allow to be cut, trimmed, lopped or pruned on any land a declared significant tree or declared significant vegetation.

Maximum Penalty: 20 Penalty Units

~~3.4~~ The existence of any declared significant tree or declared significant vegetation declared must be included on any Land Information Certificate issued in respect of the relevant private land in accordance with the Local Government Act 1989.

~~3.33.4~~ ~~3.5~~ Any person found guilty of an offence under clause 3.3 may be required by Council to provide restitution of vegetation based on a net gain principle.

~~3.56~~ Any person subject to a requirement under clause 3.45 must satisfy that requirement.

Maximum Penalty: 20 Penalty Units

#### Open air burning

~~3.6~~ ~~3.7~~ Without a permit, a person must not light a fire or allow a fire to remain alight in the open air.

Maximum Penalty: 15 Penalty Units

~~3.43.7~~ ~~3.8~~ Clause 3.67 does not apply to:

- (a) a tool of trade;
- (b) a barbecue or similar for the purposes of cooking food for human consumption;
- (c) a brazier, chiminea or small receptacle built for containing a fire for the purposes of personal heating; or
- (d) a person authorised to engage in an activity for or on behalf of a public authority, providing that no nuisance is caused by the emission of smoke, soot, ash or odours.

~~3.8~~ ~~3.9~~ A person who has lit or allowed a fire to remain alight contrary to clause 3.67 or any conditions in a permit, must extinguish the fire immediately on being directed to do so by an Authorised Officer.



**Maximum Penalty: 20 Penalty Units**

~~3.53.9~~ ~~3.10~~—No permit to burn will be issued during a declared fire danger period.

~~3.63.10~~ ~~3.11~~—An owner or occupier of private land must not construct, erect, install, allow to remain, use or permit to be used an incinerator on any private land.—

**Maximum Penalty: 20 Penalty Units**

#### Pests on private land

~~3.11~~ ~~3.12~~—An owner or occupier of private land must, upon becoming aware of the existence of an unmanaged honey bee swarm on that private land, take immediate steps to cause the hive or swarm to be removed.

**Maximum Penalty: 15 Penalty Units**

~~3.12~~ ~~3.13~~—An owner or occupier of private land must, upon becoming aware of the existence of a wasp nest on that private land, take immediate steps to cause the nest to be destroyed.

**Maximum Penalty: 15 Penalty Units**

~~3.73.13~~ ~~3.14~~—An owner or occupier of private land must, upon becoming aware of the existence of rats or mice on that private land, take immediate steps to:

- (a) destroy any rats or mice on that private land; and/or
- (b) remove or rectify any conditions on the private land which are conducive to the harbouring, breeding or feeding of rats and mice.

**Maximum Penalty: 15 Penalty Units**

~~3.15~~—Any person who is given a direction under clause ~~3.12~~~~14~~ must comply with that direction.

~~3.83.14~~ ~~3.16~~—Clause ~~3.13~~~~14~~ does not apply to:

- (a) rats or mice bred or kept exclusively for research, scientific or educational purposes; or
- (b) rats or mice bred or kept exclusively as domestic pets.

**Maximum Penalty: 20 Penalty Units**

#### Council waste services

~~3.15~~ ~~3.17~~—[The Use of Waste Collection Services Policy](#) is incorporated into and forms part of this Local Law.

~~3.93.16~~ A person who contravenes [the Use of Waste Collection Services Policy](#) is guilty of an offence.

**Maximum Penalty: 1520 Penalty Units**

#### Non-Council waste services

~~3.103.17~~—Where an owner or occupier of private land uses a non-Council managed waste collection service in

respect to that private land, the **owner or occupier of private land must ensure that the:**

- (a) service provided **must** be at a standard and frequency equivalent to that provided by Council; and
- (b) bin/-receptacle **must** be kept in a clean and sanitary condition; and
- (c) bin/-receptacle **must** not be stored or used in any manner so as to cause a nuisance or become detrimental to the amenity of the immediate area.

**Maximum Penalty: 15 Penalty Units**

~~3.11~~—When a planning permit requires the development of a waste management plan, the owner of the private land must ensure that the waste services and other stated obligations in respect of that private land are provided in accordance with the waste management plan approved by Council.



**Maximum Penalty: 20 Penalty Units**

### Commercial or Trade waste

**3.18** Without a **permit**, a **person** must not place out for collection a commercial or trade waste bin/-container on a **road** or **Council land**.

**Maximum Penalty: 15 Penalty Units**

**3.123.19** Where an **owner** or **occupier** of **private land** has or stores commercial or trade waste on that **private land**, the **owner or occupier of private land must ensure that the:**

- (a) bin/-container and the surrounding area **must** be kept in a clean and sanitary condition; and
- (b) commercial waste **must** be regularly removed, at the frequency required to ensure that the bin/container is not overflowing; and
- (c) bin/-container **must** be labelled with the address of the property, in accordance with **any** direction by an **Authorised Officer**; and
- (d)** label on the bin/-container **must** be maintained and be clearly readable from the **road**, which the **private land** fronts, under all normal lighting conditions.

**Maximum Penalty: 20 Penalty Units**

**Any person to whom a direction is given under 3.21(c) must comply with that direction.**

**3.133.20** A **person** must not place commercial or trade waste:

- (a) in a public litter bin;
- (b) in a public recycle bin;
- (c) on a hard-waste collection pile;
- (d) in a **Council** supplied bin that is for the purpose of residential collection;
- (e) in a **Council** supplied bin that is for commercial collection, for a property they do not own or occupy.

**Maximum Penalty: 20 Penalty Units**



## Section C: Keeping of Animals

### Part 4: Animals

*Introduction: This Part contains provisions which aim to ensure that any animals kept on **private land** do not cause a **nuisance** or adverse impact on the amenity of the area.*

#### Limits on number of animals kept

4.1 An **owner** or **occupier** of **the private land**, the area of which is less than or equal to 4,000 square metres must not, without a **permit**, keep or allow to be kept on **that private land** any more in number for each animal than is set out in the following table:

Type of animal	Number
Dogs	Two (2)
Cats	Two (2)
Poultry	Five (5)
Rooster	Not permitted
Small birds	Twenty Five (25)
Large Birds	Five (5)
Ferrets, Guinea Pigs, Rabbits or Rodents	Five (5)
Other not listed (including agricultural animals)	Permit required (0)

**Maximum Penalty: 15 Penalty Units**

Clauses 4.1 does not apply if the number or type of **animals** are permitted under the Knox Planning Scheme.

4.2 Unless specifically permitted under a Planning Scheme applicable to the private land or an Act, a person must not, without a permit, keep livestock on any private land which is less than 4,000 square metres.

**Maximum Penalty: 15 Penalty Units**

4.24.3 Unless specifically permitted under a Planning Scheme applicable to the private land or any Act, a person must not keep a rooster on any private land.

**Maximum Penalty: 1520 Penalty Units**

#### Animal housing

4.34.4 The owner of an animal and the owner or occupier of the private land on which the animal is kept housed, or the animal housing is kept must ensure that the animal housing:

- is constructed or altered to the satisfaction of an **Authorised Officer** with adequate roofing, flooring and drainage;
- is maintained in a clean and sanitary condition;
- provides adequate shelter for the number of and welfare needs of the animal;
- is maintained in good repair so as to not cause **nuisance** to neighbouring properties;
- is located at a distance from neighbouring properties and dwellings that is to the satisfaction of an **Authorised Officer**;
- is kept clear of materials which may harbour vermin.

**Maximum Penalty: 15 Penalty Units**



4.44.5 The **owner** of an animal and the **owner** ~~/or and~~ **occupier** of the **private land** on which the animal is housed must ensure that animal food is stored ~~as to prevent access by vermin or insects, to the satisfaction of an~~ **Authorised Officer**.

**Maximum Penalty:** 1520 Penalty Units

#### Removal of Animal Waste

4.6 A **person** in charge of an animal on **a Council land** or **on a road** must carry a facility for the effective removal of any waste that may be deposited by that animal.

**Maximum Penalty:** 10 Penalty Units

4.54.7 A **person** in charge of an animal on **a Council land** or **on a road** must collect from the **Council land** or **road** and appropriately dispose of any waste deposited by that animal.

**Maximum Penalty:** 1020 Penalty Units

#### Animal noise and odour

4.8 The **owner** of an animal and the **owner** ~~or and~~ **occupier** of the **private land** on which the animal is ~~kept~~ **houseed** must not allow noise or odour to emanate from the animal as to ~~interfere with the amenity of the immediate area.~~ **cause a nuisance**.

**Maximum Penalty:** 15 Penalty Units

4.64.9 Clause 4.8 does not apply ~~to any~~ to any class of animal where another **Act** or legislation applies.

**Maximum Penalty:** ~~20~~ Penalty Units

#### Nuisance caused by ~~feeding of~~ **feeding of animals and birds**

4.74.10 If the feeding of an uncaged bird and/or animal by a **person** ~~is causing a nuisance~~ **interferes with the amenity of the immediate area** or **causes** damage to property, an **Authorised Officer** may direct the **person** to cease feeding the bird and/or animal.

4.84.11 Any **person** who is given a direction under clause 4.10 must comply with that direction.

**Maximum Penalty:** 20 Penalty Units



## Section D: Use of Council Land & Roads

### Part 5: Use of Council Land and Roads

*Introduction: This Part contains provisions to protect the amenity of Council land or Roads through controls prohibiting persons from causing damage to, or acting in a socially unacceptable manner on Council land or Roads.*

#### Behaviour on Council Land and Roads

**5.1** A person must not behave, ~~on in a~~ Council land or on a road in such a manner as to interfere with another person's reasonable use of that Council land or road.

**Maximum Penalty: 15 Penalty Units**

**5.2** A person must not behave, ~~on in a~~ Council land or on a road in such a manner as to endanger or be likely to endanger a person's health or life, property, or an animal.

**Maximum Penalty: 20 Penalty Units**

~~5.15.3~~ A person must comply with any sign erected on Council land or road by Council.

**Maximum Penalty: 1520 Penalty Units**

#### Camping on Council Land

~~5.25.4~~ Without a permit, a person must not camp in or on any Council land or road.

**Maximum Penalty: 1520 Penalty Units**

#### Obstructions on Roads and Council Land

~~5.35.5~~ Without a permit, a person must not place or permit to be placed or allow to remain on a Road or Council land:

- (a) a bulk rubbish container; or
- (b) a shipping container; or
- (c) a donation bin; or
- (d) any other thing.

**Maximum Penalty: 20 Penalty Units**

#### Shopping Trolleys

**5.6** A person must not leave a shopping trolley on a Road or Council land, except in an area designated for the leaving of shopping trolleys.

**Maximum Penalty: 15 Penalty Units**

**5.7** The owner of a shopping trolley must ensure that their ~~or their~~ name and trading name are clearly marked on the shopping trolley.

**Maximum Penalty: 15 Penalty Units**

~~5.45.8~~ The owner of a shopping trolley must not allow the shopping trolley to be left on a road or Council land, except in an area designated for the leaving of shopping trolleys.

**Maximum Penalty: 1520 Penalty Units**

#### Use of Toy Vehicles or Aircraft

**5.9** A person must not use or allow to be used a wheeled toy, wheeled recreational device, motorised toy vehicle or model aircraft on a road or Council land so as to endanger, intimidate or unduly obstruct any other person or vehicle lawfully using or intending to use the same area, or damage property.

**Maximum Penalty: 15 Penalty Units**



~~5.55.10~~ The Council may determine a road or Council land in which the use of a wheeled toy, wheeled recreational device, motorised toy vehicle or model aircraft is prohibited, where it considers that the use of these items is reasonably likely to cause physical damage to infrastructure, or would prevent the free passage of other users of the road or Council land, or damage property, or Council assets.

~~Maximum Penalty: 20 Penalty Units~~

#### Fireworks on Council Land and Roads

~~5.65.11~~ Without a permit, a person must not discharge or cause or allow to be discharged any fireworks on a road or Council land.

Maximum Penalty: 20 Penalty Units

### Part 6: Vehicles on Council Land or Roads

*Introduction: This Part contains provisions regarding the placement of vehicles on Council land or roads, for matters that are not already regulated for by other legislation.*

#### Vehicles on Council Land and Roads

6.1 Without a permit, a person must not use, or allow to remain, any vehicle on any Council land or road unless set aside for vehicle parking or is a designated roadway.

Maximum Penalty: 1520 Penalty Units

#### Repairing vehicles

~~6.2~~ Subject to clause 6.3, a person must not paint, service, carry out maintenance on, dismantle or repair a vehicle on a road or Council land.

Maximum Penalty: 15 Penalty Units

~~6.26.3~~ Clause 6.25 does not apply to a minor repair being undertaken by a motoring assistance organisation to enable the immediate removal of the vehicle.

~~Maximum Penalty: 20 Penalty Units~~

### Part 7: Trading, fundraising and promotional Activities on Council Land or Roads

*Introduction: This Part contains provisions relating to commercial, fundraising and promotional Activities on Council land and roads. It establishes a permit system to regulate these activities, and aims to enhance the appearance and safety of streets and public places by controlling the placement of items on Council land and roads. It contains provisions which aim to manage and facilitate responsible trading, entertainment and promotional activities on Council land and roads - to ensure the free passage and use of these areas by all users of these areas, and to maintain the amenity of the neighbourhood.*

#### Activities on Council Land or Roads

7.1 Without a permit, a person must not, or cause or authorise another person to, on or above a road or Council land:

- (a) display or sell any goods or services;
- (b) place out, or affix to anything, any sign;
- (c) place any street furniture or associated items;
- (d) place any structure for the purpose of selling, promoting or offering to sell any goods or services;
- (e) sell or trade, or offer for sale or trade, or display to give away, any:
  - (i) (i) vehicle; or
  - (ii) (ii) goods or services carried about or placed on the person or any other movable thing.



Maximum Penalty: 1520 Penalty Units

### Election signage

7.2 Without a **permit**, a **person** must not place a **sign** promoting a candidate or political party associated with a local, state or federal election on a **road** or **Council land**.

Maximum Penalty: 15 Penalty Units

~~7.27.3~~ Election **signs** subject to clause 7.2 will be considered in accordance with the following criteria:

~~(a)~~ **signs** are placed in accordance with the conditions and at pre-approved locations **determined** by **Council**; ~~or~~

~~(a)(b)~~ **signs are not to be placed at prohibited locations as determined by Council; and**

~~(b)(c)~~ **signs** at other locations not included in clause 7.3(a) are subject to site-specific review and **approval** by an **Authorised Officer**.

~~7.3~~ Election signage on a **road** or **Council land** must not be displayed longer than:

~~(a)~~ 14 days after the election is held; and

~~(b)~~ 3 months prior to the day of the election.

7.4 The placement of election signage must not:

(a) create a danger to any **person** or property or damage **Council land** or **Rroad**; or

(b) interfere with a **person's** reasonable use or obstruct a **Council land** or **Rroad**.

Maximum Penalty: 15 Penalty Units

Note: The placement of signage must comply with all relevant State and Federal laws. Non compliant signage may be impounded or directed to be removed by an **Authorised Officer** under section 11 of this **Local Law**. Election signage may include information about a candidate for an election.

~~Maximum Penalty: 20 Penalty Units~~

### Appeals and Collections

7.5 Without a **permit**, a **person** must not or authorise another **person** to solicit or collect on any **road** or **Council land** any money, items or subscriptions for any purpose.

Maximum Penalty: 15 Penalty Units

7.6 Without a **permit**, a **person** must not or authorisize another **person** to hand out or distribute any handbill, placard, notice, pamphlet, book, paper, advertising material or similar thing, on any **road** or **Council land**.

Maximum Penalty: 15 Penalty Units

~~7.57.7~~ Without a **permit**, a **person** must not or authorisize another **person** to erect or place on any **road** or **Council land** any **vehicle**, **caravan**, **trailer**, table, stall or similar structure for the purpose of selling or offering for sale any goods or services or conducting a raffle or lottery.

Maximum Penalty: 1520 Penalty Units

### Commercial Filming and Photography on Council Land

7.8 Without a **permit**, a **person** must not conduct any filming or photography for commercial purposes, public exhibition or purposes associated with formal study, which involves the placement or use of a tripod, other equipment or items or **vehicles** on any **Council land** or a **road**.

Maximum Penalty: 15 Penalty Units

Note: —The **Council** will take into account the *Filming Approval Act 2014* in considering an application for a **permit** under clause 7.9.

~~Maximum Penalty: 20 Penalty Units~~





#### Event on Council Land

- ~~7.67.9~~ Without a permit, a person must not ~~organise or~~ conduct a function, event, busking or entertainment on any road or Council land that:
- substantially occupies the Road or Council land; or
  - encroaches or impacts or is likely to encroach or impacts, on another person's use and enjoyment of the Road or Council land.

Maximum Penalty: ~~1520~~ Penalty Units

### Part 8: Alcohol and Smoking on Council Land and Roads

*Introduction: This Part provides controls, related to the smoking of tobacco and consumption of alcohol, to achieve responsible management of Council land or roads so as to enhance the enjoyment of these areas by the community.*

#### Alcohol

- ~~8.1~~ Without a permit, a person must not consume alcohol or have in their possession alcohol in an open container in ~~or~~ on Council land or road, except at the times and in the places determined by Council.

Maximum Penalty: 15 Penalty Units

- ~~8.18.2~~ Where an Authorised Officer or Victoria Police Officer reasonably believes that a person has contravened or is contravening clause 8.1, the Authorised Officer may direct that person to:

- empty any open container containing alcohol or reseal that open container; or
- surrender any open container containing alcohol to the Authorised Officer or Victoria Police officer.

Maximum Penalty: 20 Penalty Units

- ~~8.28.3~~ Clause 8.13 does not apply to a person who consumes alcohol in a licenced premises or authorised premises or any other place where the consumption of alcohol is permitted under the *Liquor Control Reform Act 1998*.

~~Maximum Penalty: 20 Penalty Units~~

#### Smoking in a Smoke-free area

- ~~8.4~~ A person must not smoke a tobacco product in a smoke free area.

Note: Smoke in relation to clause 8.4 has the same meaning as in the *Tobacco Act 1987*.

Maximum Penalty: 15 Penalty Units

#### ~~8.5~~

Where an Authorised Officer believes on reasonable grounds that a person is contravening or has contravened clause 8.4, the Authorised Officer may direct the person to extinguish and then dispose of the tobacco product.

- ~~8.6~~ Any person who is given a direction under clause 8.5 must comply with that direction.

Maximum Penalty: 20 Penalty Units

- ~~8.38.7~~ In addition to the smoke-free areas identified in Schedule 2 of this Local Law, the Council may determine, by resolution, any other area within the municipality to be a smoke free area.

~~Maximum Penalty: 20 Penalty Units~~



## Section E: Protection of Council Land & Assets

### Part 9: Council assets, Trees and regulating building sites

*Introduction: This Part protects Council land and assets, including drains, vehicle crossings and Council trees and plants. These provisions establish a system of asset protection approval Permits, as a means of regulating building work which has potential to damage Council land or assets.*

#### Building Management

##### Asset protection approval

**9.1** Prior to commencing or causing or allowing ~~building works~~ **building work** on land, the owner or occupier of private land must not commence or cause or allow ~~building works~~ **building work** on that private land without obtaining an asset protection approval.

**Maximum Penalty: 20 Penalty Units**

**9.19.2** An asset protection approval will require the payment of an asset protection fee and may, if required by Council, contain conditions that:

- (a) require works to be done on or around the ~~building site and / or private land~~ to protect any Council asset, the health and safety of the public, the environment and the amenity of the area, or to be in accordance with the relevant legislative framework; and/or
- (b) require entry to and exit from the ~~building site / and or private land~~ only at designated locations; and/or
- (c) address any other matter referred to in this Part.

##### Notification upon completion of ~~building works~~ **building work**

**9.3** The owner or occupier or person in charge of building work must advise Council within 7 days of completion of all ~~building works~~ **building work** covered by the asset protection approval that such works are complete and ready for inspection by an Authorised Officer, to enable a final inspection by Council and assessment of any damage to any Council asset that has occurred while the asset protection approval Permit is in place.

**Maximum Penalty: 20 Penalty Units**

##### Inspection of Council assets

**9.29.4** As soon as practicable after receiving notice of completion of the ~~building works~~ **building work**, Council will undertake an inspection of Council assets to determine any damage to Council assets that has been caused as a result of the execution of the building works the subject of the asset protection approval.

**9.39.5** If, as a result of any inspection under Clause 9.34 and 9.4 damage has been caused to any Council asset as a result of the execution of the ~~building works~~ **building work** the subject of the asset protection approval, Council may:

- (a) direct the owner or occupier or person in charge of building work of the ~~building site and / or private land~~ to repair the damage at the owner or occupier's cost, to the satisfaction of Council and within a period of not more than twenty eight (28) days; and/or
- (b) ~~9.6~~ if repair of any damaged Council asset is required under Clause 9.43, the owner must carry out the repairs to the satisfaction of, and within the timeframe specified by Council.

**Maximum Penalty: 20 Penalty Units**

**9.49.6** ~~9.7~~ A person in charge of building work must ensure and provide the following:

- (a) an onsite and functioning toilet facility;
- (b) access for the emptying and collection of temporary toilet facilities;
- (c) a maintenance program so that there are no offensive odours or any adverse visual impact on neighbouring properties from the toilet facility;



- (d) waste produced as a result of ~~building works~~**building work** on the **building site** is:
- (i) (i) contained entirely within the **building site**;
  - (ii) (ii) stored in a manner that does not attract the depositing of waste from sources other than the site;
  - (iii) stored in a manner that does not cause detriment to the visual amenity of the area in which the **building site** is located; and
  - (iii) (iv) disposed of regularly, and, where that waste is in the form of stormwater, to a legal point of discharge.
- (e) a litter container with lid of sufficient size;
- (f) emergency contact details clearly displayed;
- (g) a temporary or permanent fence to a minimum height of 1.8 metres that is fully contained within the land, that secures the land and is to the satisfaction of **Council**; and
- (h) a temporary or permanent fence where gates or access points in the fence open onto the land; and
- (i) the **building site** is provided with clearly legible and clean **site identification**.

**Maximum Penalty: 20 Penalty Units**

~~9.59.7~~ **9.8** — A person in charge of building work must also:

- (a) undertake all approved **building work** on the **building site** unless otherwise directed by **Council**;
- (b) store all **building** related material on the **building site**;
- (c) place all litter capable of being blown from the **building site** in a suitable litter container;
- (d) prevent any sediment, mud, erosion, potential stormwater pollutants or other site run off from leaving the **building site**;
- (e) manage any dust or air pollutants from the **building site** to minimise **nuisance**;
- (f) ensure **vehicle** access to the **building site** is via a **vehicle crossing** or a **temporary vehicle crossing**;
- (g) ensure that for the duration of the ~~building works~~**building work** the **vehicle crossing** or **temporary vehicle crossing** is maintained in a clean and safe manner for **vehicles** and pedestrians;
- (h) not allow any **vehicle** to deposit any mud, sediment, slurry or similar material from the **building site** in any **public place**; and
- (i) ensure that ~~building works~~**building work** on the **building site** does not render pedestrian or vehicular traffic in the immediate area unsafe.

**Maximum Penalty: 20 Penalty Units**

#### Soil Stockpiles

~~9.69.8~~ **9.9** — The **owner** or **occupier** of a **building site** or **the person in charge of building work** must ensure that soil that is stripped from the **building site** is stockpiled on the **building site** for re-use or is transported to a legal place of disposal.

**Maximum Penalty: 20 Penalty Units**

#### Amenity Controls

~~9.9~~ **9.10** — The **owner** or **occupier** or **person in charge of building work** must ensure that activities on the **building site** (including ~~building works~~**building work**) do not damage or cause detriment to the natural or built environment in which the **building site** is located.

**Maximum Penalty: 20 Penalty Units**

~~9.79.10~~ **9.11** — An **owner** or **occupier** or **person in charge of building work** must manage any dust or air pollutants from the **building site** to minimise detriment to the amenity of the area.

**Maximum Penalty: 20 Penalty Units**

#### Drains

~~9.11~~ **9.12** — The **owner** or **occupier** or **person in charge of building work** must ensure that ~~building works~~**building work** on the **building site** does not cause detriment to any **Council** asset.



**Maximum Penalty: 20 Penalty Units**

- 9.89.12 9.13**—For the purposes of Clause 9.121 detriment to a **Council asset** occurs if:
- (a) material, equipment, litter, waste, mud, silt, sand or another product emanating from **building works** enters or interferes with the **Council asset**; or
  - (b) there is any alteration to or interference with a **Council asset** for which a **permit** has not been issued.

- 9.99.13 9.14**—The **owner** or **occupier** or **person in charge of building work** must ensure that the **building site** is provided with sediment/fencing barriers that ensure the retention of silt and soil on site, and the retention of other water borne particles and pollutants for later transportation to a legal place of disposal.

**Maximum Penalty: 20 Penalty Units**

**Vehicle crossings**

- 9.14 9.15**—Without a **permit**, an **owner** or **occupier** of **private land** must not install, construct, alter or reconstruct a **vehicle crossing**, whether permanent or temporary, or authorise another **person** to do so.

**Maximum Penalty: 20 Penalty Units**

- 9.15 9.16**—Each point of **vehicle** access from any **private land** to a **road** must have a properly constructed and maintained **vehicle crossing** approved by **Council**.

**Maximum Penalty: 20 Penalty Units**

- 9.16 9.17**—Without a **permit**, an **owner** or **occupier** of **private land** must not allow any **vehicle** to enter or leave any **private land** except in accordance with clause 9.156.

**Maximum Penalty: 15 Penalty Units**

- 9.109.17 9.18**—**Council** or an **Authorised Officer** may direct:
- (a) the construction of a **temporary vehicle crossing** or **vehicle crossing**; or
  - (b) the repair or reconstruction of a **temporary vehicle crossing** or **vehicle crossing**; or
  - (c) the removal of a redundant **temporary vehicle crossing** or **vehicle crossing**, and the reinstatement of any kerb, channel, footpath or other area to the satisfaction of **Council** by the **owner** or **occupier** of any adjacent land at his or her **own** cost.

- 9.119.18 9.19**—An **owner** or **occupier** of **private land** to whom a direction is given under clause 9.178 must comply with that direction.

**Maximum Penalty: 20 Penalty Units**

**Defacing/Damaging Council Land and Assets**

- 9.129.19 9.20**—Without a **permit**, a **person** must not destroy, damage, deface, remove or interfere with:

- (a) **Council land** or **road**;
- (b) any **building**, structure or infrastructure or any other thing on **Council land** or **road**;
- (c) anything belonging to **Council** on **Council land** or **road** or in a **public place** unless allowed by **Council**, whether under this **Local Law** or otherwise; and
- (d) any **Council** property or **Council assets** located on or in any **Council land** or **private land**.

**Maximum Penalty: 20 Penalty Units**

- 9.139.20 9.21**—A **person** must not authorise or engage any other **person** to undertake any of the activities in clause 9.1920.

**Maximum Penalty: 20 Penalty Units**



Trees and Plants on Council Land and Roads

~~9.149.21~~ ~~9.22~~—Without a **permit**, a **person** must not remove, lop, destroy, damage or interfere with any tree or plant on a **Council land** or **road**, or authorise another **person** to do so.

**Maximum Penalty: 20 Penalty Units**



## Section F: Administration

### Part 10: Permits

*Introduction: This Part outlines the process for obtaining and retaining permits under the Local Law. This part also provides for the requiring a security bond if required by Council.*

#### When is a permit required under this Local Law?

- 10.1 Where in this Local Law a person is prohibited from doing a thing “without a permit”, a person who does the thing which is prohibited to be done without first obtaining a permit from the Council under this Part, is guilty of an offence.

~~Maximum Penalty: 20 Penalty Units~~

#### Permit Application and fees

- 10.2 An application for a permit ~~or renewal of a permit~~ under this Local Law must be in a form approved by Council and accompanied by any fee fixed by Council in accordance with clause 10.6.
- 10.3 The Council may require the applicant to give notice of the application for a permit ~~or application for renewal of a permit~~, in the manner determined by the Council.
- 10.4 The Council may require an applicant to provide it with more information before it deals with the application for a permit ~~or application for renewal of a permit~~.
- 10.5 A permit issued under this Local Law is non-transferrable to any other person. If a business changes ownership, the permit will cease and an application for a new permit will be required.

#### Fees and Charges

- 10.6 Council may, from time to time, by resolution, determine:
- the quantum of any permit fee, asset protection fee, charges, guarantee or bond to apply under this Local Law; and
  - an administrative, inspection or processing fee or charge in addition to ~~a standard any~~ fee, charge, guarantee or bond applying under this Local Law.
- 10.7 In determining a fee or charge, Council may establish a system or schedule of fees and charges, including a minimum or maximum fee of charge, if it considers it appropriate to do so.
- 10.8 Council may waive, reduce, alter or refund, in whole or in part, any fee, charge, bond or guarantee with or without conditions.

#### Duration of permit

- 10.9 Except where expressly stated in this Local Law or in a permit, a permit operates from the date it is issued and expires one year after the date of issue.

#### Correction of permits

- 10.10 The Council may correct a permit if that permit contains:
- an unintentional error or an omission; or
  - a material miscalculation or a material mistake in the description of a person, thing or property.
- 10.11 The Council must notify a permit holder in writing of any correction under clause 10.10.



### Granting and refusal of a permit

10.12 Council may decide to:

- (a) issue a **permit**; or
- (b) issue a **permit** subject to conditions; or
- (c) refuse to issue a **permit**.

10.13 Where a **permit** has been issued subject to conditions under clause 10.12(b), a **person** who does not comply with the conditions of the **permit** is guilty of an offence.

**Maximum Penalty: 20 Penalty Units**

~~10.13~~10.14 In determining whether to issue a **permit** and, if a **permit** is to be issued, the scope and conditions that will apply to it, Council may take into account any of the following where relevant:

- (a) the health and safety of the public;
- (b) the amenity of the **municipal district**;
- (c) the impacts on other **persons** or their property;
- (d) the extent to which the granting of the **permit** might affect the activities or enjoyment of another **person** or group;
- (e) the need to protect Council or Service Authority assets or infrastructure from damage;
- (f) legislative and policy directives of the Commonwealth and State Governments;
- (g) the need for work to occur which is authorised by Commonwealth or State Government legislation, or by Council or a Service Authority; ~~and~~
- (h) any relevant Council policies and guidelines;
- ~~(h)~~(i) any policies, codes of practice, standards or guidelines adopted used as reference by Council; and
- ~~(i)~~(j) any submission or comments that may be received in respect of the application.

~~10.14~~10.15 Where Council has refused to issue a **permit** under clause 10.12(cb) of this Local Law, the **person** seeking the **permit** has twenty-eight (28) days from the date of Council's notice of refusal of **permit** under clause 10.12(~~cb~~), to provide written reasons to Council as to why the **permit** should not be refused.

~~10.15~~10.16 If a written submission is received by Council under clause 10.15 within the twenty-eight (28) days ~~or other period~~, the information provided shall be considered, and if applicable the **person** seeking the **permit** will be given an opportunity to be heard by Council or Council's delegate and any such verbal submissions have also been considered.

**Maximum Penalty: 20 Penalty Units**

### Cancellation of a permit

~~10.16~~10.17 Council may cancel a **permit** if it considers that:

- (a) there has been a serious or ongoing breach of any of the conditions of the **permit**; or
- (b) a **Notice to Comply** has been issued, but not complied with after the time specified in the **Notice to Comply**; or
- (c) there was a significant error or misrepresentation in the application for the **permit**; or
- (d) in the circumstances, the **permit** should be cancelled.

~~10.18~~ Where Council has cancelled a **permit** under clause 10.17 of this Local Law, the **permit holder** has twenty-eight (28) days from the date of Council's notice of cancellation of **permit** under clause 10.17, to provide written reasons to Council as to why the **permit** should not be cancelled.

~~10.19~~ If a written submission is received by Council under clause 10.18 within the twenty-eight (28) days, the information provided shall be considered, and if applicable the **person** seeking the **permit** will be given an opportunity to be heard by Council or Council's delegate and any such verbal submissions ~~have also been~~ shall also be considered.



### Security Bonds

~~10.17~~10.20 In deciding to grant a **permit**, **Council** may require the applicant to lodge with **Council** a security bond in such amount and in such a manner as **Council determines**.

~~10.18~~10.21 In the event of a breach of ~~the any~~ permit conditions in respect of which a security bond is paid under of this **Local Law**, **Council** may retain an amount of the security bond as is necessary to remedy that breach and /or repair any damage caused by that breach.

~~10.19~~10.22 Upon expiry of a **permit**, **Council** must release any remaining security bond to the **person** who paid it.

~~10.20~~10.23 If after 12 months from the date that the security bond would be released under clause 10.20, **Council** cannot locate a **person** entitled to the release of any security bond or remaining security bond, **Council** may retain the security bond or remaining security bond and pay the money into its general revenue.





## Section G: Enforcement

### Part 11: Compliance and enforcement of the Local Law

*Introduction: This Part provides a means for enforcing this Local Law and powers to impound and serve Notices to Comply to seek compliance.*

#### Offences

11.1 A person who:

- (a) fails to comply with this Local Law; or
- (b) fails to comply with a condition of a permit; or
- (c) fails to do anything directed to be done under this Local Law; or
- ~~(d)~~ fails to comply with a written Notice to Comply;
- ~~(d)~~(e) knowingly provides erroneous, inaccurate or misleading information in an application for a permit; or
- ~~(e)~~(f) refuses or fails to obey directions of an Authorised Officer to leave the Council land or road where in the opinion of that Authorised Officer the person has failed to comply or is failing to comply with this Local Law; or
- ~~(f)~~(g) fails to comply with a sign erected by the Council, is guilty of an offence.

#### Offences by Corporations

11.2 If a person charged with an offence against this Local Law is a corporation, any person who is concerned or takes part in the management of that corporation may be charged with the same offence.

11.3 If the corporation is convicted of an offence against this Local Law, a person charged under clause 11.2 with the same offence may also be convicted of the offence and is liable to the penalty for that offence unless that person proves that the Act or omission constituting the offence took place without his or her knowledge or consent.

#### Penalties

11.4 A person guilty of an offence against this Local Law is liable to a penalty:

- (a) not exceeding 20 penalty units; and
- (b) in the case of a contravention which continues after a finding of guilt or conviction the penalty is 2 penalty units for each day after the finding of guilt or conviction for the offence during which the contravention continues

#### Infringement notices

~~11.4~~11.5 Where an Authorised Officer reasonably believes that a person has committed an offence under this Local Law, the Authorised Officer may serve on that person an infringement notice.

~~11.5~~11.6 The fixed penalty in respect of an infringement notice is the amount set out in Schedule 1 to this Local Law. For offences not specified in Schedule 1, the infringement penalty for that offence will be 20% of the maximum penalty for that offence.

#### Penalties

11.6 A person guilty of an offence against this Local Law is liable to a penalty:

- (a) not exceeding 20 penalty units; and
- (b) for a continuing offence, not exceeding 2 penalty units for each day after a finding of guilt or conviction for an offence during which the contravention continues.



### Notice to Comply and directions

11.7 A person who fails to comply with any ~~direction given by~~ of an **Authorised Officer** in connection with any matter under this **Local Law** is guilty of an offence.

**Maximum Penalty: 20 Penalty Units**

11.8 An **Authorised Officer** may serve a **Notice to Comply** under this clause on a person who the **Authorised Officer** reasonably suspects to be in breach of this **Local Law**.

11.9 A **Notice to Comply** under clause 11.8 must be in writing and in a form approved by the **Council**.

11.10 A **Notice to Comply** under clause 11.8 may do one or more of the following things:

- (a) direct the **person** to comply with this **Local Law**;
- (b) direct the **person** to stop the conduct which constitutes the breach of this **Local Law**;
- (c) direct the **person** to deliver up to the **Authorised Officer** or to some specified **person** or some specified location any item or property of the **person** which constitutes the breach of this **Local Law**;
- (d) direct the **person** to remove or cause to be removed any item, goods, equipment or other thing that constitutes a breach of this **Local Law**;
- (e) direct the **person** to leave an area within the time specified in the notice that constitutes a breach of this **Local Law**.

11.11 A **Notice to Comply** under clause 11.8 must specify the time and date by which the **person** specified in the **Notice to Comply** is required to comply ~~must comply~~ with the directions ~~in clause 11.10 stipulated in the~~ **Notice to Comply**.

11.12 The time required by a **Notice to Comply** under clause 11.11 must be reasonable in the circumstances having regard to:

- (a) the amount of work involved; and
- (b) the degree of difficulty; and
- (c) the availability of necessary materials or other necessary items; and
- (d) climatic conditions; and
- (e) the degree of risk or potential risk; and
- (f) any other relevant factor.

11.13 Any **person** ~~to whom served with~~ a **Notice to Comply** is directed under this **Local Law**, who fails or refuses to comply with it is guilty of an offence.

**Maximum Penalty: 20 Penalty Units**

### Power of Authorised Officer to Act in urgent circumstances

11.14 Any **Authorised Officer** may, in urgent circumstances arising as a result of a failure to comply with this **Local Law**, take action to remove, remedy or rectify a situation provided:

- (a) he or she considered the circumstances or situation to be sufficiently urgent and that the time involved or difficulties associated with the serving of a **Notice to Comply**, may place a **person**, animal, property or thing at risk or in danger; and
- (b) details of the circumstances and remedying action are forwarded as soon as practicable to the **person** on whose behalf the action was taken;

11.15 ~~11.15~~—The action taken by an **Authorised Officer** under clause 11.14 must not extend beyond what is necessary to cause the immediate abatement of or to minimise the risk or danger present ~~involved~~.

### Power of ~~A~~uthorised ~~O~~fficer to confiscate and impound

~~11.16~~—

~~11.17~~11.16 Where any ~~person who~~ owns ing or is responsible for any items including, goods, equipment, a **bicycle**, or other property or thing has:



- (a) failed to obtain a permit where a permit in respect of the item is required under this Local Law; or  
 (a)(b) placed bicycle the item s-out at or on any place in breach of this Local Law or in breach of a permit conditions; or  
 (b)(c) ignored a direction from an Authorised Officer to remove the items, goods, equipment, bicycle items; or,  
 (c)(d) any bicycle the item is in breach of this Local Law.  
 the items, goods, equipment, bicycle, or other property or thing may be confiscated and impounded by an Authorised Officer.

11.18 11.17 If an Authorised Officer has confiscated anything in accordance with this Local Law, the Council may refuse to release it until the appropriate fee or charge determined by the Council for its release has been paid to the Council.

11.19 11.18 If the owner or the person responsible for a the confiscated items, goods, equipment, bicycle, property or any other thing can be identified, as soon as it is reasonably practicable to do so, the Authorised Officer must serve a written notice in a form that is determined by the Council from time to time on the owner or person responsible for the confiscated item setting out the fees and charges payable and time by which the item, goods, equipment, bicycle, property or any other thing must be retrieved.

11.19 If the owner or person responsible for a confiscated item entity or whereabouts of the owner of confiscated goods, equipment, bicycle, property or any other thing is unknown, the Authorised Officer must take reasonable steps to ascertain the owner's identity and / or whereabouts identity of the owner or person responsible for the item prior to exercising the powers in under clause 11.20.

- 11.20 If after the time required in a notice, any confiscated item, goods, equipment, bicycle, property or thing is not retrieved, or if a notice referred to in clause 11.18 79 was is unable to be served, an Authorised Officer may take action to dispose of the confiscated item, goods, equipment, bicycle, property or thing according to the following principles:
- (a) where the item has no saleable value, it may be disposed of in the most economical way; and
  - (b) where the item has some saleable value the item may be disposed of either by tender, public auction or private sale but failing sale may be treated as in sub-clause (a);
  - (c) where the owner has advised the Council in writing that the Council may dispose of the item goods because he or she does not intend to retrieve it them, the Council may dispose of them item by either of the methods identified in sub-clauses 11.20 (a) and (b).

## Part 12: Delegations

- 12.1 The Council may by instrument of delegation delegate any of its powers, functions and duties under this Local Law to a member of its staff.
- 12.2 A reference in an instrument of delegation to a delegate by way of the delegate's position with the Council includes:
- (a) a person authorised to carry out the powers, duties and functions of that position at the Council;
  - (b) a person acting in that capacity; or
  - (c) if that position at the Council ceases to exist, any person exercising any power, duty or function which was previously a power, duty or function of the previous position.

Insert Council resolution and Council seal clause.

Schedule 1  Penalties

Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
2.1	Failing to ensure that land does not constitute a danger to health or property	10	20
2.2	Failing to ensure that land is not <b>unsightly</b> or detrimental to the neighbourhood	3	<del>2015</del>
2.3	Failing to ensure that land is not used in a manner so as to cause a <b>nuisance</b>	3	<del>2015</del>
2.4	Failing to obtain a <b>permit</b> (vegetation, <b>sign</b> , fence, structure or other thing)	3	<del>2015</del>
2.5	Failing to obtain a <b>permit</b> (obstruction)	3	<del>2015</del>
2.6	Allowing a <b>building</b> to become <b>dilapidated</b>	5	20
2.7	Failing to secure a vacant <b>building</b> from unauthorized access	5	20
<del>2.8</del>	<del>Failing to comply with a direction of an <b>Authorised Officer</b> regarding the fencing of a vacant premise</del>	<del>5</del>	<del>20</del>
2.9	Failing to obtain a <b>permit</b> (heavy or long <b>vehicles</b> )	3	<del>2015</del>
2.10	Failing to obtain a <b>permit</b> (occupying a <b>caravan</b> )	3	<del>2015</del>
2.12	Failing to mark the land with a number so as to be clearly visible and legible from the <b>road</b> on which the land has its frontage	1	<del>2010</del>
2.13	Failing to use the <b>property address</b> assigned by <b>Council</b> <sup>2</sup>	3	<del>2015</del>
<del>2.14</del>	<del>Emitting excessive noise</del>	<del>3</del>	<del>20</del>
<del>2.15</del>	<del>Failing to comply with Noise Control Guidelines</del>	<del>3</del>	<del>20</del>
2.146	Failing to obtain a <b>permit</b> (alarms)	3	<del>2015</del>
3.2	Allowing the growth of <b>environmental weeds</b>	3	<del>2015</del>
3.3	Failing to obtain a <b>permit</b> (tree and vegetation pruning)	10	20
3.56	Failing to provide restitution of vegetation as required by <b>Council</b>	10	20
3.67	Failing to obtain a <b>permit</b> (open air burning)	3	<del>2015</del>
3.89	Failing to comply with a direction (extinguishing a fire)	5	20
3.1014	Constructing, erecting, installing, allowing to remain, using or permitting to be used an <b>incinerator</b>	5	20
3.112	Failing to take steps to remove an unmanaged bee swarm	3	<del>2015</del>
3.123	Failing to take steps to destroy a European Wasp nest	3	<del>2015</del>
3.134	Failing to <del>comply with a direction (rats and mice) to take steps to destroy, and remove conditions for, rats and mice</del>	<del>35</del>	<del>2015</del>
3.166	Failing to comply with requirements of the Waste Management Policy	3	<del>2015</del>
3.177	Failure to comply with requirements when using a non- <b>Council</b> managed waste collection service	3	<del>2015</del>
3.18	<del>Failing to ensure waste services are provided in accordance with a waste management plan</del>	<del>5</del>	<del>20</del>



Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
<a href="#">3.18</a>	<a href="#">Failing to obtain a permit (commercial or trade waste)</a>	<a href="#">3</a>	<a href="#">15</a>
<a href="#">3.19</a>	<a href="#">Failing to comply with Council requirements (commercial or trade waste)</a>	<a href="#">5</a>	<a href="#">20</a>
<a href="#">3.20</a>	<a href="#">Placing commercial or trade waste in a Council or residential waste bin/ pile</a>	<a href="#">5</a>	<a href="#">20</a>
4.1	Failing to obtain a <b>permit</b> (animals)	<a href="#">32</a>	<a href="#">2015</a>
<a href="#">4.2</a>	<a href="#">Failing to obtain a permit (livestock)</a>	<a href="#">3</a>	<a href="#">15</a>
4.3	Keeping a <b>rooster</b> on land not permitted by <b>Council</b>	3	<a href="#">2015</a>
4.4	Failing to construct and maintain <b>animal housing</b>	3	<a href="#">2015</a>
4.5	Failure to store animal food to the satisfaction of an <b>Authorised Officer</b>	3	<a href="#">2015</a>
4.6	Failing to carry a facility for the effective removal of excrement	1	<a href="#">2010</a>
4.7	Failure to collect and appropriately dispose of excrement	1	<a href="#">2010</a>
4.8	Allowing noise or odour to emanate from an animal or bird	3	<a href="#">2015</a>
4.11	Failing to comply with a direction ( <a href="#">feeding an</a> animal or bird <del>noise and odour</del> )	5	20
5.1	Behaving on <b>Council land</b> or <b>road</b> so as to interfere with another <b>person's</b> reasonable use of that space	3	<a href="#">2015</a>
5.2	Behaving on <b>Council land</b> or <b>road</b> so as to endanger or be likely to endanger a <b>person's</b> health, life, property or an animal	10	20
5.3	Behaving contrary to a <b>sign</b> on <b>Council land</b> or <b>road</b>	3	<a href="#">2015</a>
5.4	Failing to obtain a <b>permit</b> (camping)	3	<a href="#">2015</a>
5.5	Failing to obtain a <b>permit</b> (bulk rubbish container, shipping container, <b>donation bin</b> or other thing which encroaches or obstructs a <b>road</b> or <b>Council land</b> )	5	20
5.6	Leaving a <b>shopping trolley</b> on <b>Council land</b> or <b>road</b>	3	<a href="#">2015</a>
5.7	Failing to ensure that a name is clearly marked on a <b>shopping trolley</b> .	3	<a href="#">2015</a>
5.8	Allowing <b>shopping trolley</b> to be left on <b>Council land</b> or <b>road</b>	3	<a href="#">2015</a>
5.9	Using or allowing use of a <b>wheeled toy</b> , <b>wheeled recreational device</b> , motorized toy <b>vehicle</b> , <b>model aircraft</b> ) on <b>Council land</b> or <b>road</b> so as to endanger, intimidate or unduly obstruct or damage property	3	<a href="#">2015</a>
5.11	Failing to obtain a <b>permit</b> (fireworks)	10	20
6.1	Riding, driving or parking a <b>vehicle</b> in or on any <b>public place</b> other than in an area set aside for <b>vehicle</b> parking or any designated roadway	3	<a href="#">2015</a>
6.2	Repairing or maintaining a <b>vehicle</b> on <b>Council land</b> or <b>road</b>	3	<a href="#">2015</a>
7.1	Failing to obtain a <b>permit</b> (goods, services, advertising, <b>street furniture</b> , other structures, vehicle, roadside trading)	5	20
7.2	Failing to obtain a <b>permit</b> (election signage)	3	<a href="#">2015</a>
<a href="#">7.4</a>	<a href="#">Election signage displayed for period longer than permitted by Council</a>	<a href="#">3</a>	<a href="#">20</a>
<a href="#">7.45</a>	Failing to comply with requirements on the placement of election signage on <b>Council land</b> or <b>road</b>	3	<a href="#">2015</a>



Clause	Offence	Infringement Notice Penalty Units	Maximum Penalty Units
<del>7.56</del>	Failing to obtain a <b>permit</b> (money or item collections or subscriptions)	3	<del>2015</del>
<del>7.67</del>	Failing to obtain a <b>permit</b> (distribution of handbill, placard, notice, pamphlet, book, paper, advertising material or similar thing)	3	<del>2015</del>
<del>7.78</del>	Failing to obtain a <b>permit</b> (structure for selling or conducting raffle or lottery)	3	<del>2015</del>
<del>7.89</del>	Failing to obtain a <b>permit</b> (commercial filming and photography)	3	<del>2015</del>
<del>7.910</del>	Failing to obtain a <b>permit</b> (event)	3	<del>2015</del>
8.1	Failing to obtain a <b>permit (Alcohol)</b>	3	<del>2015</del>
8.2	Failing to comply with a direction of an <b>Authorised Officer</b> to empty, reseal or surrender an open container containing <b>Alcohol</b>	5	20
8.4	Smoking a <b>tobacco product</b> in a <b>smoke free area</b>	3	<del>2015</del>
<del>8.65</del>	Failing to comply with a direction of an <b>Authorised Officer</b> to extinguish and dispose of the <b>tobacco product</b>	5	20
9.1	Failing to obtain an asset protection <b>permit (building worksbuilding work)</b>	10	20
9.3 to 9.134	Failing to comply with requirements relating to the management of <b>building sites</b>	10	20
9.145	Failing to obtain a <b>permit (vehicle crossings)</b>	10	20
9.156	Failing to have a properly constructed and maintained <b>vehicle crossing</b>	5	20
9.167	Failing to obtain a <b>permit</b> (to enter or exit a property by means other than <b>vehicle crossing</b> )	3	<del>2015</del>
9.189	Failing to comply with a direction of an <b>Authorised Officer</b>	5	20
9.1920	Failing to obtain a <b>permit</b> (defacing or damaging land or assets)	5	20
9.204	Authorising or engaging a <b>person</b> to deface or damage land or assets	5	20
9.212	Failing to obtain a <b>permit</b> (trees and plants in <b>public places</b> )	5	20
10.13	Failing to comply with <b>permit</b> conditions	5	20
11.76	Failing to comply with a direction of an <b>Authorised Officer</b> -under this <b>Local Law</b>	5	20
<del>11.7</del>	<del>Failing to comply with a direction of an <b>Authorised Officer</b></del>	<del>insert</del>	<del>Insert</del>
11.132	Failing to comply with a <b>Notice to Comply</b> served under this <b>Local Law</b>	5	20



## Schedule 2 — Smoke Free Areas

### Part A – Smoke Free Areas

The following areas are **smoke free areas** for the purposes of clause 8.4 of this **Local Law**:

1. ~~W~~within **Council** owned facilities and/or on **Council land**
2. ~~A~~at **Council** operated festivals and events
3. ~~A~~any children's playground; ~~and~~
4. ~~A~~any parcel of land on which a **child care centre** is located, and
5. ~~A~~any parcel of land as **determined** by the **Council**.

### Part B – Guidelines for determining a Smoke Free Areas

When considering whether to **determine** a **smoke free area** for the purposes of clause 8.6 of this **Local Law**, the **Council** must have regard to the following factors:

1. the size of the proposed **smoke free area**;
2. the opinions of any **p**Person who is the **o**Owner or **o**Occupier of any part of the proposed **smoke free area** or the area immediately adjoining the proposed **smoke free area**;
3. the proximity of the proposed **smoke free area** to a **public place**, part or all of which is not in a **smoke free area**;
4. the extent and outcome of any public consultation on the proposed **smoke free area**;
5. any benefits to the community which would be achieved by the **Council determining** the proposed **smoke free area**; and
6. any detriments to the community which would be caused by the **Council determining** the proposed **smoke free area**.

## 6.3 Notice of Motion 95 - Advocacy Statements and Events Policy

**SUMMARY:** Manager Governance, Phil McQue

Council resolved in August 2019 via Notice of Motion 95 to receive a report regarding public statements or attendance at public events, where the subject matter of the statement or event has not previously been considered by Council and/or the subject of an adopted policy or position, with appropriate policies and protocols to be in place to guide and inform these situations.

The Advocacy Statements and Events Policy was submitted to the March 2020 Council Meeting where it was deferred for minor amendments to be made, and it is now presented to Council for consideration.

### RECOMMENDATION

That Council adopt the Advocacy Statements and Events Policy shown at Attachment 1.

#### 1. INTRODUCTION

Council resolved in August 2019 at its Strategic Planning Committee that it:

1. *Receive a report no later than December 2019 recommending updates to relevant Council policies, providing clearer guidance to Councillors and the Chief Executive Officer regarding public statements or attendance at public events, where the subject matter of the statement or event has not previously been considered by Council and/or the subject of adopted policy or position; and*
2. *Request the Chief Executive Officer ensure there are appropriate staff policies and protocols in place to guide and inform staff who, in their official capacity, are making public statements on behalf of Council, are representing Council at public events, or are attending events in an official capacity.*

The Council subsequently resolved in December 2019 and January 2020 to defer this matter to the March 2020 Issues Briefing and April 2020 Council Meeting for consideration.

The draft Advocacy Statements and Events Policy was submitted to the March 2020 Council Meeting where it was deferred for minor amendments to be made.

#### 2. DISCUSSION

The Advocacy Statements and Events Policy has been prepared to provide guidance when advocating for, making statements, or attending a public advocacy event where the subject matter has not previously been considered by Council or that Council does not have an advocacy policy position.

The three main elements of the policy are that:

- Before making an advocacy statement at a public event, Councillors must take reasonable steps to ensure that their individual position on the issue is not perceived or misconstrued as a Council position.



- There may be instances where staff wish to organise an official event where Council does not have an adopted policy or advocacy position resolved by Council. In such instances, approval for hosting such an event must be sought from the Chief Executive Officer and, where appropriate, in consultation with the Mayor.
- Council's official communication channels should not be used to promote a policy, strategic or political position, where Council does not have an adopted position.

### **3. CONSULTATION**

The Advocacy Statement and Events Policy has been prepared in consultation with Councillor Pearce, the originator of Notice of Motion 95, and been the subject of consideration at a confidential Issues Briefing.

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

Nil.

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

Nil.

### **6. SOCIAL IMPLICATIONS**

The Advocacy Statements and Events Policy will need to be considered in relation to future advocacy statement and events where Council does not have a formal position.

### **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, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

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

### **9. CONCLUSION**

The Advocacy Statements and Events Policy is recommended for adoption by Council.

## **10. CONFIDENTIALITY**

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

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

**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

### **Attachments**

1. Attachment 1 - Draft Advocacy Statements and Events Policy [6.3.1 - 2 pages]



# Advocacy Statements and Events

Policy Number:	2020/04	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:	25 May 2020	Version Number:	1
Review Date:	25 May 2023		

## 1. Purpose

The purpose of this policy is to provide guidance when advocating for, making statements, or attending a public advocacy event where the subject matter has not previously been considered by Council or Council does not have an advocacy policy position.

## 2. Context

Council's advocacy positions are informed by Council's adopted policies, strategic and plans, or determined explicitly by Council.

There may be instances however where Council has not previously considered an issue in sufficient detail to inform an advocacy position and this policy provides guidance in such instances.

## 3. Scope

This policy applies to all Knox City Council.

## 4. References

- 4.1 Community & Council Plan 2017-2021
  - 8.1 Build, strengthen and promote good governance practices across government and community organisations.
- 4.2 Relevant Legislation
  - Local Government Act 1989
- 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
  - Councillor Code of Conduct
  - Staff Code of Conduct
  - Staff Media Policy

## 5. Definitions

Nil.



## 6. Council Policy

### 6.1. Councillors

Before making an advocacy statement at a public advocacy event, Councillors must take reasonable steps to ensure that their individual position on the issue is not perceived or misconstrued as a Council position.

### 6.2. Staff

There may be instances where staff wish to organise an event where Council does not have an adopted policy or advocacy position resolved by Council. In such instances, approval for holding such an event must be sought from the Chief Executive Officer, and where appropriate in consultation with the Mayor.

### 6.3. Council Resourcing

Council's official communication channels should not be used to promote a policy, strategic or political position where Council does not have an adopted position.

## 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.

## 6.4 Governance Policies for Review - Group 2

**SUMMARY:** Governance Officer, Kirstin Ritchie

A number of policies administered by the Governance Department are presently being reviewed, with this being the second group of policies now being presented to Council.

The Excellence Grant for Individuals Policy (formerly Sporting Grants for Individuals Policy) has undergone an extensive review and now proposes to expand the eligibility criteria of the grant stream to better support the Knox community.

The Conduct Complaints Policy and Procedure has been reviewed and is presented to Council, with minor administrative amendments for adoption.

The content of the Call Up Items at Council Meetings Policy has previously been incorporated into Council's Meeting Procedure and Use of Common Seal Local Law 2018 and it is recommended this policy be formally revoked.

### RECOMMENDATION

That Council:

1. Adopt the Excellence Grant for Individuals Policy (formerly Sporting Grants for Individuals Policy) in accordance with the draft set out in Attachment 1 of this report;
2. Adopt the Conduct Complaints Policy and Procedure in accordance with the draft set out in Attachment 2 of this report; and
3. Revoke the Call Up Items at Council Meetings Policy (Attachment 3).

### 1. INTRODUCTION

Effective policies are a fundamental component of a good governance framework. Effective policies articulate Council's standards, provide clear and unambiguous direction to Councillors and staff to ensure consistency of decision making, and ensure compliance with statutory requirements. Periodic reviews provide an opportunity for iterative improvement to policies, ensuring they reflect contemporary standards and add value to Council operations.

### 2. DISCUSSION

#### Excellence Grants for Individuals

The proposed Excellence Grants for Individuals Policy is intended to supersede the current Sporting Grants for Individuals Policy which was first adopted in 10 February 2004 and reviewed in 2012.

In 2004 it was determined that funding of individual sports persons would be removed from the Ward Contingency Program and funded through an individual program based on a consistent and fair approach to all applications.

Under that former arrangement, the Ward Contingency Fund Policy continued to provide flexibility to respond to applications that did not satisfy the strict criteria of the Sporting Grant Policy. Since

the Ward Contingency Fund was discontinued in 2015, there has been no alternative grant stream available for applications under the current policy which do not meet the strict criteria in the current policy. (Both the Minor Grants and the Community Development Fund require the applicant to be from an organisation or community group).

In recent years the number of applications and grants approved under the Sporting Grants for Individuals program has significantly decreased.

The budget for this grant program has not been exhausted since the 2014-2015 financial year as demonstrated below:

Financial Year	Expenditure	Number of Applicants
2014-15	\$10,000	62
2015-16	\$8,200	53
2016-17	\$1,350	9
2017-18	\$2,500	16
2018-19	\$2,100	10
2019-20*	\$0	0

\*financial year not concluded so this data may change

A potential reason for this decrease is the diversification of popular competitive sport and the eligibility restrictions in the current policy.

Currently, to be eligible the sport must have a state sporting association recognised by Sports and Recreation Victoria. This financial year alone approximately four applications have been refused for individuals requesting financial support to compete at an international cheerleading competition, with cheerleading not currently having a recognised state sporting association.

The key feedback provided by the Council officer responsible for the current grant program is that this requirement could be removed to better achieve the policy objectives as set out in the revised policy. Additionally, the current policy is limited to sporting endeavors. By expanding the eligibility to include a broader range of competitions and events, Council can begin to support, for example:

- science and technology competitions (solar car, robot building etc.);
- debating competitions; and
- music and performing arts competitions.

In addition to broadening the potential range of competitions, the draft policy also broadens selection criteria beyond representing either Victoria or Australia; making elite applicants who have been "selected or invited to participate ... by a national or state peak body or governing organisation of the specialised area" eligible for grants.

By broadening the eligibility criteria and expanding the field of eligible endeavours, the draft policy provides Council with a greater opportunity to expend the grant funds each financial year.

There is a risk this will result in the fund being quickly oversubscribed, however assuming an even mix of events in Victoria, Australia and internationally; the current budget would accommodate 44 applications per year which is more than has been awarded in the past four financial years combined.

If the quarterly reports to Council indicate that the aggregated quarterly applications consistently exceed the quarterly funding allocation, a review of the policy may be necessary, or a quarterly threshold could be introduced.

A new section addressing the acknowledgement of Council and its contribution has also been included in the proposed policy.

As the current policy lacks strong governance measures, the draft policy recommends provisions relating to the acquittal of grant funding and reporting of quarterly expenditure to Council.

The draft policy is included at Attachment 1 and all changes have been highlighted using tracked changes.

#### Conduct Complaints Policy and Procedure

The Local Government Act 1989 (1989 Act) required that certain complaints against the Chief Executive Officer be reported, in confidence, to the Mayor and Council. With the transition to the Local Government Act 2020 (2020 Act), these provisions within the 1989 Act have been repealed with no equivalent provisions within the 2020 Act.

Similar requirements may be prescribed in the regulations for the Chief Executive Officer Employment and Remuneration Policy, however those provisions of the 2020 Act are not yet operational, and Council is not required to adopt this policy until 1 July 2021.

It is recommended therefore that the Conduct Complaints Policy and Procedure continue to operate in the interim, to provide guidance on an appropriate process to be followed in the event a complaint about the Chief Executive Officer's conduct is received.

Council first adopted this policy on 12 February 2013 and the policy has not been reviewed since.

The revision refreshes the current policy with formatting changes to ensure compliance with Council's current visual identity and policy template.

A new context paragraph is also proposed as this section did not exist on the old policy template. New definitions of "complaint", "complainant" and "conduct" have also been included.

New definitions of "threat" and "unreasonable behaviour" have been included consistent with the Councillor Equal Opportunity and Councillor Workplace Bullying and Violence Policies adopted in 2019. The policy statement has also been updated to be consistent with those same policies, as have the definitions of "sexual harassment", "bullying" and "victimisation".

A minor change has also been made to provide clearer guidance with respect to complaints which may also be Public Interest Disclosures.

The draft policy is included at Attachment 2 and all changes have been highlighted using tracked changes.

#### Call Up Items at Council Meetings Policy

This policy was adopted by Council in July 2013. The policy was due for review in July 2017 however all material elements of the policy were incorporated into Meeting Procedure and Use of Council Seal Local Law adopted by Council in June 2018.

Consequently, this policy is superfluous it is recommended that this policy be formally revoked.

### **3. CONSULTATION**

The draft grants policy has been prepared with reference to similar policies adopted by other Victorian Local Governments. Further, Council officers who are responsible for the current Sporting Grants for Individuals and the Community Development Fund Grants have been consulted and their feedback incorporated into the draft policy as detailed in Section 3 above.

Both the grants and the Conduct Complaints Policy were referred to the Staff Consultative Committee for review and feedback.

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

There are no anticipated issues associated with either policy.

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

The current budget for the Sporting Grants for Individuals is \$10,000. Under the current policy the funds are distributed in two equal halves annually with applications assessed in order of receipt. Under the new policy it is proposed to distribute the funds equally across the four quarters of the financial year with unallocated funds carried forward to the following quarter. Applications will still be assessed in the order they are received by Council.

As the eligibility criteria for grants have been broadened under the draft Excellence Grants for Individuals Policy, it is anticipated that if adopted, additional applications may be received and approved, however it is not proposed to alter the current annual budget allocation for this grant stream. As previously indicated, there is a risk the broader eligibility criteria will result in the fund being oversubscribed, however the likelihood of this occurring is difficult to predict.

There are no anticipated implications arising as a consequence of revisions to the Conduct Complaint policy

### **6. SOCIAL IMPLICATIONS**

The proposed Excellence Grant for Individuals program is anticipated to promote skills development, increase representation of underrepresented individuals as well as foster pride for the achievements of individuals in the Knox community.

An effective, contemporary Conduct Complaints policy strengthens confidence and trust in the organisation by providing a clear avenue for individuals to voice concerns about the conduct of the Chief Executive Officer.

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

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

Strategy 7.2 - Celebrate our diverse community

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, Kirstin Ritchie - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director City Development – Interim Director Finance and Governance, Matt Kelleher - 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 proposed Excellence Grant for Individuals Policy and the Conduct Complaints Policy and Procedure to enhance and strengthen the governance framework at Knox City Council.

The formal revocation of the Call Up Items at Council Meetings Policy is recommended as a 'good housekeeping' measure, as this policy is no longer relevant or required.

### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Governance Officer, Kirstin Ritchie

**Report Authorised By:** Director City Development, Interim Finance and Governance, Matt Kelleher

### **Attachments**

1. Attachment 1 - Draft Excellence Grant for Individuals Policy [6.4.1 - 6 pages]
2. Attachment 2 - Draft Conduct Complaints Policy and Procedure [6.4.2 - 8 pages]
3. Attachment 3 - Call Up Items at Council Meetings Policy [6.4.3 - 2 pages]



# Sporting Excellence Grants for Individuals

Policy Number:	2004/08	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:	?	Version Number:	4
Review Date:	3 Years from Meeting Date		

## 1. Purpose

The purpose of this policy is to provide funding assistance to Knox residents, sports persons who are Knox residents and who are selected to represent either Victoria or Australia in their chosen sportinga competitive endeavourendeavor or an elite performance.

## 2. Context

Knox City Council is committed to building a stronger and better community by increasing opportunities for local residents so they can achieve their goals and reach their full potential.

In order to reach the elite level of competition the individual and their family often have to make many social and economic sacrifices. The Excellence Grant for Individuals specifically aims to support these individuals in their pursuit of the highest levels of performance and development by providing funding to assist with the cost of:

- travel;
- accommodation; and/ or
- uniform and equipment purchase or hire

This policy is to be read in conjunction with the Community Development Fund Policy and the Minor Grants Policy.

## 3. Scope

This policy applies to all applications received from individuals seeking financial assistance after being selected to represent Victoria or Australia in a sporting event.individuals who live in the City of Knox and are competing or performing at a state, national or international level in the following areas:

- sports and recreation;
- education;
- arts and culture; and
- environmental and/ or humanitarian initiatives

The Excellence Grants for Individuals program is not designed to supplement, subsidise or replace existing Council budget allocations.



## 4. References

- 4.1 Community & Council Plan 2017-2021
  - Goal 8 – We have confidence in decision making
- 4.2 Relevant Legislation
  - Local Government Act 1989
- 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
  - Community Development Fund Policy
  - Minor Grants Program Policy
- 4.5 Related Council Procedures
  - Nil

## 5. Definitions

Detail any definitions within the policy.

<u>Chief Executive Officer</u>	means the chief Executive Officer of Knox City Council
<u>Acquittal</u>	means information provided by the grant recipient that proves that funds have been spent responsibly and in line with the conditions of the grant program.
<u>Competition</u>	means an organized contest of State, National or International importance in which people take part with the intention of winning.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
<u>Event</u>	means an event, conference, performance or exhibition of State, National or International importance that further develops the skill of the individual and their capacity to succeed in their chosen discipline.
<u>Delegate</u>	means a person nominated by the Chief Executive Officer to manage this program in accordance with this policy
<u>Grant</u>	means a sum of money given to an individual with an expectation that the money will be used for an agreed and specific purpose.
<u>Individual</u>	means a resident of the Knox Municipality.
<u>Nominated Officer</u>	means a Council officer selected by the Chief Executive Officer to administer the Excellence Grants for Individuals program.
<u>Sporting Event</u>	means an organized sporting event, that is competitive in nature and affiliated with a state sporting association recognised by Sport and Recreation Victoria. A list of State Sporting Associations can be found on Sport and Recreation Victoria's website.

## 6. Council Policy

### 6.1. Objectives

The objectives for the Excellence Grants for Individuals are to:

- increase individual participation in their community;



- increase inclusion and representation of underrepresented individuals;
- assist individuals to develop skills and build capacity; and
- foster pride for the great achievements of individuals in the Knox community.

### 6.1.6.2. Annual Budget Allocation

A budget allocation will be made in each financial year to respond to requests for funding from individuals to assist with costs associated with representing Victoria or Australia in an eligible competition or event. The allocated funds will be distributed equally across the 12 months of the financial year. Unallocated funds in any month will be carried forward to the following month.

~~sporting event. This allocation will be known as Sporting Grants for Individuals. Funds will be allocated in order of receipt. To assist with the equitable distribution of this fund, it will be managed in two equal halves annually from July to December and from January to June.~~

The following maximum grant limits apply:

- If the sporting event/competition or event is held within Victoria - \$100-\$150
- If the sporting event/competition or event is held outside Victoria but within Australia - \$150-\$250
- If the sporting event/competition or event is held internationally - \$200-\$400

Once the funding allocation has been fully expended no further grants may be made under this program within the financial year unless further funds are allocated by Council.

At the conclusion of each financial year, any unallocated funds from the Excellence Grants for Individuals will be carried forward and allocated to the next year's budget.

### 6.3. Timeframes

There is no closing date for the Excellence Grants for Individuals however, it is preferable that applications be received at least two (2) months before the start of the planned competition or event to enable assessment and payment of grant funds.

Applicants will be advised in writing of the funding decision as soon as practicable and within one (1) month of Council receiving the application.

From the date of notification of the funding decision, successful applicants should allow approximately 30 days for a grant payment to be received.

### 6.2.6.4. Eligibility Criteria

To apply for an Excellence Grant for Individuals, the following criteria must be met:

- the applicant is a resident of Knox;
- the applicant has been selected or personally invited to participate in a competition or event by a national or state peak body or governing organization of the specialized area;
- the applicant has not received an Excellence Grant for Individuals in the current or previous financial year.

The recipient of the grant must currently reside in the Knox Municipality; and

All requests must be accompanied by written confirmation from the relevant state or federal sporting body (or equivalent), confirming the bona fides of the application; and

Only one application will be considered in any financial year from an individual sports person.



### 6.3.6.5. Exclusion Criteria

Applications cannot be made retrospectively and must be received and finalised prior to the sporting event at which the representation will occur. An individual is not eligible to receive grant funding under this policy if:

- the competition or event has already taken place;
- Council has awarded a grant under another policy which benefits the individual applicant for the same competition or event;
- they have a delinquent account with Knox City Council (an amount owed to Council that was not paid by the due date);
- they have outstanding acquittal documentation from a previous Council grant;
- more than two (2) individuals from the same club/organisation have already received funding for the same competition or event;
- the applicant is being remunerated for their participation (excluding prize money);
- the funds are proposed to be used to contribute to membership expenses; and
- the competition or event exposes Council to adverse criticism due to controversial issues (e.g. political or cultural sensitivities).

### 6.4.6.6. Application Process

Grant opportunities will be widely promoted using a variety of promotional avenues to enable everyone who is eligible to apply for a grant is given the same opportunity to do so.

All requests for funding must be in writing and on the relevant funding application form completed through the Smarty Grants Online Portal.

The application must include a letter or other official documentation from the peak body or governing organisation of the specialised area that confirms that the:

- Competition or event is of state, national or international standard; and
- individual has been selected or personally invited to participate in the competition or event.

Applicants must also provide a letter detailing proof of costs to be incurred, e.g. airfare, accommodation or entrance fees.

The Chief Executive Officer (or ~~delegate~~ nominated officer) will consider, allocate and administer any all grants received in accordance with this policy.

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy and clauses 6.8, 6.9 and 6.10 of this policy.

### 6.5.6.7. Assessment Process

For the protection of grant applicants and those involved in the assessment process, all Councillors and Council officers involved in the grant assessment process are required to declare any conflict of interest prior to assessing any grant applications. This process ensures that any potential, actual or perceived conflict of interest is promptly identified and addressed.

The Chief Executive Officer or any ~~delegate~~ nominated officer responsible for administering the grant application shall complete a declaration form for each approved funding application, to identify any conflict of interest they



~~may have in the recipient individual.~~ The completed declaration form must be ~~completed and~~ attached to the funding application prior to processing.

~~Where a conflict of interest exists, the conflicted officer shall remove themselves from the decision making process.~~ ~~In the event of a conflict of interest, the person must decline to participate in any discussion about the application and the application must be forwarded to the Manager Governance for assessment. The conflict of interest declaration is to be noted in the quarterly report to Council.~~

~~Applications will be assessed by officers in the order in which they are submitted.~~

~~Where the applicant is under 18 years of age, the application must be supported by the individual's parent/guardian with all relevant grant funding being paid directly to the parent/guardian.~~

~~A cheque for the allocated funds made payable to the individual applicant will be forwarded by mail to the applicant with a covering letter under the relevant Ward Councillor's signature.~~

## 6.8. Reciprocal Obligations

Successful applicants are expected to appropriately acknowledge Council's contribution in media, social media or other public relations opportunities.

Successful applicants may also be asked to assist Council in its future promotional and fundraising activities by attending functions or meetings to discuss, advise, display, perform or demonstrate individual ability and expertise.

## 6.9. Acquittal Requirements

Successful applicants must provide proof of purchase/expenditure within 3 months of the expenditure or within 12 months from receipt of the grant, whichever is the earlier.

Upon request, the individual must also provide Council with a short statement about their experience at the competition or event and one (1) image. Council reserves the right to use this statement and image when promoting the Excellence Grant for Individuals Grant program.

The acquittal needs to be submitted online via the Smarty Grants online portal.

Failure to acquit a grant appropriately may result in the individual being asked to repay Council in full for grant money received and exclusion of the individual from future grant rounds.

In the case that the applicant has to withdraw from the competition or event for any reason, or the competition or event for which funding has been awarded is cancelled, the applicant will be required to reimburse City of Knox the full amount awarded.

## 6.10. Reporting

A public report shall be presented to Council on a quarterly basis outlining grant expenditure for the period.

Information regarding applicants received throughout the application process may be included in the report to Council.

## 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.





# Conduct Complaints

Policy Number:	2013/01	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:	<del>February 2013</del>	Version Number:	<del>21</del>
Review Date:	<del>February 2016</del>		

## 1. Purpose

To outline Knox City Council's Policy and Procedure in relation to the assessment, evaluation and reporting of conduct complaints ~~of bullying, harassment (including sexual harassment) or victimisation by~~ against the Chief Executive Officer.

## 2. Context

The Local Government Act 1989 (1989 Act) required that certain complaints against the Chief Executive Officer be reported, in confidence, to the Mayor and Council. With the transition to the Local Government Act 2020 (2020 Act), these provisions within the 1989 have been repealed with no equivalent provisions within the 2020 Act. Similar requirements may be prescribed in the regulations for the Chief Executive Officer Employment and Remuneration Policy which must be adopted by 1 July 2021. This policy is an interim measure until that time.

## 3. Scope

This Policy applies to all complaints made in relation to the conduct of the Chief Executive Officer ~~that fall within the definition at section 104 of the Local Government Act 1989.~~

~~This includeing but not limited to:~~

- all complaints made by Councillors or Council staff.
- Any complaints made by members of the public in relation to the conduct of the Chief Executive Officer in an official capacity. Complaints made by members of the public in relation to the private conduct of the Chief Executive Officer are outside the scope of this policy.

## 4. References

### 4.1 Community & Council Plan 2017-2021

- Goal 8 – we have confidence in decision making

### 4.2 Relevant Legislation

- ~~Local Government Act 1989~~
- Occupational Health and Safety Act 2004 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Public Interest Disclosure Act 2012 (Vic)

### 4.3 Charter of Human Rights

- This policy has been assessed against and is consistent with the right contained in the Charter of Human Rights and Responsibilities.





4.4 Related Council Policies

- Councillor Code of Conduct
- Disciplinary Policy
- ~~Equal Opportunity and Sexual Harassment Policy~~
- Staff Code of Conduct
- ~~Workplace Bullying Policy~~
- [Interaction Between Councillors and Staff Policy](#)

**Commented [AD1]:** Should this be internal and COUncillors policy – is reference up to date?

**Commented [AD2]:** Should this be internal and Councilors policy – is reference up to date

4.5 Related Council Procedures

- Nil

5. Definitions

Bullying	<a href="#">Means repeated instances of unreasonable behaviour occurs if the Chief Executive Officer repeatedly and intentionally uses words or actions against a person to cause distress and risk to their wellbeing.</a>
Complaint	means— a) <a href="#">a written complaint by the complainant to the Council about the conduct of the Chief Executive Officer; or</a> b) <a href="#">a written complaint by the complainant about the conduct of the Chief Executive Officer to a person or body authorised under any Act to consider conduct of that kind; or</a> c) <a href="#">an application to a court or tribunal by the complainant to initiate any proceedings in respect of the conduct of the Chief Executive Officer—</a> but does not include a written complaint that is frivolous or vexatious.
Complainant	means a person referred to in paragraph (a), (b) or (c) of the definition of "conduct".
Conduct	means any action or behaviour of the Chief Executive Officer of a Council involving bullying, victimisation or harassment, including sexual harassment, of— a) <a href="#">a Councillor of that Council; or</a> b) <a href="#">a member of Council staff of that Council; or</a> c) <a href="#">any other person in the course of the Chief Executive Officer performing his or her role as the Chief Executive Officer of that Council</a>
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Chief Executive Officer	means a person appointed by the Council as the Chief Executive Officer, or any person holding that position on an acting or temporary basis.
Frivolous Complaint	means a complaint that is baseless and completely without merit.
Harassment	occurs if the Chief Executive Officer makes a person feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other <a href="#">personal</a> characteristic specified under anti-discrimination or human rights legislation.
Sexual Harassment	<a href="#">Sexual Harassment is unwelcome conduct of a sexual nature. Sexual harassment can be physical, verbal or written. It involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated.</a> <a href="#">occurs if the Chief Executive Officer makes an unwelcome sexual advance or request for sexual favours, to a person; or engages in any other unwelcome conduct of a</a>



	sexual nature in relation to the complainant in circumstances in which a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated
<u>Threat</u>	means a statement or behaviour that causes a person to believe they are in danger of being physically and/or psychologically attacked.
<u>Unreasonable behaviour</u>	means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including: <ul style="list-style-type: none"> <li>• behaviour of an individual or a group;</li> <li>• behaviour that is victimising, humiliating, intimidating or threatening; and</li> <li>• behaviour that uses a system of work as a means of victimising, humiliating, undermining or threatening</li> </ul>
<u>Vexatious Complaint</u>	means a complaint that has no reasonable grounds and has been made bad faith.
<u>Victimisation</u>	means victimisation as defined by relevant <a href="#">legislation</a> .  In general terms, a person victimises another person if the person subjects or threatens to subject the other person to any detriment because the other person has made a complaint of discrimination or sexual harassment; or because has given assistance, evidence or information in connection with a complaint or investigation of discrimination or sexual harassment. occurs if the Chief Executive Officer treats or threatens to treat a person unfavourably, because he or she has made a complaint or supported another person to make a complaint.

Commented [AD3]: From the Councillor behavioural policies

## 6. Council Policy

Council considers that any incident of bullying, harassment (including sexual harassment) or victimisation is a serious breach of proper standards of conduct and professional behaviour, and will not be tolerated.

Council considers that any incident of discrimination, vilification, victimisation, sexual harassment, workplace bullying or occupational violence is a serious breach of proper standards of conduct and professional behaviour. Such incidents will not be tolerated; or excused on the grounds of lack of intent or [ignorance](#).

Commented [AD4]: From the Councillor behaviour policies – for consistency

Council is committed to providing a work environment that is free from workplace bullying and occupational violence and where people are treated fairly, and to implementing reasonable and proportionate measures to eliminate discrimination, victimisation and sexual harassment from the workplace.

Council is also committed to providing a workplace where no-one is victimised or suffers any reprisal for raising a concern or making a complaint of discrimination, vilification, victimisation or sexual harassment, or for participating in an associated investigation process.

If a Chief Executive Officer is found to have bullied, harassed (including sexually) or victimised any employee, Councillor or, in an official capacity, a member of the public, disciplinary action will be taken in accordance with Council's Disciplinary Policy and the Chief Executive Officer's contract of employment.

### 6.1 Natural Justice

Any allegation of workplace bullying or violence will be treated seriously and sensitively by Council and will be investigated confidentially and expediently so far as is reasonably practicable. Assumptions will not be made that the respondent is guilty and both parties will be treated fairly and afforded natural justice. Where possible, parties will be informed of the process and expected timeframe.



## 6.2 Support

Either party may choose to have a support person during any discussions relating to an allegation or complaint. The People Assist Program provides professional and confidential support services for personal or work related issues for staff and Councillors at no cost.

## 6.3 Confidentiality

The Local Government Act [1989](#) contains penalties for the release of confidential information by Councillors or members of Special Committees. The Staff Code of Conduct contains provisions relating to the release of confidential information by staff.

In addition, all persons who are party to complaints under this policy are expected to maintain confidentiality. This includes (but is not limited to) the Chief Executive Officer, the Mayor, Councillors, the Manager Governance, the complainant, any witnesses assisting and those managing the process.

## 6.4 Victimization

No one is to be victimised or suffer any reprisal for:

- Making a complaint in good faith;
- Acting as witness or otherwise assisting in part of the investigation process.

## 6.5 Rights not diminished

Nothing in this policy can be interpreted to diminish the rights of any party to a complaint, including redress arising from vexatious complaints.

## 6.16 Management of Complaints

~~Complaints relating to the conduct of the Chief Executive Officer that appear to meet the definition at section 104 of the Local Government Act are to be referred to the Manager Governance for assessment.~~

~~The Manager Governance will follow the process outlined at Appendix A of this Policy, ensuring that each step is documented.~~

All documents relating to any complaint will be kept confidential and maintained by the Manager Governance.

The following process outlines the steps involved in receiving, assessing, reporting and investigating any [conduct](#) complaints against the Chief Executive Officer to ensure the legislative requirements are satisfied.

### 1. Receipt of a complaint

Complaints relating to the conduct of the Chief Executive Officer are to be referred to the Manager Governance for assessment.

Public Interest Disclosures [should be made in accordance with Council's Public Interest Disclosure Procedures](#) are ~~not to be referred to the Manager Governance. They are to be where they will be~~ dealt with under the strict confidentiality provisions of that Act.

### 2. Assessment of a complaint

The Manager Governance will conduct an assessment of the complaint against the Conduct Complaint Checklist (Appendix A). The Manager Governance is authorised to engage such external, legal or investigative assistance as is deemed necessary.

If the complaint is deemed to not fit the definition, it is referred back to the relevant officer for consideration as part of the regular complaints process.



### 3. Notifying the Chief Executive Officer

Once a complaint has been assessed as potentially meeting the definition of a conduct complaint, the Manager Governance is to report the details of the complaint and the assessment to the Chief Executive Officer without delay.

### 4. Notifying the Mayor

Once the Chief Executive Officer is satisfied that the complaint potentially meets the definition, they are to immediately notify the Mayor. The report to the Mayor is to include:

- A copy of the original complaint
- The details of the Manager Governance's assessment
- An explanation of the process for appointment of a probity auditor
- Any other information that the Chief Executive Officer or Manager Governance determines is necessary given the circumstances

### 5. Notifying the Council

Once the Mayor has been notified of the complaint, the Chief Executive Officer must notify the next meeting of Council (when it is closed to members of the public) of the complaint. The report to the Council is to contain the same information as was provided to the Mayor, and any new information which has arisen since reporting the matter to the Mayor.

### 6. Investigating the Complaint

If Council determines an investigation or other action is required in relation to the complaint, Council is to determine the process for investigation of the complaint. The Manager Governance will provide all necessary resources and assistance to the Council in this regard, including the engagement of such independent expertise as is necessary.

### 7. Appointment of a Probity Auditor

At any stage after the Chief Executive Officer notifies the Mayor of the complaint, either party may request that the Secretary to the Department appoint a probity auditor in relation to that complaint. If the Chief Executive Officer requests the appointment of a probity auditor, he or she must immediately notify the Mayor of that request.

If a probity auditor is appointed, the Chief Executive Officer must notify the Council at its next meeting (when it is closed to members of the public).

### 8. Support to a Probity Auditor

The Manager Governance will provide all reasonable resources, information and support to a probity auditor.

The probity auditor may require a Councillor or a member of Council staff to produce a document, provide information or give reasonable assistance if the probity auditor considers that it will assist the probity auditor to perform his or her duties.

## 7. Relationship to other Policies

Nothing in this policy is designed to limit the scope or application of existing Council policies applying to all Council staff or any provisions of the Chief Executive Officer's contract of employment. Where a complaint is assessed as being outside the scope of this Policy, it will be referred back to the relevant officer for consideration as part of the regular complaints process. Where a complaint is assessed as being within the scope of this Policy and is reported to the Mayor and Council, Council will determine the appropriate mechanism for addressing the complaint.



## 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.



Appendix A

# Conduct Complaint Checklist

## CHECKLIST

### 1 Is it the right type of complaint?

A complaint must be genuinely about *bullying, harassment* (including *sexual harassment*) or *victimisation*.

Definitions of these terms can be found in the Policy.



### 2 Is the complaint made by the right person?

A complaint must be made by a person who claims to have suffered by the CEO's conduct. This can include the person themselves or their legal representative, guardian or administrator. Complaints cannot be made by third parties and cannot be made anonymously.



### 3 Has the complaint been submitted correctly?

A complaint must be submitted in writing either to the Council or to a person authorised under any Act to consider such conduct. It can also be made to a Court or Tribunal by way of an application to initiate proceedings against the CEO.



### 4 Is the complaint proper?

A complaint is not proper if it is *frivolous* or *vexatious*.

Definitions of these terms can be found in the Policy.

This exclusion does not apply to an application to a Court or Tribunal – those bodies have their own process for striking out improper actions. Caution is advised in assessing whether this exclusion applies and if there is any doubt, the complaint should be reported.






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**5 Is the complaint made in the CEO's official capacity?**

If the complaint is made by a person other than a staff member or Councillor and does not relate to conduct taken by the CEO in their official capacity, it falls outside the scope of this Policy. This exclusion does not apply to complaints made by Council staff or Councillors.




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**6 Is it an original complaint?**

If the same complaint has been made previously, and there is no significant change in the complaint or the information provided, then it need not be reported.

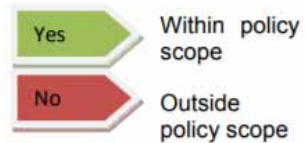



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**7 Has the complaint been made in relation to a matter that is not considered a 'Protected Disclosure' under the Whistleblowers Protection Act 2001?**

Strict confidentiality provisions apply to protected disclosures made under the Whistleblowers Protection Act. Complaints made this way should not be reported to any person other than in accordance with the requirements of that Act.

If in doubt, advice should be sought from Council's Protected Disclosure Coordinator or from Ombudsman Victoria.



# KNOX POLICY



## CALL UP ITEMS AT COUNCIL MEETINGS

<b>Policy Number:</b>	2003/29	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance
<b>Approval Date:</b>	23 July 2013	<b>Version Number:</b>	3
<b>Review Date:</b>	23 July 2017		

### 1. PURPOSE

This Policy prescribes a consistent process for Councillors requesting Call Up reports at Ordinary Meetings of Council, and for officers responding to such requests.

### 2. CONTEXT

Responding to Call Up Items has the potential to divert focus and resources from Council's strategic directions and programs. This Policy provides Council with a structure to manage this impact.

This Policy does not refer to the 'Call Up items' process referred to in Clause 72 of Council's *Meeting Procedure and Use of Common Seal Local Law 2008*.

### 3. SCOPE

This Policy will apply to all Call Up Items requested at Ordinary Meetings of Council.

### 4. REFERENCES

#### 4.1 *City Plan*

- Democratic and Engaged Communities

#### 4.2 *Relevant Legislation*

- Meeting Procedure and Use of Common Seal Local Law 2008.

#### 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*

- Council Meeting Structure policy

#### 4.5 *Related Council Procedures*

- Nil



## 5. DEFINITIONS

*“Call Up Item at Council Meetings”* means a request by resolution of Council for a report to a Council Meeting on specific matters.

## 6. COUNCIL POLICY

- 6.1 Provision is to be made in the Agenda of each Ordinary Council Meeting for consideration of Call Up items. Councillors should be explicit in describing a Call Up item, the nature of the task required and the timeframe for the presentation of the report to Council. Debate on a motion for consideration of a Call-up item is restricted to the merit of a report and its timing.
- 6.2 Councillors intending to raise a Call Up item should seek to discuss the matter with the relevant Director in advance to determine the resource requirements and implications of the Call Up item, including timeframes for responding to the Call Up item.
- 6.3 Call Up items should not alter Council's strategic direction as adopted in the City Plan. Call Up items that have the longer term aim of seeking to change a strategic direction of Council should be restricted to an initial investigation to allow for the scoping of an item to be referred for consideration of the Council Plan and/or an associated Business Case.
- 6.4 The following matters should be avoided in Call Up items: -
  - a. operational matters.
  - b. contractual matters.
  - c. personnel and/or industrial relations matters.
  - d. confidential matters.
  - e. matters affecting the relationships of Councillors or Councillors and staff.
  - f. matters that may adversely affect the personal interests of a resident or ratepayer.Items of this nature should be referred to the relevant Director or the Chief Executive Officer.
- 6.5 Where preparing a report responding to a Call Up item will require more than 3 person days, or \$5,000 in costs, then the matter which is the subject of the Call Up item should be referred by Council to the next budget considerations with a supporting business case for consideration along with other budget priorities.

## 6.5 Proposal for Renaming Major Crescent Reserve in Lysterfield as Tom Blaze Reserve

**SUMMARY:** Governance Officer, Damian Watson

The purpose of this report is to seek Council endorsement, for the purposes of community consultation, of a naming proposal to re-name Major Crescent Reserve in Lysterfield.

### RECOMMENDATION

That Council:

1. Endorse for the purpose of community consultation, a proposal to name Major Crescent Reserve in Lysterfield 'Tom Blaze Reserve', in recognition of former Knox Mayor and Councillor, the late Tom Blazé;
2. Undertake appropriate community consultation on this naming proposal; and
3. Receive a further report on the proposed naming following the conclusion of the community consultation process.

### 1. INTRODUCTION

Dr Tom Blazé served as a Councillor in the City of Knox between 1980 and 1994 before returning for a second period as Councillor at Knox City Council from 1997 until 2003.

Dr Blazé served as Mayor of Knox City Council on three occasions, being 1985-86, 18 August 1994 to 14 December 1994 and 1998-99. Dr Blazé passed away in February 2017.

Dr Blazé has been described as a calm, caring and reassuring leader who contributed to various local groups. Dr Blazé served on several key representative bodies, including as Chair of the Knox Community Recreation Association, along with key roles on:

- Knox Leisureworks Development Committee;
- Arts Facility Steering Committee;
- Waterford Valley Golf Course Advisory Committee;
- Steering Group for the development of Knox's Municipal Recreation Plan;
- Police Paddocks Advisory Committee;
- Tirhatuan Park Recreational Area Management Committee; and
- Dandenong Valley Park Advisory Committee.

Dr Blazé was also an important figure in the early discussions towards the development of Eastlink.

### 2. DISCUSSION

The former 'Recognition of Former Mayors and Councillors Policy' included provision to automatically recognise the contribution of former Mayors, Presidents and Councillors, where they met the criteria of a minimum of twenty years' service as a Councillor and three Mayoral terms, with Dr Tom Blazé meeting these requirements.

Council has since adopted in March 2020 a revised 'Recognition of Former Mayors and Councillors Policy' that provides that any naming recognition proceed according to Council's Naming and Renaming of Council Owned Facilities and the *Geographic Place Names Act 1998*.

Council officers have been liaising since December 2017 with Ms Carmen Blazé, the wife of Dr Blazé, to discuss the formal recognition of the contribution of Dr Blazé with his extensive 20 year service to the Knox community.

One of the options considered and canvassed with Ms Blazé by then Mayor Cr John Mortimore, was to name a reserve in his name with three options proposed, being Major Crescent Reserve, Liberty Avenue Reserve and Stud Park Reserve.

Ms Blazé advised Council officers in October 2019 of her interest in commencing a process to name Major Crescent Reserve in Lysterfield as 'Tom Blazé Reserve'.

Principle (J) under the prescribed general principles set out under the *Geographic Place Names Act 1998* states that diacritical marks will be omitted from names drawn from languages that use such marks. Council would be required to confirm to this principle, and therefore the diacritical mark above Dr Blazé's surname would not be permitted in the naming of the reserve.

Dr Blazé's wife has been notified of this principle and remains supportive of the naming 'Tom Blazé Reserve'.

#### Assessment against Principles of Naming Rules

Council officers have assessed this naming proposal against the principles provided in the naming rules.

Principle (summarised)	Response
A - Ensuring public safety	Geographic names must ensure that public safety is maintained and must not present a risk to operational safety for emergency response.  'Blaze is not listed in any other reserve within the area and would not cause confusion.
B - Recognising the public interest	The community consultation process will confirm whether the residents are satisfied with the short and long-term consequences of the name change.
C - Linking the name to place	Dr Blazé lived on Major Crescent for many years and was an avid user of the reserve.
D - Ensuring names are not duplicated	The principle of duplicating names is not applicable.
E - Names must not be discriminatory	The principle of a discriminating name is not applicable.
F - Recognition and use of Aboriginal languages in naming	These principles are not applicable in this case.

Principle (summarised)	Response
H - Using commemorative names	Naming the reserve commemoratively after Tom Blazé fulfils the requirements of Principle (H) as Dr Blazé was held in high regard in the community as a former Mayor and Councillor and Dr Blazé has passed away. However, the Principle recommends that the reserve renaming only refers to surnames. In this instance, it is recommended that Council proceed with the full name being considered by the Office of Geographic Names as Blaze Park is not the preferred option.
I - Using commercial and business names	The principles against commercial and business names is not applicable in this case.
J - Language	As stated earlier in the report, diacritical marks will be omitted from names drawn from languages that use such marks.  The diacritical mark above Dr Blazé's surname would not be able to be used in the naming of this reserve.

Map of Major Crescent Reserve



### **3. CONSULTATION**

Consultation is a key component of any naming and renaming of roads, features and localities. The Office of Geographic Names has identified the following actions as the minimum requirements for consultation:

- a) Council must contact the immediate community in writing by letter;
- b) Letters must be sent to the ratepayers of the properties and, if the ratepayers are not the owner-occupiers, letters must also be sent to the residents and/or business occupants;
- c) A letter must include a survey or voting poll seeking a response from the residents, ratepayers and/or businesses;
- d) Consultation with the immediate and/or extended community (including Service clubs, local historical societies, CFA, SES, Metropolitan Fire Brigade, Victoria Police and Ambulance Victoria) must be a minimum of 30 days; and
- e) As this proposal will not affect current addresses, Council must consult the public by advertising the proposal in local or statewide newspapers and can also use its website, newsletters or public notices.

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

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

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

The financial costs associated with this proposal include consultation, advertising and signage, which will be funded from the Governance Budget.

### **6. SOCIAL IMPLICATIONS**

An important part of building community identity is to ensure that community members who have made a recognisable contribution are appropriately acknowledged and celebrated.

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

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

Strategy 7.3 - Strengthen community connections

### **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, City Development, Interim Finance and Governance, Matt Kelleher  
- In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is recommended that Council resolve to commence the community consultation process involved with this naming proposal.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Governance Officer, Damian Watson

**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

## **Attachments**

Nil

## 6.6 Financial Performance Report for the Quarter Ended 31 March 2020

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

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

### RECOMMENDATION

That Council receive and note the Financial Performance Report for the year to date ended 31 March 2020.

### 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 2019-20 Annual Budget at its Ordinary Council Meeting held 24 June 2019.

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 2019-20 Forecast includes the following details:

- The 2019-20 Adopted Budget;
- Carry forward funding from 2018-19 into 2019-20 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 2020 indicates that Council, after taking into consideration carry forward funding requirements from 2018-19 into 2019-20, is on track to complete the current financial year within the targets established in the 2019-20 Adopted Budget.

For the period ended 31 March 2020, Council has achieved an operating surplus of \$42.094 million. This is \$0.489 million favourable to the year to date (YTD) Adopted Budget.

Council's forecast year-end position is an operating surplus of \$13.129 million, which is \$9.491 million greater than the Adopted Budget primarily due to carry forward income from 2018-19 into 2019-20.

It is anticipated that COVID-19 will impact both income and expenditure for the remainder of the financial year, with this impact still to be fully determined. Updates to the forecast will continue to be made as further information is received.

The total capital works expenditure for the period ended 31 March 2020 is \$43.771 million. This is \$4.031 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$81.895 million and includes \$44.556 million in carry forward funding requirements from 2018-19 into 2019-20, and excludes \$30.858 million in anticipated carry forward expenditure from 2019-20 into 2020-21.

Further detail and discussion of the financial performance of Council for the period ended 31 March 2020 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 – Coordinator Management Accounting, James Morris - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Interim Finance and Governance, Matt Kelleher - 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 \$42.094 million for the period ended 31 March 2020, which compares favourably with the year to date Adopted Budget operating surplus of \$41.605 million. An operating surplus of \$13.129 million is forecast for 2019-20.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Management Accounting, James Morris  
**Reviewed By:** Acting Manager, Business and Financial Services  
**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

## **Attachments**

1. Financial Performance Report - March 2020 [6.6.1 - 19 pages]



**KNOX**  
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# **Financial Performance Report**

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

## Contents

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

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<b>Title</b>	<b>Page</b>
Executive Summary	2
Comprehensive Income Statement	6
Summary of Net Income and Expenditure	7
Statement of Capital Works	10
Balance Sheet	12
Statement of Cash Flows	14
Financial Performance Indicators	16
Investment Analysis	18

# Executive Summary

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

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### Introduction and Purpose

The Financial Performance Report for the year to date ended 31 March 2020 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of forecasts. Council adopted its 2019-20 Annual Budget at its Ordinary Council Meeting held 24 June 2019.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2019-20 Forecast includes carry forward funding from 2018-19 into 2019-20 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

### Discussion of Financial Results

#### Forecast

Forecasts can be updated at any stage throughout the financial year from the launch of the 2020-21 budget process on 1 November 2019. It is anticipated that COVID-19 will impact both income and expenditure for the remainder of the financial year, with this impact still being fully determined. Updates to the forecast will continue to be made as further information is received.

The 2019-20 Forecast currently includes the following adjustments:

#### *Income*

- \$7.600M increase in Land Sales relating to Kingston Links, carried forward from 2018-19 into 2019-20;
- \$3.538M increase in Capital Grants and Contributions carried forward from 2018-19 into 2019-20;
- \$0.900M decrease in Public Open Space Contributions – income of this nature is unpredictable and is directly contingent on Developer activities in the municipality; and
- \$0.858M increase in Integrated Early Years Hubs grant income, offset by a \$0.715M decrease in user fees.

#### *Expenses (Operating and Capital Works)*

- \$23.076M in additional carry forward funding from 2018-19 into 2019-20 for both operational expenditure (\$4.297M) and capital works expenditure (\$18.779M). 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 \$25.777M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$44.556M);

# Executive Summary (continued)

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



- o Anticipated \$30.858M in carry forward funding from 2019-20 into 2020-21 for approved capital works expenditure identified as being required to carry forward. This anticipated carry forward in capital works includes \$12.699 relating to the Knox Central project (including library), \$7.719M relating to the Stamford Park redevelopment, \$4.140M relating to information technology, and \$1.100M relating to the Modular Buildings program; and
- o \$2.284M decrease in borrowing costs as budgeted borrowings have yet to occur.

### 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	160,418	159,038	(1,379)	174,292	179,658	5,366
Expense	118,813	116,944	1,869	170,654	166,529	4,125
<b>Surplus (Deficit)</b>	<b>41,605</b>	<b>42,094</b>	<b>489</b>	<b>3,638</b>	<b>13,129</b>	<b>9,491</b>

Full year Forecast for Operating Results includes \$4.297M in carry forward net expenditure from 2018-19 in to 2019-20, together with \$0.997M in additional carry forward expenditure for capital works that is operational in nature.

Overall there is a \$0.489M favourable variance between the YTD actual figures and the Adopted Budget.

The major variances include:

#### *Income*

- o Favourable variance of \$0.448M in Capital Grants due to the receipt of grants carried forward from 2018-19; and
- o Unfavourable variance of \$1.620M in Operating Grants due to 50% of the 2019-20 Victoria Grants Commission funding being received in June 2019 (there will be a \$852K variance per quarter for the year due to the early payment) – this has been partially offset by a favourable variance in grants received for the Recycling Rebate for Councils Program from the State Government (\$0.380M).

#### *Expenses (Operating and Capital Works)*

- o Favourable variance of \$0.658M in Materials and Services due to the timing of activities and incoming invoices within various departments, in particular in Information Technology (\$0.387M) and Street Lighting (\$0.173M);
- o Favourable timing variance of \$1.713M in Borrowing Costs as budgeted borrowings have yet to be taken up;
- o Favourable variance of \$1.522M in Net Gain/Loss on Disposal of Property due to the timing of asset disposals;
- o Unfavourable variance of \$1.251M in Employee Costs, with some of this variance being offset by increases in income or reductions in Materials and Services, while the timing of employees taking leave has also impacted; and
- o Unfavourable variance of \$0.937M in Contributions and Donations due to the final quarter contribution of \$1.049M to Eastern Regional Libraries Corporation being paid in March 2020 (it was budgeted for payment in April 2020).

# Executive Summary (continued)

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



### Capital Works Program

Capital Works Expenditure	Adopted Budget			Adopted Budget		
	Budget \$'000's	Actual \$'000's	Variance \$'000's	Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	18,549	15,892	2,657	45,280	32,335	12,945
Plant and Equipment	4,221	3,573	648	8,642	8,496	147
Infrastructure	25,032	24,306	726	40,776	41,065	(289)
<b>Total Capital Works Expenditure</b>	<b>47,802</b>	<b>43,771</b>	<b>4,031</b>	<b>94,698</b>	<b>81,895</b>	<b>12,803</b>

Full year Forecast for Capital Works Expenditure includes \$44.556M in carry forward expenditure from 2018-19 into 2019-20, and excludes \$30.858M in carry forward expenditure from 2019-20 into 2020-21.

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 2020 the Capital Works Program shows an expenditure of \$43.771M – this is \$4.031M less than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2018-19 into 2019-20, and also taking into account the capital works projects expected to be carried forward from 2019-20 into 2020-21, the forecast Capital Works Expenditure for the year is \$81.895M.

### 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	92,896	88,159	(4,737)	64,038	88,753	24,715
Non-Current Assets	2,052,520	2,032,344	(20,176)	2,081,307	2,093,139	11,832
<b>Total Assets</b>	<b>2,145,416</b>	<b>2,120,503</b>	<b>(24,913)</b>	<b>2,145,345</b>	<b>2,181,892</b>	<b>36,547</b>
Current Liabilities	31,921	28,201	3,720	41,070	37,121	3,949
Non-Current Liabilities	21,320	5,913	15,407	50,068	44,753	5,315
<b>Total Liabilities</b>	<b>53,241</b>	<b>34,114</b>	<b>19,127</b>	<b>91,138</b>	<b>81,874</b>	<b>9,264</b>
<b>Net Assets</b>	<b>2,092,174</b>	<b>2,086,389</b>	<b>(5,786)</b>	<b>2,054,207</b>	<b>2,100,018</b>	<b>45,811</b>
Accumulated Surplus	726,051	689,974	(36,078)	698,282	708,459	10,177
Asset Revaluation Reserve	1,335,985	1,360,569	24,584	1,335,985	1,360,570	24,585
Other Reserves	30,138	35,846	5,708	19,940	30,989	11,049
<b>Total Equity</b>	<b>2,092,174</b>	<b>2,086,389</b>	<b>(5,786)</b>	<b>2,054,207</b>	<b>2,100,018</b>	<b>45,811</b>
<b>Working Capital Ratio</b>	<b>2.91</b>	<b>3.13</b>		<b>1.56</b>	<b>2.39</b>	

The Balance Sheet as at 31 March 2020 indicates a sustainable result. A comparison of total Current Assets of \$88.159M with total Current Liabilities of \$28.201M continues to depict a sustainable financial position (Working Capital Ratio of 3.13 to 1). The Working Capital Ratio for the same period last year was 3.85. Current Assets primarily comprises Cash and Cash Equivalents (\$30.996M), Other Financial Assets (\$14.300M) and Trade and Other Receivables (\$41.526M). Trade and Other Receivables includes \$28.536M of rates debtors (of which \$4.688M relates to arrears pre July 2019) and \$12.273M in other debtors.

# Executive Summary (continued)

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



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	23,848	0	0	4,688	28,536
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	119	86	105	355	665
Other Debtors	11,472	52	49	700	12,273
<b>Total Trade and Other Receivables</b>	<b>35,439</b>	<b>138</b>	<b>154</b>	<b>5,795</b>	<b>41,526</b>

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies. The due date for rates being paid in full was 15 February 2020, while the final instalment due date is 31 May 2020.

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.

Trade and Other Payables are \$9.014M as at 31 March 2020, which is \$0.728 unfavourable to the Adopted Budget. Trade and Other Payables has decreased from \$14.131M as at 30 June 2019.

The working capital ratio of 3.13 compares favourably to the Adopted Budget working capital ratio of 2.91. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to remain healthy at 2.39 at year end. This is greater than the Adopted Budget working capital ratio of 1.56 as a result of the carry forward of capital and operational expenditure from 2018-19, and the anticipated carry forward of capital works expenditure from 2019-20 into 2020-21.

### 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	52,695	30,996	(21,699)	48,306	69,665	21,359
Other Financial Assets	0	14,300	14,300	0	4,300	4,300
<b>Total Funds Invested</b>	<b>52,695</b>	<b>45,296</b>	<b>(7,399)</b>	<b>48,306</b>	<b>73,965</b>	<b>25,659</b>
<b>Earnings on Investments</b>	<b>964</b>	<b>365</b>	<b>(599)</b>	<b>1,285</b>	<b>517</b>	<b>(768)</b>

There was \$45.296M invested with various financial institutions as at 31 March 2020 – this includes Cash and Cash Equivalents (\$30.996M) and Other Financial Assets (\$14.300M). These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$35.846M as at 31 March 2020.

The earnings on investments for the period ended 31 March 2020 was \$0.365M and is \$0.599M unfavourable to the YTD Adopted Budget as a result of lower interest rates and current holdings of Cash and Cash Equivalents and Other Financial Assets.



## Comprehensive Income Statement

for year to date ended 31 March 2020

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Income</b>								
Rates and Charges		117,080	117,438	359	0.31%	117,231	117,569	338
Statutory Fees and Fines		2,400	2,250	(150)	(6.26%)	3,177	3,622	445
User Fees		13,894	13,814	(80)	(0.57%)	16,912	16,494	(418)
Grants - Operating		17,046	15,427	(1,620)	(9.50%)	22,465	24,124	1,659
Grants - Capital		1,782	2,230	448	25.13%	1,960	4,731	2,771
Contributions - Monetary		6,614	6,189	(425)	(6.42%)	8,420	8,934	514
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		1,602	1,690	88	5.51%	2,127	2,184	57
<b>Total Income</b>		<b>160,418</b>	<b>159,038</b>	<b>(1,379)</b>	<b>(0.86%)</b>	<b>174,292</b>	<b>179,658</b>	<b>5,366</b>
<b>Expenses</b>								
Employee Costs		52,865	54,116	(1,251)	(2.37%)	70,861	72,564	(1,703)
Materials and Services		38,872	38,214	658	1.69%	63,941	68,022	(4,081)
Depreciation		17,427	17,321	106	0.61%	23,236	23,223	13
Amortisation - Intangible Assets		794	618	176	22.17%	1,059	892	167
Amortisation - Right of Use Assets		0	86	(86)	(100.00%)	0	870	(870)
Contributions and Donations	1	4,490	5,426	(937)	(20.87%)	5,620	5,975	(355)
Borrowing Costs	2	1,713	0	1,713	100.00%	2,284	0	2,284
Finance Costs - Leases		0	8	(8)	(100.00%)	0	40	(40)
Bad and Doubtful Debts		44	262	(218)	(495.54%)	66	66	0
Other Expenses		1,215	1,022	193	15.91%	1,729	619	1,110
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	3	1,393	(129)	1,522	109.26%	1,858	(5,742)	7,600
<b>Total Expenses</b>		<b>118,813</b>	<b>116,944</b>	<b>1,869</b>	<b>1.57%</b>	<b>170,654</b>	<b>166,529</b>	<b>4,125</b>
<b>Surplus (Deficit)</b>		<b>41,605</b>	<b>42,094</b>	<b>489</b>	<b>1.18%</b>	<b>3,638</b>	<b>13,129</b>	<b>9,491</b>
<b>Total Comprehensive Income for the Year</b>		<b>41,605</b>	<b>42,094</b>	<b>489</b>	<b>1.18%</b>	<b>3,638</b>	<b>13,129</b>	<b>9,491</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- 🟢 0% or greater.
- 🟡 Less than 0% and greater than negative 10%.
- 🔴 Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

### Notes:

1	<b>Timing Variance:</b> - \$0.937M unfavourable variance in Contributions and Donations due to the final quarter contribution of \$1.049M to Eastern Regional Libraries Corporation being paid in March 2020 (it was budgeted for payment in April 2020)
2	<b>Timing Variance:</b> - \$1.713M favourable variance in Borrowing Costs as budgeted loans have not been taken up at March 2020
3	<b>Timing Variance:</b> - \$1.522M favourable variance in Net (Gain) Loss on Disposal of Property due to the timing of asset sales

The 2019-20 Forecast includes \$4.297M in carry forward expenditure from 2018-19 into 2019-20 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 2020



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Rates</b>								
Rates and Valuation		(103,547)	(103,872)	325	0.31%	(103,596)	(104,000)	404
<b>Net (Income) / Expense - Rates</b>		<b>(103,547)</b>	<b>(103,872)</b>	<b>325</b>	<b>0.31%</b>	<b>(103,596)</b>	<b>(104,000)</b>	<b>404</b>
<b>CEO and Council</b>								
Chief Executive Officer		448	419	29	6.44%	598	598	0
Councillors		539	544	(5)	(0.98%)	718	718	0
Strategy, People & Culture	1	3,992	4,362	(369)	(9.25%)	5,056	6,154	(1,098)
<b>Net (Income) / Expense - CEO and Council</b>		<b>4,979</b>	<b>5,325</b>	<b>(346)</b>	<b>(6.94%)</b>	<b>6,372</b>	<b>7,470</b>	<b>(1,098)</b>
<b>City Development</b>								
Directorate City Development		376	370	6	1.60%	500	500	0
City Planning & Building	2	(3,638)	(2,102)	(1,536)	(42.23%)	(4,860)	(3,834)	(1,027)
City Safety and Health	3	2,042	1,911	132	6.45%	2,771	2,062	709
City Futures	4	2,662	2,522	140	5.27%	3,602	3,537	66
<b>Net (Income) / Expense - City Development</b>		<b>1,442</b>	<b>2,701</b>	<b>(1,258)</b>	<b>(87.23%)</b>	<b>2,013</b>	<b>2,264</b>	<b>(252)</b>
<b>Knox Central</b>								
Knox Central	5	737	486	251	34.08%	982	1,135	(153)
<b>Net (Income) / Expense - Knox Central</b>		<b>737</b>	<b>486</b>	<b>251</b>	<b>34.08%</b>	<b>982</b>	<b>1,135</b>	<b>(153)</b>
<b>Community Services</b>								
Directorate Community Services		200	187	13	6.46%	263	263	0
Community Wellbeing	6	6,924	7,599	(675)	(9.75%)	8,910	8,903	7
Family and Children's Services	7	2,931	4,204	(1,273)	(43.43%)	4,703	5,310	(606)
Active Ageing and Disability Services	8	1,801	1,575	225	12.51%	2,343	2,280	63
Youth, Leisure and Cultural Services	9	2,830	2,640	190	6.70%	3,413	4,316	(903)
<b>Net (Income) / Expense - Community Services</b>		<b>14,685</b>	<b>16,205</b>	<b>(1,520)</b>	<b>(10.35%)</b>	<b>19,633</b>	<b>21,072</b>	<b>(1,439)</b>
<b>Corporate Development</b>								
Directorate Corporate Services		326	341	(15)	(4.62%)	434	439	(6)
Business & Financial Services	10	(1,141)	662	(1,803)	(158.05%)	(1,252)	(2,975)	1,723
Governance		1,765	1,805	(40)	(2.29%)	2,351	2,236	115
Information Technology	11	5,287	4,986	301	5.69%	6,708	6,106	601
Transformation	12	2,206	1,666	540	24.47%	2,934	2,453	481
Communications	13	1,486	1,196	290	19.51%	1,978	1,875	103
<b>Net (Income) / Expense - Corporate Development</b>		<b>9,930</b>	<b>10,657</b>	<b>(728)</b>	<b>(7.33%)</b>	<b>13,153</b>	<b>10,134</b>	<b>3,018</b>
<b>Engineering and Infrastructure</b>								
Directorate Engineering and Infrastructure	14	518	412	106	20.45%	688	680	8
Sustainable Infrastructure	15	(3,017)	(4,138)	1,121	37.14%	2,277	2,439	(162)
Community Infrastructure		4,614	4,779	(165)	(3.57%)	6,503	7,535	(1,032)
Operations		11,416	11,556	(140)	(1.23%)	15,045	16,431	(1,385)
<b>Net (Income) / Expense - Engineering and Infrastructure</b>		<b>13,532</b>	<b>12,610</b>	<b>922</b>	<b>6.81%</b>	<b>24,513</b>	<b>27,084</b>	<b>(2,571)</b>

## Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

### Notes:

1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$165K unfavourable variance for insurance costs, including an unfavourable variance of \$127K for public liability and professional indemnity insurance</li> <li>- This is offset by a favourable variance of \$168K for insurance proceeds</li> <li>- \$258K unfavourable variance in legal fees</li> <li>- \$488K unfavourable variance in employee costs and oncosts</li> <li>- \$35K favourable variance for diversity and inclusion grant received</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$269K favourable variance in contracts</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$898K unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality</li> <li>- \$284K unfavourable variance in Statutory Planning Application Fee, this is reflective of development activities</li> <li>- \$160K unfavourable variance in employee costs and oncosts</li> </ul>
3	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$220K unfavourable variance in legal fees for final payment for the Isbester High Court settlement</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$418K favourable variance in Infringements Court income received, partially offset by a \$212K unfavourable variance in the bad debt provision</li> <li>- \$126K favourable variance in traffic enforcement fines; the increased parking enforcement fines being issued and paid in 2019-20 is due to the impact of an additional parking officer employed to June 2019</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$152K favourable variance in employee costs and oncosts throughout the department due to staff vacancies</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$124K favourable variance in employee costs due to staff vacancies</li> <li>- \$136K favourable variance in Contractors &amp; Services costs due to the timing of the program's activities</li> </ul>
6	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.049M unfavourable variance in the library contribution due to the final quarter contribution to Eastern Regional Libraries Corporation being paid in March 2020 (it was budgeted for payment in April 2020); partially offset by favourable variance of \$0.312M for library leases and rentals</li> </ul>
7	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$87K unfavourable variance in cleaning for the Integrated Early Years Hubs due to longer than expected ad hoc gastro cleans at both Hubs</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$353K unfavourable variance in Government grant and subsidy income due to the delay in receipt of the teacher supplement and lower than anticipated preschool grant</li> <li>- \$628K unfavourable variance in Fees for Integrated Early Years Hubs, partially offset by a favourable variance of \$400K in Government grants and childcare subsidy; this is reflective of service utilisation</li> <li>- \$380K unfavourable variance in employee costs and oncosts for the Integrated Early Years Hubs in part due to ratio requirements and the increased cost of relief and agency staff due to unplanned leave</li> <li>- \$191K unfavourable variance in employee costs for Preschools in part due to ratio requirements and the increased cost of relief and agency staff due to unplanned leave</li> <li>- \$148K favourable variance in Integrated Early Years Hubs Operations activities program, materials, consumables and capital items</li> </ul>
8	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$90K favourable variance in Active Communities DHHS grant funding</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$48K favourable variance in Active Communities contracts due to the timing of receipt of incoming invoices</li> </ul>

## Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2020



Notes (continued):	
9	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$121K favourable variance in Knox Leisureworks external contract income due to the receipt of income relating to the 2019 financial year</li> </ul>
10	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2,555K unfavourable variance in Grants Commission Funds, mainly due to 50% of the 2019-20 Victoria Grants Commission funding being received in June 2019 (there will be a \$852K variance per quarter for the year due to the early payment)</li> <li>- \$1,713K favourable variance in interest expense due to the delay in budgeted borrowings</li> <li>- \$599K unfavourable variance in interest income, impacted by lower interest rates and lower cash holdings due to the delay in borrowings</li> <li>- \$135K unfavourable variance in oncost distribution, offset by oncosts distributed throughout the organisation</li> </ul>
11	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$311K favourable variance in software maintenance, upgrades, licensing and extensions</li> </ul>
12	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$398K favourable variance in employee costs due to vacancies within Business Transformation and Customer Service</li> <li>- \$267K favourable variance in Business Transformation contract costs due to timing of expenditure, partially offset by an unfavourable variance of \$150K in the recognition of LEAN savings</li> </ul>
13	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$106K favourable variance due to movement of Community Engagement role to the Strategy team</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$63K favourable variance in marketing costs due to the timing of incoming invoices</li> </ul>
14	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$89K favourable variance for the capital works fee recovery in the Major Initiatives Unit for the Operations Centre relocation and the Henderson Road Bridge project</li> </ul>
15	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$380K favourable variance in grants received for Recycling Rebate for Councils Program from State Government</li> <li>- \$181K favourable variance in recyclable materials sales due to a one-off invoice to SKM Recycling for additional costs of temporary provider for recycling service</li> <li>- \$160K favourable variance in green bin charges reflective of green bins' uptake</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$159K favourable variance in street lighting due to seasonal usage and the timing of incoming invoices</li> <li>- \$103K favourable variance in asset management survey/conditions ratings and consultants due to the timing of activities</li> <li>- \$65K favourable variance in traffic management contract costs due to the timing of activities</li> </ul>

## Statement of Capital Works

for year to date ended 31 March 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>								
<b>Property</b>								
Land	1	4,000	0	4,000	100.00%	8,000	0	8,000
Buildings		14,549	15,892	(1,343)	(9.23%)	37,280	32,335	4,945
<b>Total Property</b>		<b>18,549</b>	<b>15,892</b>	<b>(2,657)</b>	<b>(14.32%)</b>	<b>45,280</b>	<b>32,335</b>	<b>12,945</b>
<b>Plant and Equipment</b>								
Artworks		0	75	(75)	(100.00%)	52	222	(169)
Plant, Machinery and Equipment	2	2,027	1,365	662	32.65%	2,463	2,463	0
Fixtures, Fittings and Furniture		300	0	300	100.00%	664	0	664
Computers and Telecommunications		1,894	2,132	(239)	(12.60%)	5,463	5,811	(348)
<b>Total Plant and Equipment</b>		<b>4,221</b>	<b>3,573</b>	<b>(648)</b>	<b>(15.36%)</b>	<b>8,642</b>	<b>8,496</b>	<b>147</b>
<b>Infrastructure</b>								
Roads (including Kerb and Channel)	3	6,707	7,846	(1,139)	(16.97%)	9,305	9,183	122
Drainage		2,032	2,097	(66)	(3.23%)	3,456	4,024	(569)
Bridges		3,269	2,813	456	13.94%	6,140	4,530	1,610
Footpaths and Cycleways	4	2,788	2,265	523	18.75%	5,247	5,042	205
Off Street Car Parks		400	424	(24)	(6.00%)	678	778	(100)
Recreation, Leisure, Parks and Playgrounds		9,406	8,584	821	8.73%	15,339	16,803	(1,464)
Other Infrastructure		430	276	154	35.80%	612	704	(92)
<b>Total Infrastructure</b>		<b>25,032</b>	<b>24,306</b>	<b>(726)</b>	<b>(2.90%)</b>	<b>40,776</b>	<b>41,065</b>	<b>(289)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>47,802</b>	<b>43,771</b>	<b>4,031</b>	<b>8.43%</b>	<b>94,698</b>	<b>81,895</b>	<b>12,803</b>
<b>Represented by:</b>								
Extension / Expansion		588	168	420	71.43%	1,062	1,528	(465)
Legal Requirements		0	67	(67)	(100.00%)	0	0	0
New		13,871	14,875	(1,004)	(7.24%)	32,928	24,396	8,532
Renewal		19,653	19,654	(1)	0.00%	32,712	35,460	(2,748)
Upgrade		13,690	9,008	4,683	34.20%	27,996	20,512	7,484
<b>Total Expenditure - Capital Works Program</b>		<b>47,802</b>	<b>43,771</b>	<b>4,031</b>	<b>8.43%</b>	<b>94,698</b>	<b>81,895</b>	<b>12,803</b>
<b>Funding Source for Capital Works Program</b>								
<b>External Funding</b>								
Contributions - Monetary - Capital	5	1,195	1,738	543	45.43%	1,195	2,782	1,587
Grants - Capital	6	1,782	2,367	585	32.83%	1,960	4,718	2,758
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	31,285	40,906	9,621
Other Income - Capital		0	0	0	0.00%	0	0	0
<b>Total External Funding</b>		<b>2,977</b>	<b>4,105</b>	<b>1,128</b>	<b>37.89%</b>	<b>34,440</b>	<b>48,406</b>	<b>13,966</b>
<b>Internal Funding</b>								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	7	3,827	466	(3,361)	(87.82%)	5,102	12,702	7,600
Reserves	8	9,788	7,871	(1,916)	(19.58%)	21,705	13,352	(8,352)
Rate Funding		31,210	31,328	118	0.38%	33,452	7,435	(26,016)
<b>Total Internal Funding</b>		<b>44,825</b>	<b>39,666</b>	<b>(5,159)</b>	<b>(11.51%)</b>	<b>60,258</b>	<b>33,490</b>	<b>(26,769)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>47,802</b>	<b>43,771</b>	<b>(4,031)</b>	<b>(8.43%)</b>	<b>94,698</b>	<b>81,895</b>	<b>(12,803)</b>
Carry forward expenditure from 2018-19							44,556	
Carry forward expenditure to 2020-21							(30,858)	
<b>Movement in carry forward expenditure</b>							<b>13,698</b>	

## Statement of Capital Works

for year to date ended 31 March 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- 🟡 Less than 0% and greater than negative 10%.
- ✖ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

### Notes:

1	<b>Timing Variance:</b> - Favourable variance of \$4.000M relating to timing of Knox Central acquisitions
2	<b>Timing Variance:</b> - Favourable variance of \$0.662M relating to timing of activities for plant purchases
3	<b>Timing Variance:</b> - Unfavourable variance for Road Surface Renewal Program (\$1.248M), reflective of work in progress - Unfavourable variance due to timing of activities for Selman Avenue, FTG (\$0.226M); and Forest Road from Stockton to Dorian (\$0.224M) - Favourable variance due to timing of activities for Intersection Treatments at Renou Road, Wantirna South (\$0.197M); and Stage 2 of the LATM installation at Kathryn Road, Knoxfield (\$0.103M)
4	<b>Timing Variance:</b> - Unfavourable variance for Footpath Renewal Program (\$0.483M), reflective of work in progress - Favourable variance due to timing of activities for Bicycle/Shared Path Renewal Program (\$0.444M); and Upper Ferntree Gully Neighbourhood Activity Centre (\$0.388M)
5	<b>Permanent Variance:</b> - Favourable variance of \$0.357M for contribution towards Seebeck Reserve Multipurpose Community Workshop - Favourable variance of \$0.128M for contribution towards Harcrest Estate Lake and Wetland Ringwall - Favourable variance of \$0.100M for donation towards refurbishment works at Batterham Reserve
6	<b>Timing Variance:</b> - \$0.357M favourable variance for capital grants received in 2019-20 after being carried forward from 2018-19 - Favourable variance for unbudgeted capital grants received towards the Modular Building Program (\$0.405M); the Ferntree Gully Bowls Club New Floodlighting (\$0.130M); Koolunga Reserve Wetlands, Ferntree Gully (\$0.075M); and Wally Tew Reserve Floodlighting (\$0.070M) - Partially offset by a \$0.573M unfavourable variance in the Victoria Grants Commission roads funding due to 50% of the funding being received in June 2019
7	<b>Timing Variance:</b> - \$2.280M unfavourable variance mainly due to the timing of asset sales
8	<b>Timing Variance:</b> - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that \$7.435M will be generated from operations to fund the 2019-20 capital works program (inclusive of projects carried forward into 2019-20)

The 2019-20 Forecast includes \$44.556M in carry forward expenditure from 2018-19 into 2019-20 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 2020, a total of \$30.858M of approved capital works projects for 2019-20 have been identified as being required to be carried forward into 2020-21.

# Balance Sheet

as at 31 March 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Current Assets</b>								
Cash and Cash Equivalents	1	52,695	30,996	(21,699)	(41.18%)	48,306	69,665	21,359
Other Financial Assets	2	0	14,300	14,300	100.00%	0	4,300	4,300
Trade and Other Receivables		38,557	41,526	2,968	7.70%	14,089	13,646	(443)
Other Current Assets	3	1,636	135	(1,501)	(91.72%)	1,636	1,133	(503)
Non-Current Assets classified as Held for Sale	4	0	1,194	1,194	100.00%	0	0	0
Inventories		7	7	(0)	(3.64%)	7	9	2
<b>Total Current Assets</b>		<b>92,896</b>	<b>88,159</b>	<b>(4,737)</b>	<b>(5.10%)</b>	<b>64,038</b>	<b>88,753</b>	<b>24,715</b>
<b>Non-Current Assets</b>								
Investment in Associates		4,422	4,604	182	4.11%	4,422	4,604	182
Property, Infrastructure, Plant and Equipment		2,045,597	2,026,989	(18,608)	(0.91%)	2,075,443	2,084,272	8,829
Right-of-use Assets		0	435	435	100.00%	0	2,270	2,270
Intangible Assets	5	1,442	317	(1,125)	(78.05%)	1,442	934	(508)
<b>Total Non-Current Assets</b>		<b>2,051,461</b>	<b>2,032,344</b>	<b>(19,117)</b>	<b>(0.93%)</b>	<b>2,081,307</b>	<b>2,092,080</b>	<b>10,773</b>
<b>Total Assets</b>		<b>2,144,357</b>	<b>2,120,503</b>	<b>(23,854)</b>	<b>(1.11%)</b>	<b>2,145,345</b>	<b>2,180,833</b>	<b>35,488</b>
<b>Current Liabilities</b>								
Trade and Other Payables		8,286	9,014	(728)	(8.79%)	15,283	14,314	969
Trust Funds and Deposits	6	3,832	2,514	1,318	34.39%	3,832	2,076	1,756
Provisions - Employee Costs		14,622	15,682	(1,059)	(7.24%)	15,944	15,714	230
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		532	544	(12)	(2.31%)	532	544	(12)
Interest-Bearing Loans and Borrowings	7	4,506	0	4,506	100.00%	5,336	3,563	1,773
Lease Liabilities		0	446	(446)	(100.00%)	0	910	(910)
Other Provisions		143	0	143	100.00%	143	0	143
<b>Total Current Liabilities</b>		<b>31,921</b>	<b>28,201</b>	<b>3,720</b>	<b>11.65%</b>	<b>41,070</b>	<b>37,121</b>	<b>3,949</b>
<b>Non-Current Liabilities</b>								
Provisions - Employee Costs		807	801	6	0.80%	807	818	(11)
Interest-Bearing Loans and Borrowings	8	16,550	0	16,550	100.00%	45,298	37,343	7,955
Provision - Landfill Rehabilitation	9	3,963	5,113	(1,150)	(29.01%)	3,963	5,113	(1,150)
Lease Liabilities		0	0	0	0.00%	0	1,479	(1,479)
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Non-Current Liabilities</b>		<b>21,320</b>	<b>5,913</b>	<b>15,407</b>	<b>72.26%</b>	<b>50,068</b>	<b>44,753</b>	<b>5,315</b>
<b>Total Liabilities</b>		<b>53,241</b>	<b>34,114</b>	<b>19,127</b>	<b>35.93%</b>	<b>91,138</b>	<b>81,874</b>	<b>9,264</b>
<b>Net Assets</b>		<b>2,091,115</b>	<b>2,086,389</b>	<b>(4,727)</b>	<b>(0.23%)</b>	<b>2,054,207</b>	<b>2,098,959</b>	<b>44,752</b>
<b>Equity</b>								
Accumulated Surplus		724,992	689,974	(35,019)	(4.83%)	698,282	707,400	9,118
Asset Revaluation Reserve		1,335,985	1,360,569	24,584	1.84%	1,335,985	1,360,570	24,585
Other Reserves		30,138	35,846	5,708	18.94%	19,940	30,989	11,049
<b>Total Equity</b>		<b>2,091,115</b>	<b>2,086,389</b>	<b>(4,727)</b>	<b>(0.23%)</b>	<b>2,054,207</b>	<b>2,098,959</b>	<b>44,752</b>

## Balance Sheet

as at 31 March 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:	
✔	0% or greater.
⚠	Less than 0% and greater than negative 10%.
✘	Negative 10% or less.
Notes have been provided for items with the following variances:	
1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.	
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.	
<b>Notes:</b>	
1	<b>Timing Variance:</b> - \$7.339M unfavourable variance in the cash and cash equivalents balance (including other financial assets) is mainly due to forecast borrowings of \$21.056M in 2018-19 being deferred to the 2019-20 financial year, and have yet to be taken up
2	<b>Timing Variance:</b> - Other financial assets are term deposits currently held with an original maturity date of more than 90 days
3	<b>Timing Variance:</b> - Prepayments are taken up at financial year end
4	<b>Timing Variance:</b> - \$1.194M favourable variance for land and buildings that have been agreed to sell
5	<b>Timing Variance:</b> - Intangible Assets incorporates Corporate Software; Corporate Software purchased during this financial year will be capitalised at the end of June 2020
6	<b>Timing Variance:</b> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - Trust Deposits includes \$1.036M collected for the fire services levy; this is payable to the State Revenue Office by the 28th June 2020
7	<b>Timing Variance:</b> - The \$21.056M forecast borrowings for the 2018-19 financial year have been deferred to the 2019-20 financial year, and have yet to be taken up
8	<b>Timing Variance:</b> - The \$21.056M forecast borrowings for the 2018-19 financial year have been deferred to the 2019-20 financial year, and have yet to be taken up
9	<b>Timing Variance:</b> - Provision for Landfill Rehabilitation reflects net present value of estimated future rehabilitation costs as at 30 June 2019

## Cash Flow Statement

for year to date ended 31 March 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	
<b>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		94,685	95,644	959	1.01%	116,857	117,326	469
Statutory Fees and Fines		2,400	2,250	(150)	(6.26%)	3,177	4,794	1,617
User Fees		12,618	13,582	964	7.64%	16,860	19,230	2,370
Grants - Operating		16,051	14,458	(1,593)	(9.92%)	22,448	24,124	1,676
Grants - Capital		1,658	2,109	451	27.22%	1,958	4,731	2,773
Contributions - Monetary		6,490	6,068	(421)	(6.49%)	8,418	8,934	516
Interest Received	1	964	365	(599)	(62.11%)	1,285	517	(768)
Other Receipts	2	638	1,325	687	107.61%	842	1,667	825
Net Movement in Trust Deposits	3	75	926	851	1,134.86%	75	41	(34)
Employee Costs		(53,817)	(53,802)	15	0.03%	(70,492)	(72,200)	(1,708)
Materials and Services		(44,275)	(43,094)	1,181	2.67%	(63,768)	(69,288)	(5,520)
Contributions and Donations	4	(5,829)	(6,449)	(620)	(10.64%)	(5,560)	(5,975)	(415)
Short-term, Low Value an Variable Lease Payments		0	(3)	(3)	(100.00%)	0	(7)	(7)
Other Payments		(1,215)	(907)	309	25.39%	(1,729)	(612)	1,117
<b>Net Cash Provided by / (Used in) Operating Activities</b>		<b>30,441</b>	<b>32,472</b>	<b>2,031</b>	<b>6.67%</b>	<b>30,371</b>	<b>33,282</b>	<b>2,911</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment		(47,802)	(43,771)	4,031	8.43%	(82,403)	(69,574)	12,829
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	5	3,827	469	(3,357)	(87.73%)	5,102	13,896	8,794
Payments for investments	6	0	(14,300)	(14,300)	(100.00%)	0	(4,300)	(4,300)
Proceeds from sale of investments	7	40,600	23,100	(17,500)	(43.10%)	40,600	23,100	(17,500)
<b>Net Cash Used in Investing Activities</b>		<b>(3,375)</b>	<b>(34,501)</b>	<b>(31,126)</b>	<b>(922.20%)</b>	<b>(36,701)</b>	<b>(36,878)</b>	<b>(177)</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings		0	0	0	0.00%	31,285	40,906	9,621
Repayment of Borrowings		0	0	0	0.00%	(1,707)	0	1,707
Finance costs	8	(1,713)	0	(1,713)	(100.00%)	(2,284)	0	2,284
Interest Paid - Lease Liability		0	(8)	8	100.00%	0	(40)	(40)
Repayment of Lease Liabilities		0	(112)	112	100.00%	0	(751)	(751)
<b>Net Cash Provided by / (Used in) Financing Activities</b>		<b>(1,713)</b>	<b>(120)</b>	<b>(1,594)</b>	<b>(93.02%)</b>	<b>27,294</b>	<b>40,115</b>	<b>12,821</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>25,352</b>	<b>(2,149)</b>	<b>27,501</b>	<b>108.48%</b>	<b>20,963</b>	<b>36,519</b>	<b>15,556</b>
Cash and Cash Equivalents at the Beginning of the Financial Year		27,343	33,146	5,803	21.22%	27,343	33,146	5,803
<b>Cash at the End of the Year</b>		<b>52,695</b>	<b>30,996</b>	<b>(21,699)</b>	<b>(41.18%)</b>	<b>48,306</b>	<b>69,665</b>	<b>21,359</b>



## Cash Flow Statement

for year to date ended 31 March 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

### Notes:

1	<b>Permanent Variance:</b> - \$599K unfavourable variance in interest income, impacted by lower interest rates and lower cash holdings due to the delay in borrowings
2	<b>Permanent Variance:</b> - \$213K favourable variance in WorkCover salaries recouped across Council - \$181K favourable variance in Recyclable Materials Sales due to a one-off invoice to SKM Recycling for additional costs of temporary provider for recycling service - \$177K favourable variance for insurance proceeds across Council
3	<b>Timing Variance:</b> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - Trust Deposits includes \$1.036M collected for the fire services levy; this is payable to the State Revenue Office by the 28th June 2020
4	<b>Timing Variance:</b> - \$0.620M unfavourable variance in Contributions and Donations due to the final quarter contribution to Eastern Regional Libraries Corporation being paid in March 2020 (it was budgeted for payment in April 2020)
5	<b>Timing Variance:</b> - \$3.357M unfavourable variance mainly due to the timing of asset sales
6	<b>Timing Variance:</b> - Payments for investments are term deposits with a maturity of greater than 90 days that have been invested during the 2019-20 financial year and have yet to mature
7	<b>Timing Variance:</b> - Proceeds from the sale of investments are term deposits held at 30 June 2019 with a maturity of greater than 90 days that have matured during the 2019-20 financial year
8	<b>Timing Variance:</b> - The \$21.056M forecast borrowings for the 2018-19 financial year have been deferred to the 2019-20 financial year, and have yet to be taken up



## Financial Performance Indicators

as at 31 March 2020

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes	
		Expected Bands	Adopted Budget	Forecast		
<p><i>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</i></p> <p><b>Adjusted Underlying Result</b></p> <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.</p>						
	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	0.12%	3.11%	✓	1
<p><i>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</i></p> <p><b>Working Capital</b></p> <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.</p>						
	[Current Assets / Current Liabilities] x 100	100% - 400%	155.92%	239.09%	✓	2
<p><b>Unrestricted Cash</b></p> <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.</p>						
	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	79.62%	160.18%	✓	3
<p><i>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</i></p> <p><b>Loans and Borrowings</b></p> <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.</p>						
	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	43.19%	34.79%	✓	4
<p><b>Debt Commitments</b></p> <p>Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.</p>						
	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	3.40%	0.00%	✓	5
<p><b>Indebtedness</b></p> <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</p>						
	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	35.90%	30.73%	✓	6

## Financial Performance Indicators

as at 31 March 2020



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	110.84%	129.55%	✓ 7
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>  <b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	68.61%	68.40%	! 8

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.  
 ! Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
 ✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

**Notes:**

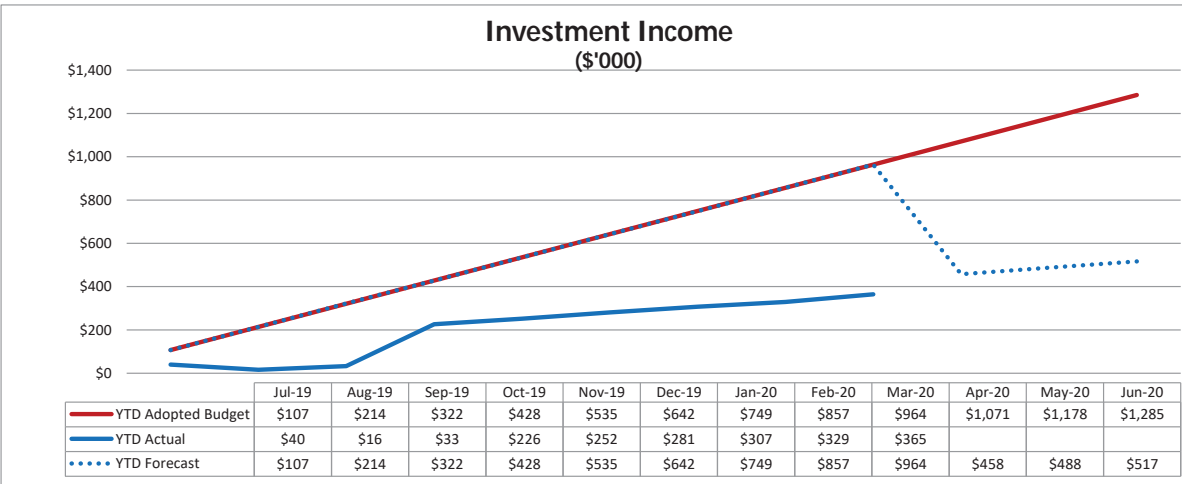
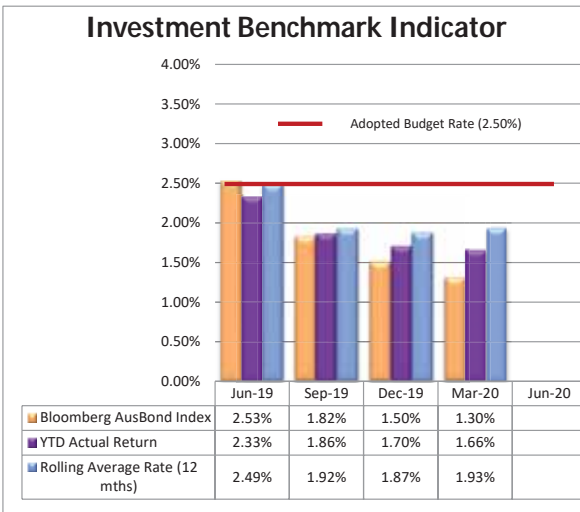
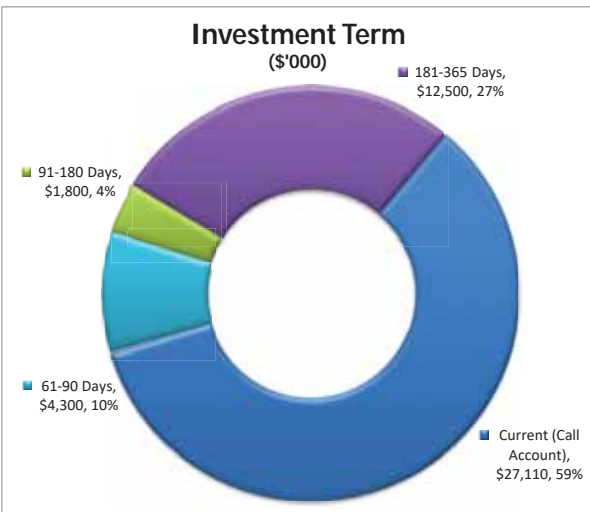
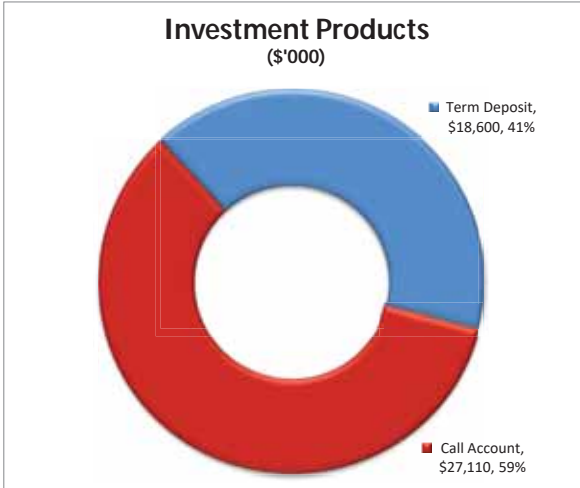
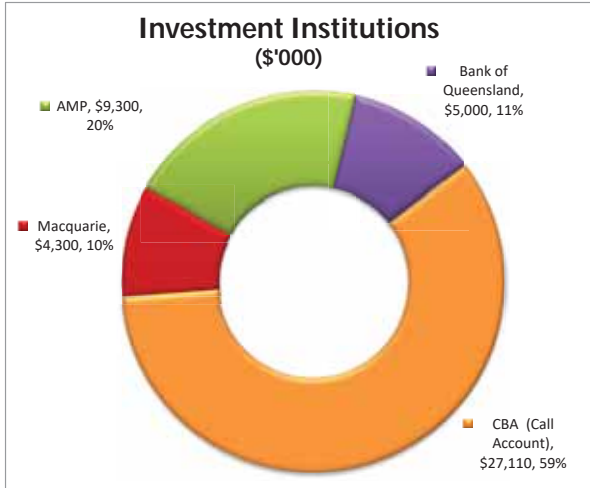
1	<b>Timing Variance:</b> - The adjusted underlying result ratio is within expected bands
2	<b>Timing Variance:</b> - The working capital ratio is within the expected bands
3	<b>Timing Variance:</b> - The unrestricted cash ratio is within expected bands
4	<b>No Variance:</b> - The loans and borrowings ratio is within expected bands
5	<b>No Variance:</b> - The debt commitments ratio is within expected bands
6	<b>Timing Variance:</b> - The indebtedness ratio is within expected bands
7	<b>Timing Variance:</b> - Forecast asset renewal is within the expected band - The anticipated increase in the ratio is due to the carry forward of capital works from 2018-19 in to 2019-20
8	<b>No Variance:</b> - The rates concentration ratio is within the expected bands



# Investment Analysis

as at 31 March 2020

A total amount of \$45.710 million in funds were invested with various financial institutions as at 31 March 2020



## 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 Knox Transfer Station - Operations, Fire Mitigation and Lease Arrangements

**SUMMARY:** Acting Coordinator - Waste Management, Marissa France

This report responds to a call up item requesting information in relation to recent fire events at the Knox Transfer Station (KTS) facility, located at 251 George St, Wantirna.

This report sets out a summary of fire events, details the extensive measures that have been put in place by the operator of the facility, discusses the importance of the site on a local and state scale and discusses relevant lease and contract arrangements.

It also recommends to extend the lease agreement for the rear and car parking portion of the site which is due to expire on 30 September 2020, with 1 X 2 year extension option available.

#### RECOMMENDATION

That Council:

1. Recognise the work that Knox Transfer Station (KTS) Recycling has undertaken to ensure the safety of the site for the community of Knox, through infrastructure upgrades and research into fire mitigation;
2. Recognise that the site is an important facility for residents of, and businesses servicing Knox City Council; the site is of regional and statewide significance and contributes to the recycling and resource recovery performance of our region;
3. Endorse the approach of Council officers working with KTS Recycling to promote the importance of the facility for the region, share with the community their work in fire mitigation and research, and highlight the impacts of batteries within waste streams;
4. Advocate to resource recovery stakeholders such as Metropolitan Waste and Resource Recovery Group, Sustainability Victoria and DELWP about the reliance on a limited number of mattress recyclers within Victoria and support for the industry;
5. Extend the current lease agreement for the rear and carparking portion of the site for a two year period, from 1 October 2020 to 30 September 2022; and
6. Delegate authority to the Chief Executive Officer to negotiate and execute documents related to the lease, including the addition of new lease conditions.

#### 1. INTRODUCTION

At its Ordinary Meeting of Council on 25 November 2019, Council resolved through a Call up item relating to the Knox Transfer Station that Councillors be briefed on:

- the detailed history of fires at the Knox Transfer Station;
- what on site measures are in place to manage the risk of fires occurring at the Knox Transfer Station;
- reports received on previous fires at the Knox Transfer Station from authorities such as the CFA and EPA; and

- the relevant contractual lease conditions that apply in the operation of the Knox Transfer Station.

In April 2020, Councillors were briefed about the operation of the Knox Transfer Station.

This report responds to the request at the November 2019 Council meeting, discusses the operational context of the site, and recommends extension of the current lease arrangements for the to the operator KTS Recycling from 1 October 2020 – 30 September 2022.

## 2. DISCUSSION

### Background

Knox Transfer Station is a significant waste management site for the Region and State, operated by KTS Recycling, under a lease agreement with Council. It is located off High Street Road to the west of Eastlink. To the north of the site is an independently operated transfer station Garden State Mulching Services Pty Ltd, and the State Basketball Centre, to the north-west a former landfill site and to the south-west the Boral Quarry site.

The transfer station is an important facility in terms of drop off for residents and local commercial businesses and as a hard waste receiving site for numerous Councils (including Knox). All material received at the site is sorted, recycled, and recovered where possible. The site processes a large portion of the States mattresses and until recently KTS Recycling were also performing resource recovery on site, producing PEF, a fuel source made from hard waste.

In January 2007, WM Waste Management Pty Ltd., trading as Knox Transfer Station Pty Ltd (KTS Recycling), commenced a fifteen year contract to manage and operate the Knox Transfer Station at 251 George St, Wantirna South. This contract sees the operator managing the public interface component of the transfer station, until 4 February 2022, with the option of a five year extension.

After the initial contract commenced, a further portion of land at the rear of the transfer station was leased to KTS Recycling in 2011. The lease was awarded for the purposes of recycling, resource recovery and product re-use activities consistent with the operations of the transfer station. Attachment A shows a map of the relevant contracted area, in addition to the leased area.

The lease at the rear of the site was awarded for an initial term of five years, commencing on 1 October 2011. The lease was further extended from 1 October 2016 - 30 September 2018, and October 2018 - 30 September 2020. A further two year extension, from 1 October 2020 to 30 September 2022 is due for consideration.

### Operational Services Supported

The Knox Transfer Station is a site of regional and statewide significance in terms of Waste and Recycling Infrastructure, and processing capacity. An overview of the site, including the operations can be found on Youtube at [KTS Recycling Presents: Knox Transfer Station](#) and notes the following activities at the site:

- Waste drop off for residential and commercial customers, including some free materials.
- Operation of a second-hand shop.
- Receipt, recovery and processing of hard waste (including e-waste and mattresses) and bundled green waste, from Local Council collections through affiliated company WM Waste Management.

- Receipt of mattresses, tyres and other materials from transfer stations across Victoria.
- Operation of a skip bin service.
- Manufacture of Process Engineered Fuel (PEF) from received hard waste.

KTS Recycling were nominated for “Outstanding Facility Award” in the 2019 Waste and Resource Recovery (WARR) Awards.

KTS Recycling are one of the two largest processors of mattresses in the State. They provide an important avenue for diverting products contained within mattresses for recycling and other purposes, which would otherwise be sent to landfill. All of this processing, through mechanical measures, occurs at the rear portion of the KTS site. Mattresses are moved through quite quickly with minimal storage on site.

Across the State, there are a limited number of facilities able to process mattresses. The reliance on a small number of mattress recyclers is not beneficial to the sector, and there are opportunities to advocate to resource recovery stakeholders such as the Metropolitan Waste and Resource Recovery Group, Sustainability Victoria and Department of Environment, Land, Water and Planning (DELWP) to include this industry in its strategic planning, and provide more support to diversify the industry. As has been experienced recently across the waste and resource recovery sector as a whole, significant risk exists where there are only a limited number of processors of waste streams.

Infrastructure improvements at the site are the responsibility of KTS Recycling. Over the life of the contract and lease, they have implemented extensive on-site improvements, taking the site from a mainly undeveloped green field site to the site it is today. Infrastructure and equipment improvements include:

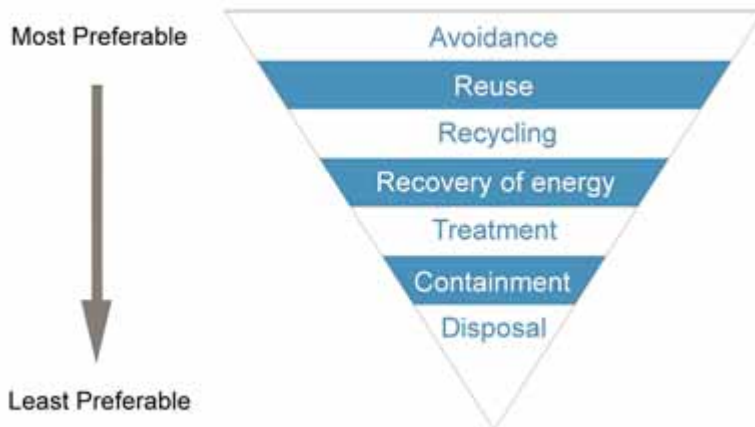
- Purchasing and installing two portable toilet blocks.
- Purchasing and installing concrete barriers to comply with EPA’s Stockpile Guidelines.
- Reconstructing staff carpark pedestrian access and improving fencing/gates.
- Replacing 2 roller doors and resurfacing the workshop floor.
- Increasing CCTV coverage, including additional upgraded cameras.
- Installing emergency alarms at weighbridge and workshop.
- Reshaping sections of the site’s bund wall and installing more shipping containers around the site’s boundary.
- Planting hundreds of shrubs and trees.
- Construction of buildings for use as a re-use shop, and for separating and storage of hard waste items, including de-gassing of fridges.
- Sealing 5,259 square metres of the site with concrete since October 2017.

### **Process Engineered Fuel (PEF)**

KTS Recycling identified a gap in the market, and resource recovery opportunity, to better use formerly unrecycled hard waste. They purchased and installed equipment, including civil works to allow the processing of Process Engineered Fuel (PEF) from residual hard waste, which would otherwise be sent to landfill. This PEF had been exported where it was used to heat cement kilns,



as a substitute for fossil fuels. This innovation aligns with the objectives of EPA Victoria's waste hierarchy.



Unfortunately, this innovation is currently on hold. KTS Recycling are currently unable to export the product, but are working with its international partner to have this product classified as a manufactured product (not waste) to facilitate movement of this material once more. They are also seeking opportunities to establish local demand for this PEF product.

### Fire events

As with all resource recovery facilities, there exists an inherent risk of fire. With each fire event that has occurred, a review has taken place by KTS Recycling, actively seeking, and then considering and responding to any feedback from any authorities, including the CFA and EPA. Through these reviews, KTS Recycling have implemented system and training improvements, site management functions and infrastructure upgrades. The work completed aims to continuously improve processes, reduce likelihood of ignition, limit the spread of any fire and improve fire management capability at the site.

Some of these learnings and improvements have also shaped practices across the sector in terms of how waste is moved and managed across sites.

Some of the fire mitigation improvements implemented include:

- Installation of two additional water tanks (approx. 50,000 litres each), designed for firefighting.
- Extended plumbed water lines on shredding equipment.
- Installation of a standardised hose, hydrant, water truck and fitting couplings.
- Purchasing a third firefighting water tanker.
- Having a full time "spotter" on site to monitor any potential ignitions during hours of shredding activity.
- Implementing recommendations from the May 2019 Essential Safety Measure annual inspection.
- Programming of mattress recycling inflows to manage mattresses on-site.

- Engaging a local fire mitigation consultant to conduct detailed investigations into potential ignition sources (via thermal imaging) in hard waste and mattress loading, storage and processing areas during various routine operational activities.

Lithium batteries within waste is becoming an issue across the sector as these batteries are high powered and can (although infrequently) ignite when crushed against other materials. This is an issue that will require ongoing management and monitoring, with opportunities existing for a broad communication plan for the community on these risks.

KTS Recycling are currently also exploring machine and stockpile fire suppression equipment (via automated cameras, thermal imaging and fire fighting equipment) with industry specialists. Investigations include a visit to America to see the machines working in a live environment.

The table below shows a summary of the history of fires at KTS, and information on the weather conditions in which they took place.

Date	Time	Temp.	Wind	Location & potential cause
01/01/2008	7:00pm	No data	No data	Mattress stockpile – Possible Arson
16/03/2008	2:30pm	No data	No data	Push pit – Unknown
26/01/2012	1:00pm	24	S-31KM/HR	Mattress area – Hot metal igniting in hopper of shredder. Overloaded hopper
22/10/2012	4:15pm	17°	SE-11KM/HR	Mattress area – Wheel loader operator cleaning up with a mattress then placing it back on the stockpile
04/02/2014	4:20pm	24°	SE-22KM/HR gusting to 52KM/HR	Mattress area – Hot metal igniting foam in hopper of shredder or a split hydraulic hose on excavator
13/04/2018	2:00pm	22°	N-22KM/HR gusting to 37KM/HR	Mattress area – Hot metal igniting foam in hopper of shredder or a split hydraulic hose on excavator
06/10/2018	4:30pm	22°	NNE-16KM/HR changed to S-8KM/HR	Mattress area – Contaminate or hot metal in foam stockpile
28/02/2019	9.39am	33°	N-40KM/HR	Mattress area – Foam igniting in stacker or in foam stockpile
21/11/2019	4:25pm	22°	SW-48KM/HR - 22KM/HR	Mattress area – Self-combustion, contaminate in mattress pile or handling procedure

### Lease arrangements

The current lease arrangements for the rear of the site are due to expire on the 30 September 2020. The period under consideration in this report is from 1 October 2020 until 30 September 2022.

It would be prudent to advise KTS Recycling as soon as possible regarding the lease extension, so they can continue to operationally plan their business. There would be a considerable local impact if the extension did not occur, which would require sufficient time to manage. Discontinuation of the leased portion of the site would result in significantly reduced capacity of mattress recycling

for the state, with large quantities of mattresses likely going to landfill. It would also impact the viability of the contracted portion of the site, which is currently operated together as one site.

For these reasons, and considering the professional management of the site and operations by KTS Recycling, this report recommends to extend the lease arrangements from 1 October 2020 to 30 September 2022. The ongoing lease can then be considered in conjunction with any contract extension considerations for the period from February 2022.

The lease conditions would be updated to include the requirements for KTS Recycling to lead, but work collaboratively with Council, on a communication program to share with the community the work they do, improvements and fire mitigation on site, and also an awareness campaign on the issues of batteries in waste. To build on the research and work they have already been doing, there would be the requirement to formalise risk based trigger levels for operation on higher fire risk days.

### **3. CONSULTATION**

As part of contract management duties, contract meetings with the operators of KTS occur monthly. Regular contact is maintained regarding any issues or concerns that may arise during the month outside of contract meetings.

KTS Recycling has engaged with EPA Victoria and CFA following fire events, and has sought feedback in relation to improvements that could be made to reduce the number and impact of any fires at the site. Council has also met with, and sought feedback from the EPA and CFA on the operation of the Knox Transfer Station.

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

The Knox Transfer Station is an important regional and State-wide site for Resource Recovery, particularly through their processing of mattresses, and processing of hard waste (including e-waste) through local Council hard waste collections (including Knox).

By undertaking these activities on the rear leased portion of the site, KTS Recycling divert material otherwise destined for landfill to alternate uses, or for recycling.

Although not currently operating, the PEF program has the potential to further reduce the volumes of hard waste material sent to landfill.

KTS Recycling have undertaken many infrastructure, process and training upgrades to reduce the risk from fire at the site, and make environmental improvements. They are also committed to continuous review of emerging fire mitigation options.

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

The rear portion of the site is leased to KTS Recycling for an annual fee. The contracted transfer station is operated at no cost to Council.

The operation of the contracted portion and leased portion of the transfer station are very much interlinked. If the lease were not to be extended, the viability of the transfer station would be impacted, and would likely have flow of effects on the costs for disposal of material at the transfer station, as well as e-waste and mattresses through the hard waste collection contract.

## **6. SOCIAL IMPLICATIONS**

Fires occurring at Knox Transfer Station have impacted the local community in terms of smoke within the vicinity. Some of these events are very public, and have featured in the media. These events can give the impression that KTS is poorly managed or that Council and KTS Recycling are not doing enough.

A Communication plan is necessary to engage with the community on the value provided by the site and the services it supports, share the extensive work that has been undertaken to reduce risk of future incidences of fire, and KTS Recycling's ongoing commitment to review new and emerging fire mitigation technologies.

KTS Recycling, together with their associated WM Waste Management Pty Ltd, are local businesses providing local employment through the transfer station, skip bin, hard waste collections, and other on-site operations. The business provides an important site for local businesses and residents to dispose of their waste, and recycle a variety of materials. The site actively process and where possible divert waste from disposal to landfill.

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

### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

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

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

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

### **Goal 5 - We have a strong regional economy, local employment and learning opportunities**

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

## **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 - Waste Management, Marissa France - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, Engineering and Infrastructure, Matt Hanrahan - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## 9. CONCLUSION

KTS Recycling are leasing a parcel of land adjacent to the Knox Transfer Station for the purposes of recycling and resource recovery, which complements the public transfer station operations.

The Knox Transfer Station is an important facility for the community of Knox, as well as the businesses servicing the community. It performs an important resource recovery role for the region, by providing a drop-off (disposal and recycling) facility for residents and businesses, accepting and processing hard waste collected from kerbside collections (including Knox), processing mattresses from across the region and processing of e-waste.

The site (together with its associated WM Waste Management Pty Ltd business) provides local employment through its transfer station, second hand shop, skip bin hire and processing operations parts of the business. If unable to utilise the rear portion of the site, the resulting loss of processing capacity would result in a considerable reduction in environmental amenity, impact the transfer station operation, and may potentially significantly increase the cost to the community for the provision of waste services.

It is to be noted that there remains some inherent risk of fire events at the site, based on the mechanical operations utilised when managing waste streams. It is impossible to completely remove the risk of future fires at the site. KTS Recycling have been proactive with both their fire prevention and fire management techniques, and continually invest skills and expertise to assist in reducing the risk of potential fires.

Measures implemented at the site include infrastructure and equipment upgrades, improved processes, and training. The implementation of these measures combined will seek to reduce the risk of future fire events. KTS Recycling pro-actively seek feedback for ongoing continuous improvement.

It is important to maintain a continuity of waste services within a sector, which is currently experiencing significant change.

It is therefore recommended that the lease arrangements are extended from 1 October 2020 for 2 years.

## 10. CONFIDENTIALITY

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

**Report Prepared By: Acting Coordinator - Waste Management, Marissa France**

**Report Authorised By: Acting Director, Engineering and Infrastructure, Matt Hanrahan**

### Attachments

1. KTS zones 2020 [8.1.1 - 1 page]



## 9 Community Services Officers' Reports for consideration

### 9.1 Community and Business Support Package

**SUMMARY:** Manager Community Wellbeing, Petrina Dodds Buckley and Manager City Futures, Anthony Petherbridge

In response to the COVID-19 Pandemic, both the Community Wellbeing and City Futures Departments have worked together to identify key initiatives that respond to community and business needs across the municipality. These initiatives have been incorporated into a Stage 2 Community and Business Support Package. Stage 1 support was endorsed by Council at its meeting of 30 March 2020, and some of the initiatives as part of the Stage 1 Package are proposed to be extended as part of the Stage 2 Package recommended in this report.

#### RECOMMENDATION

That Council, in response to the impact that COVID-19 has had on the Knox community and businesses resolves to:

1. Note the positive impact that Councils Stage 1 Community and Business Support Package has had on the Knox community;
2. Endorse the extension of the following Stage 1 initiatives:
  - a. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;
  - b. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
  - c. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and
  - d. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.
3. Approve the Stage 2 Community and Business Support Package and commence implementation of the following initiatives, effective from 25 May 2020:
  - a. Increase funding for the Council Minor Grant Program to the value of \$51,500, for the purpose of supporting community initiatives;
  - b. Increase funding for the Council Community Development Fund to the value of \$80,000, for the purpose of reactivating community connectedness and initiating recovery projects;
  - c. Establish a one-off Council 'Supporting Local Services Fund' to the value of \$200,000, for the purpose of supporting local service organisations to increase service provision;

- d. Provide funding to the value of \$15,000 for the purpose of enabling a temporary Council facility, at the discretion of the Chief Executive Officer, for the purpose of providing shower and laundry facilities for the vulnerable in our community;
  - e. Provide funding to the value of \$50,000 for the purpose of investigating and implementing an ongoing solution for a permanent shower and laundry facility for the vulnerable in the Knox community;
  - f. Provide funding to the value of \$315,000 for the purpose of Council partnering with local organisations to enable and support the provision of hot meals to the vulnerable in our community;
  - g. Provide funding to the value of \$200,000 to deliver a Mental Health First Aid Training and Awareness Program to local sporting clubs, for the purpose of assisting with the well-being and resilience of community members;
  - h. Provide funding to the value of \$25,000 to undertake a municipal-wide survey assessing the impact of COVID-19 on Knox households to inform strategic service planning and longer-term relief and recovery planning;
  - i. Provide funding to the value of \$160,000, for a one-off \$1,000 Facility Operating Contribution for Not-for-Profit Groups and Clubs with a lease or licence in a Council facility, to support facility operating costs such as utilities and COVID-19 related expenses;
  - j. Provide funding to the value of \$30,000, to expand Council's Mentoring Support Program, for the purpose of assisting local business to manage and response to COVID-19;
  - k. Establish a Council "Commercial Advice Program" to the value of \$30,000, for the purpose of providing leasing, tenancy, taxation and financial advice to local business;
  - l. Establish a Council "Digital Upskills Program" to the value of \$20,000, for the purpose of enhancing digital marketing skills for local business;
  - m. Establish a Business Support Grants Program, to the total value of \$335,000, that includes an "e-commerce Grant" for the purpose of enhancing e-commerce capability and functionality for local business, a "Manufacturing and Supply Transition Grant" for the purpose of assisting the pivoting of local business; and a "Creative and Cultural Sector Industry Facilitation and Place Activation Grant" for the purpose of providing assistance to Knox's creative and cultural sector; and
  - n. Prepare a Retail Activation Strategy to the value of \$50,000, for the purpose of developing a "buy-local" program to support increased trade for local businesses.
4. To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives;
  5. Authorise the Chief Executive Officer to execute all agreements relating to the above initiatives; and
  6. Note that further allocations from the balance of the Community and Business Support Package for the purpose of Stage 3 COVID-19 support initiatives will be considered by Council at a later stage.



## 1. INTRODUCTION

At the Ordinary Meeting of Council held on 30 March 2020, Council resolved to:

1. *Undertake an immediate review of the Knox Payment Assistance Policy with a view to addressing emerging consequences of the COVID-19 pandemic and its impact on the livelihoods of the Knox community;*
2. *Resolve to not charge interest on rates from 31 March 2020 to 30 June 2020 for late payments and charges; noting that the extension of this will form part of the 2020-21 budget deliberations;*
3. *Waive trading fees, including outdoor dining and business A-frame signage fees for the period 30 March 2020 until 30 June 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period; noting that the extension of this will form part of the 2020-21 budget deliberations;*
4. *Waive all Not-For Profit community organisation hire agreement, license and lease fees for the remainder of the 2019-20 Financial Year, with any advance pro-rata payments to be refunded;*
5. *Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the remainder of the 2019-20 Financial Year;*
6. *Amend the 2019-20 Budget by providing COVID-19 Emergency Funding of \$100,000, such amount to be expended by the Chief Executive Officer wholly in connection with Council's response to COVID-19 as is considered appropriate;*
7. *Defer the following proposed events due to government imposed restrictions on gatherings:*
  - a. *Fire Fighter Recognition Function; and*
  - b. *Annual Joint Advisory Committee Meeting; and;*
8. *Continue to formulate its Community Relief Plan, complementing the Federal and Victorian State Governments COVID-19 response, with priority of addressing any identified gaps that particularly impact Knox community, with further reports to be presented to Council for consideration and implementation as soon as practicable.*

Resolutions 2 to 5 were supported until 30 June 2020 and are identified as Stage 1 of Council's support package.

In response to the evolving impact of the COVID-19 pandemic and Resolution 8 above, a Stage 2 Community and Business Support Package (see Attachment 1) has been developed to address the social and economic ramifications of the closure of places of work and the cessation of services provided across the municipality.

The Stage 2 Package comprises of a range of initiatives identified by both the Community Wellbeing and City Futures Departments and focusses on providing relief and recovery for Local Community Organisations, Local Service Providers and Local Business Operators.

In some cases they are complementary to Federal and State Government initiatives, and in others they respond to the gaps and lack of funding at the local level and are based on feedback from local relief agencies, community groups and businesses.

This report provides detailed project briefs outlining the rationale behind these initiatives. It speaks to the very real crisis currently being played out in our community and the hardship it is inflicting on our residents. From a social and health perspective, residents are grappling with

financial insecurity, housing stress, escalating mental health illness, family violence, social isolation and computer access and literacy. From an economic perspective, many businesses have lost customers, revenue and employees as a result of no longer being able to operate or having to substantially change their business practices.

## **2. DISCUSSION**

### **2.1 Extension of Some Stage 1 Initiatives**

The initiatives endorsed by Council at its Ordinary Meeting of Council held on 30 March 2020 have provided invaluable financial assistance to members of the Knox Community. It is recommended that some of these initiatives be extended to provide additional and much needed assistance, as follows.

1. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;
2. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
3. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and
4. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.

### **2.2 Community Wellbeing**

Over a four-week period, around 80 organisations were contacted (some numerous times) to gather information on emerging social needs, due to outbreak of COVID19 across the city of Knox.

Themes to emerge are as follows:

- Homelessness
- Limited access to showers, hot food, laundry for vulnerable people
- Mental health services and counselling
- Housing accommodation, significant increase in demand
- Family violence reports – being widely reported by police and services
- Financial hardship
- Food insecurity
- Computer access, literacy and IT equipment
- Social isolation
- Lack of internet connection for most vulnerable
- Need for food relief and support for the Aboriginal community.

As unemployment and job insecurity increases so too has the emergence of “a new vulnerable”. Individuals and families facing social and economic hardship, some for the first time, are finding themselves in unfamiliar territory and unable to cope with the daily stresses.

This Community and Business Support Package has been developed to reach out to those most in need and assist them via increased funding for local service providers and increased community services for the most vulnerable. These initiatives, as detailed in Attachment 1 to this report, respond to all the identified above needs.

In summary the Community Wellbeing Initiatives are as follows:

- **Current Community Wellbeing Grants**

The Minor Grants stream provides a monthly opportunity for organisations to apply for funding to respond to crisis relief and recovery initiatives. The Minor Grants policy has been amended to enable community organisations to address COVID-19 and can include items such as social media platforms, technology, social isolation, food relief, community connection, I.T. equipment and literacy.

The annual Community Development Fund Grant Program's purpose and guidelines has been broadened to enable community organisations to apply for funding to support the reactivation and rebuild of community momentum and initiate recovery once the current COVID-19 crisis passes.

- **New Supporting Local Services Fund**

The COVID-19 Supporting Local Services Fund is a one-off allocation of funding that aims to support local service providers, based in Knox or providing services and support to Knox residents, in the face of increased demand due to the current COVID-19 Pandemic. The Fund will assist not-for-profit community organisations to address local community priorities that have arisen as a result of COVID-19.

- **Showers and Laundry Program**

As services have closed, members of the community already vulnerable are finding it near impossible to access appropriate facilities to continue to wash clothes and to shower. The Showers and Laundry Program provides short and long term options to provide these facilities to local residents in need.

- **Hot Meals Program**

The impact of the COVID-19 Stage 3 restrictions has seen the suspension of regular community free meal services from a number of Emergency Relief Services in Knox. Currently, only two services, being Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia, are providing hot take away meals on a weekly basis for the community. This initiative supports these services to expand and provide a higher capacity service to assist those in need.

- **Sporting Club Mental Health First Aid and Awareness Training**

As a result of the current situation, there is a significant increase in feelings of stress, anxiety, isolation and concern.

Through Mental Health Awareness Programs delivered to sporting clubs, it is apparent how this can bring significant positive change to a group. By providing clubs with sessions on mental health, resilience and wellbeing awareness, it educates and assists participants to recognise and act on signs of mental illness amongst group members, friends and families.

- **COVID-19 Research Program**

The COVID-19 Pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information

about the types of challenges being faced in our community, we have no understanding of the prevalence of these experiences. The aim of this research is to collect information from the community to inform strategic service planning and longer-term relief and recovery planning.

- **Not-for-Profit Group Facility Operating Contribution**

Despite the closure of community and sporting facilities due to COVID19 restrictions, many costs continue to be incurred by those groups responsible for facility operations. For example, utilities to ensure security through alarms, lighting, etc. and power bills to maintain club assets such as canteen stock. The closures are having an impact on the ability of Not-for-Profit groups to cover existing and new operating costs due to limited or falling revenues. A one off contribution towards these groups will enable their ongoing operation through the pandemic. Establishing a one off Not-for-Profit Group Facility Operating Contribution of \$1000 (total \$160,000) for those Not-for-Profit Groups and Clubs with a current lease or licence operating in a Council facility, will assist with facility operating costs such as utilities and COVID related operating expenses.

### 2.3 City Futures (Economic Development)

The Economic Development Team within City Futures has reviewed how it can best facilitate additional programs/projects to assist local businesses during COVID-19, which are complementary to Federal and State Government initiatives.

Themes to emerge from a recent regional survey and direction conversations with businesses are as follows:

- Facilitating advice on legal matters, tax breaks and wage subsidies;
- Facilitating tailored business mentoring and coaching;
- Upskilling businesses in digital optimisation;
- Assisting businesses with eCommerce functionality;
- Assisting businesses with manufacturing and supply chain transition;
- Facilitating creative and cultural initiatives and place activation; and
- Retail activation.

The Business Support Package has been prepared to complement the existing Federal and State Government economic packages, and seeks to provide local businesses with financial and mentoring support to enhance their viability. The Business Support Package fundamentally seeks to support and encourage a prosperous local economy that will result in positive social outcomes for the local community.

In summary, the City Futures (Economic Development) initiatives are as follows:

- **Mentoring Support Program**

As businesses seek to rebound from the personal and economic challenges of this pandemic, mentoring and tailored advice to local businesses is needed to assist with managing the impacts of COVID-19.

- **Commercial Advice Program**

There is a lot of information available to local businesses at the moment, and together with the complicated nature of the available information, it is a challenge for some business owners and operators to fully understand the complexities, the possibilities and the implications. Legal, tax and financial advice can assist businesses to keep employees at work, improve cash flow and plan for the future.

- **Digital Upskill Program**

With social distancing requirements affecting businesses, and retail in particular through reduced foot traffic, it is important that businesses optimise their digital marketing skills in areas such as website content development, search engine optimisation, social media and online marketing and video content creation and application.

- **Business Support Grants**

The Business Support Grants will provide financial assistance in a variety of areas. Given the closure of some retail, and the reduced visitation to retail as a result of social distancing restrictions, grants to enhance eCommerce capability or functionality will be of benefit to businesses. Some manufacturing businesses are also well placed to pivot their manufacturing to align with alternative supply chains. Another grant opportunity is to assist manufacturing businesses with pivoting.

In addition to retail and manufacturing, another industry heavily impacted by social restrictions associated with COVID-19 is the creative and cultural sector. Many people working in this sector have secondary jobs in hospitality, which is also experiencing a downturn. Grants related to industry facilitation and place activation can provide assistance to Knox's creative and cultural sector.

- **Retail Activation Strategy**

Retail trade revenue has recently decreased by 26.4%, and anecdotally through conversations between retailers in Knox and members of the Economic Development team, smaller retailers of clothing, furniture, and giftware are experiencing difficulties. In order to assist local retail, a Retail Activation Strategy is proposed that encourages local residents and workers to shop local.

### **3. CONSULTATION**

Local community and business organisations were contacted to ascertain the relief and recovery requirements of their sectors. Advice was sought from local community and not-for-profit organisations for their observations on the ground. Over 80 organisations provided feedback as to the current and perceived need across the municipality.

Engagement and discussions were also held with Council staff working across Community Services, City Development, the Executive Management Team and Senior Management Team.

The Business Support Package included in this report has been informed and guided by conversations and feedback from businesses on what they are experiencing throughout the COVID-19 Pandemic. In addition, data collected from a recent survey undertaken by the Melbourne East Regional Economic Development Group (MEREDG) has also informed the Business Support Package.

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

There are no environmental or amenity issues pertaining to this report.

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

\$3M has been allocated for a Knox Community and Business Support Package to manage and respond to the COVID-19 Pandemic. This will enable a broad range of community wellbeing and business initiatives to be implemented across the municipality to facilitate relief and recovery.

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

These recommendations speak to the social, health and wellbeing challenges currently facing our local community. It is anticipated that this need will continue to grow and worsen over the next 12 months as the enormity of this crisis peaks and plays out over time.

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

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

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

Strategy 4.5 - Support the provision of emergency services.

##### **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 particular focus on Advanced Manufacturing, Health, Ageing and Business Service sectors.

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.

##### **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 8.2 - 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 Community Wellbeing, Petrina Dodds Buckley and Manager City Futures, Anthony Petherbridge – In providing this advice as the Authors, we have no disclosable interests in this report.

Officer Responsible – Director Community Services, Tanya Scicluna and Director City Development – Interim Director Finance and Governance, Matt Kelleher – In providing this advice as the Officer Responsible, we have no disclosable interests in this report.

## **9. CONCLUSION**

The Community and Business Support Package will provide additional financial and programmed service support for those that have been most impacted by COVID-19, including the most vulnerable members of our community. It is recommended that this Package be supported by Council, and that the additional budget be allocated in the 2020-21 financial year to support the initiatives included in the Package.

Subject to the assessment, identification and need for additional initiatives, Stage 3 of a Community and Business Support Package may be presented to Council for further consideration.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:**            **Manager Community Wellbeing, Petrina Dodds Buckley and  
Manager City Futures, Anthony Petherbridge**

**Report Authorised By:**       **Director Community Services, Tanya Scicluna and Director City  
Development, Interim Finance and Governance, Matt Kelleher**

## **Attachments**

1. DRAFT Report - Community and Business Support Package - May 2020 [9.1.1 - 48 pages]



# COVID-19 Stage 2 Community and Business Support Package

May 2020





## Contents

Executive Summary	3
1. Extension to Some Stage 1 Initiatives	10
2. Community Grants	12
2.1 Minor Grants	12
2.2 Community Development Fund (CDF) Grants Program	12
2.3 COVID-19 Supporting Local Services Fund (New)	13
3. Homeless Shower and Laundry Program	16
4. Hot Meals Program for Vulnerable Families	22
5. Sporting Club Mental Health Awareness Training	28
6. COVID-19 Research	30
7. Not-for-Profit Group Facility Operating Contribution	33
8. Mentoring Support Program	34
9. Commercial Advice Program (lease arrangements, tax and wage subsidies)	36
10. Digital Upskill Program	37
11. Business Support Grants	38
11.1 Knox eCommerce Grant	38
11.2 Knox Manufacturing and Supply Chain Transition Grant	40
11.3 Knox Creative & Cultural Sector and Place Activation Grant	42
12. Retail Activation Strategy	45
13. Attachment 1 – Business Support Package background	46



## COVID-19 Community and Business Support Package

### Executive Summary

In response to COVID-19, a **Stage 2 Community and Business Support Package** has been developed to address the social and economic ramifications of the closure of places of work and the cessation of services provided across the municipality.

The Package includes the extension of some previously endorsed Stage 1 initiatives, and comprises of a range of additional initiatives identified by both the Community Wellbeing and City Futures Departments and focusses on providing relief and recovery for Local Community Organisations, Local Service Providers and Local Business Operators.

A further suite of initiatives are anticipated to be prepared and presented to Council for consideration at a later point in time, and will form Stage 3 of a Support Package.

#### Extension of Some Stage 1 Initiatives

At its meeting of 30 March 2020, Council endorsed a suite of Stage 1 initiatives to assist the Knox Community in response to COVID-19, including but not limited to:

- Resolve to not charge interest on rates from 31 March 2020 to 30 June 2020 for late payments and charges; noting that the extension of this will form part of the 2020-21 budget deliberations;
- Waive trading fees, including outdoor dining and business A-frame signage fees for the period 30 March 2020 until 30 June 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period; noting that the extension of this will form part of the 2020-21 budget deliberations;
- Waive all Not-For Profit community organisation hire agreement, license and lease fees for the remainder of the 2019-20 Financial Year, with any advance pro-rata payments to be refunded; and
- Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the remainder of the 2019-20 Financial Year.

The above initiatives are set to expire on 30 June 2020, however there is merit in extending these to further support our Community.

**In summary the proposed extension to some Stage One Initiatives are as follows:**

- Resolve to not charge interest on rates for the period **1 July 2020 to 30 September 2020** for late payments and charges;
- Waive trading fees, including outdoor dining and business A-frame signage fees for the period **1 July 2020 to 31 December 2020** as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
- Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period **1 July 2020 to 30 September 2020**, with any advance pro-rata payments to be refunded; and
- Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period **1 July 2020 to 30 September 2020**.



## COVID-19 Community and Business Support Package

### Community Wellbeing

The methodology used to collate data relied on intelligence from organisations operating in Knox and contact was made by way of email or phone. Over a four week period, around 80 organisations were contacted (some numerous times) to gather information on emerging social needs.

Themes to emerge are as follows:

- Homelessness
- Limited access to showers, hot food, laundry for vulnerable people
- Mental health services and counselling
- Housing accommodation, significant increase in demand
- Family violence reports – being widely reported by police and services
- Financial hardship
- Food insecurity
- Computer access, literacy and IT equipment
- Social isolation
- Lack of internet connection for most vulnerable
- Need for food relief and support for the Aboriginal community.

As unemployment and job insecurity increases so too has the emergence of 'a new vulnerable'. Individuals and families facing social and economic hardship, some for the first time, are finding themselves in unfamiliar territory and unable to cope with the daily stresses.

This Community Support Package has been developed to reach out to those most in need and assist them via increased funding for local service providers and increased community services for the most vulnerable. These initiatives as detailed in this report respond to all the identified above needs.

**In summary the Community Wellbeing Initiatives are as follows:**

#### **Current Community Wellbeing Grants**

The **Minor Grants** stream provides a monthly opportunity for organisations to apply for funding to respond to crisis relief and recovery initiatives. The Minor Grants policy has been amended to enable community organisations to address COVID-19 and can include items such as social media platforms, technology, social isolation, food relief, community connection, IT equipment and literacy.

The annual **Community Development Fund** Grant Program's purpose and guidelines has been broadened to enable community organisations to apply for funding to support the reactivation and rebuild of community momentum and initiate recovery once the current COVID-19 crisis passes.

#### **New Supporting Local Services Fund**

The COVID-19 Supporting Local Services Fund is a one-off allocation of funding that aims to support local service providers, based in Knox or providing services and support to Knox residents, in the face of increased demand due to the current COVID-19 pandemic. The Fund will assist not-for-profit community organisations to address local community priorities that have arisen as a result of COVID-19.



## COVID-19 Community and Business Support Package

**Showers and Laundry Program**

As services have closed, members of the community already vulnerable are finding it near impossible to access appropriate facilities to continue to wash clothes and to shower. The Showers and Laundry Program provides short and long term options to provide these facilities to local residents in need.

**Hot Meals Program**

The impact of the COVID-19 Stage 3 restrictions has seen the suspension of regular community free meal services from a number of Emergency Relief Services in Knox. Currently, only two services, being Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia, are providing hot take away meals on a weekly basis for the community. This initiative supports these services to expand and provide a higher capacity service to assist those in need.

**Sporting Club Mental Health Awareness Training**

As a result of the current situation, there is a significant increase in feelings of stress, anxiety, isolation and concern. Through Mental Health Awareness Programs delivered to sporting clubs, it is apparent how this can bring significant positive change to a group and the broader community. By providing clubs with sessions on mental health, resilience and wellbeing awareness, it educates and assists participants to recognize and appropriately respond to signs of mental illness amongst others including their friends and family.

**COVID -19 Research Program**

The Coronavirus (COVID-19) pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information about the types of challenges being faced in our community, we have no understanding of the prevalence of these experiences. The aim of this research is to collect information from the community to inform strategic service planning and longer term relief and recovery planning.

**Not-for-Profit Group Facility Operating Contribution**

Despite the closure of community and sporting facilities due to COVID19 restrictions, many costs continue to be incurred by those groups responsible for facility operations. For example, utilities to ensure security through alarms, lighting, etc. and power bills to maintain club assets such as canteen stock. The closures are having an impact on the ability of Not-for-Profit groups operating in Council facilities to cover existing and new operating costs due to limited or falling revenues. A one off contribution towards these groups will enable their ongoing operation through the pandemic. Establishing a one off Not-for-Profit Group Facility Operating Contribution of \$1000 (up to \$160,000) for those Not-for-Profit Groups and Clubs with a current lease or licence operating in a Council facility, will assist with facility operating costs such as utilities and COVID related operating expenses.

**City Futures - Economic Development**

The Economic Development Team within the City Futures Department has reviewed how it can best facilitate additional programs and projects to assist local businesses during COVID-19; which are complementary to Federal and State Government initiatives.

The Business Support Package included in this report has been informed and guided by conversations and feedback from businesses on what they are experiencing throughout the COVID-19 pandemic. In addition, data collected from a recent survey undertaken by the Melbourne East Regional Economic Development Group



## COVID-19 Community and Business Support Package

(MEREDG), which included responses from Knox businesses has also informed the Business Support Package. For more information on the background to the Business Support Package, see Attachment 1.

Themes to emerge from the regional survey undertaken by MEREDG and direction conversations with businesses are as follows:

- Facilitating advice on legal matters, tax breaks and wage subsidies;
- Facilitating tailored business mentoring and coaching;
- Upskilling businesses in digital optimisation;
- Assisting businesses with eCommerce functionality;
- Assisting businesses with manufacturing and supply chain transition;
- Facilitating creative and cultural initiatives and place activation; and
- Retail activation.

The Business Support Package has been prepared to complement the existing Federal and State Government economic packages, and seeks to provide local businesses with financial and mentoring support to enhance their viability. The Business Support Package fundamentally seeks to support and encourage a prosperous local economy that will result in positive social outcomes for the local community.

**In summary the City Futures/Economic Development Initiatives are as follows:**

### **Mentoring Support Program**

As businesses seek to rebound from the personal and economic challenges of this pandemic, mentoring and tailored advice to local businesses is needed to assist with managing the impacts of COVID-19.

### **Commercial Advice Program**

There is a lot of information available to local businesses at the moment, and together with the complicated and dispersed nature of the available information, it is a challenge for some business owners and operators to fully understand the complexities, the possibilities and the implications. Legal, tax and financial advice can assist businesses to keep employees at work, improve cash flow and plan for the future.

### **Digital Upskill Program**

With social distancing requirements affecting businesses, and retail in particular through reduced foot traffic, it's important that businesses optimise their digital marketing skills in areas such as website content development, search engine optimisation, social media, online marketing and video content creation and application.

### **Business Support Grants**

The Business Support Grants will provide financial assistance in a variety of areas. Given the closure of some retail, and the reduced visitation to retail as a result of social distancing restrictions, grants to enhance eCommerce capability or functionality will be of benefit to businesses. Some manufacturing businesses are also well placed to pivot their manufacturing to align with alternative supply chains, with the program supporting this opportunity.

In addition to retail and manufacturing, another industry heavily impacted by social restrictions associated with COVID-19 is the creative and cultural sector. Many people working in this sector have secondary jobs in



## COVID-19 Community and Business Support Package

hospitality, which is also experiencing a downturn. Grants related to industry facilitation and place activation can provide assistance to Knox's creative and cultural sector.

### **Retail Activation Strategy**

Retail trade revenue has recently decreased by 26.4%, and anecdotally through conversations between retailers in Knox and members of the Economic Development team, smaller retailers of clothing, furniture and giftware are experiencing difficulties. In order to assist local retail, a Retail Activation Strategy is proposed that encourages local residents and workers to shop local, within the confines of applicable pandemic restrictions and their anticipated gradual easing.



## COVID-19 Community and Business Support Package

Recommendations (summary of every section)

#	Recommendations	2020-21 Financial Year
<b>Extend some Stage 1 initiatives</b>		
1.	Waive hire, leases and licence fees until 30 September 2020 (currently waived to 30 June 2020).	\$325,000
2.	Waive penalty interest on rates to 30 September 2020 (currently waived to 30 June 2020).	\$150,000
3.	Waive business trading fees until 31 December 2020 (currently waived to 30 June 2020).	\$18,000
4.	Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.	\$ 26,479
<b>Sub-total</b>		<b>\$519,479</b>
<b>Community Wellbeing</b>		
5.	Increase funding for Minor Grants (monthly) to address current Relief stage community initiatives.	\$51,500
6.	Increase Community Development Fund (annual) grants to support organisations to reactivate community connectedness and initiate recovery stage projects.	\$80,000
7.	Establish a Supporting Local Services Fund (one off) as an opportunity for local service organisations to increase service provision.	\$200,000
8.	To open a facility to enable access to shower and laundry facilities for vulnerable people in the community.	\$15,500
9.	To consider a long term solution to the lack of shower and laundry facilities by repurposing a facility within Knox.	\$50,000
10.	Partner with local organisations to enable and support an increase in the provision of hot meals to vulnerable people.	\$315,000
11.	Deliver Mental Health First Aid training, resilience and awareness programs to all sporting clubs across the municipality over two phases.	\$200,000
12.	Undertake a municipal-wide survey to a statistical household sample to assess family impact of Covid-19, inform strategic service planning and longer term relief and recovery planning.	\$25,000
13.	Establish a one off \$1000 Facility Operating Contribution for those Not-for-Profit Groups and Clubs with a lease or licence in a Council facility, which will support these groups with facility operating costs such as utilities and COVID related operating expenses	\$160,000
<b>Sub-total</b>		<b>\$1,097,000</b>
<b>City Futures - Economic Development</b>		
14.	Expand the Mentoring Support Program.	\$30,000*



## COVID-19 Community and Business Support Package

#	Recommendations	2020-21 Financial Year
15.	Introduce a Commercial Advice Program that specialises in lease/tenancy agreement issues and tax and wage subsidy advice.	\$30,000*
16.	Introduce a Digital Upskill Program.	\$20,000
17.	Establish an eCommerce Grant.	\$100,000**
18.	Establish a Manufacturing and Supply Chain Transition Grant.	\$100,000**
19.	Establish a Creative & Cultural Sector and Place Activation Grant.	\$135,000**
20.	Prepare a Retail Activation Strategy.	\$50,000
	<b>Sub-total</b>	<b>\$435,000</b>
	<b>Total</b>	<b>\$2,051,479</b>

\* These will be managed as part of one program with an allocated value of \$60,000, and allocation will be guided by demand.

\*\* This will be run as a combined Business Support Grants program, with a combined allocated value of \$335,000. Allocation of grants will not be determined by these estimated amounts, but guided by demand.

### Next Steps

Subject to Council support, Council officers will commence planning for and implementation of the initiatives identified within the Stage 2 Community and Business Support Package in June 2020, in anticipation of budget being allocated to the Package in the 2020/21 financial year.

During this planning phase, Council officers will refine the projects and processes associated with the grants programs, and in particular will prepare funding guidelines to support the grants programs.





## COVID-19 Community and Business Support Package

### 1. Extension to Some Stage 1 Initiatives

#### Background

At the Ordinary Meeting of Council held on 30 March 2020, Council resolved to:

1. *Undertake an immediate review of the Knox Payment Assistance Policy with a view to addressing emerging consequences of the COVID-19 pandemic and its impact on the livelihoods of the Knox community;*
2. *Resolve to not charge interest on rates from 31 March 2020 to 30 June 2020 for late payments and charges; noting that the extension of this will form part of the 2020-21 budget deliberations;*
3. *Waive trading fees, including outdoor dining and business A-frame signage fees for the period 30 March 2020 until 30 June 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period; noting that the extension of this will form part of the 2020-21 budget deliberations;*
4. *Waive all Not-For Profit community organisation hire agreement, license and lease fees for the remainder of the 2019-20 Financial Year, with any advance pro-rata payments to be refunded;*
5. *Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the remainder of the 2019-20 Financial Year;*
6. *Amend the 2019-20 Budget by providing COVID-19 Emergency Funding of \$100,000, such amount to be expended by the Chief Executive Officer wholly in connection with Council's response to COVID-19 as is considered appropriate;*
7. *Defer the following proposed events due to government imposed restrictions on gatherings: a. Fire Fighter Recognition Function b. Annual Joint Advisory Committee Meeting; and*
8. *Continue to formulate its Community Relief Plan, complementing the Federal and Victorian State Governments COVID-19 response, with priority of addressing any identified gaps that particularly impact Knox community, with further reports to be presented to Council for consideration and implementation as soon as practicable.*

Resolutions 2-5 were supported until 30 June 2020 and constitute Stage 1 of Council's support. This Stage 2 Community and Business Support Package responds to Resolution 8 above.

As part of Stage 2 of Council's support, it is also proposed to extend the following initiatives from the above Council resolution of 30 March 2020, until 30 September 2020:

#### Aims

The extension of the following initiatives that were previously presented to Council at its meeting of 30 March 2020, will provide additional and much needed assistance to members of the Knox Community that are negatively impacted by COVID-19:

1. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;



## COVID-19 Community and Business Support Package

2. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
3. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and
4. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.

The above initiatives are summarised in the recommendations below.

**Recommendations**

1. It is recommended to waive hire, leases and licence fees until 30 September 2020 (currently waived to 30 June 2020).
2. It is recommended to waive penalty interest on rates to 30 September 2020 (currently waived to 30 June 2020).
3. It is recommended to waive business trading fees until 31 December 2020 (currently waived to 30 June 2020).
4. It is recommended to waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.



## COVID-19 Community and Business Support Package

## 2. Community Grants

### 2.1 Minor Grants

#### Background

The Minor Grants Program is a responsive funding program that provides community groups with the opportunity to apply for small grants up to \$3,000, to meet immediate or short-term needs that are relatively minor in nature.

#### Aims

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

Applications are assessed against criteria specified in the Minor Grants Program Policy to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Minor Grants Program will be broadened to give Knox community groups and organisations the opportunity to apply for grants that respond to the COVID-19 pandemic and offer crisis relief, as well as recovery initiatives.

#### Recommendation

5. **It is recommended that the Minor Grants Program be increased by \$51,500 for the 2020-21 financial year; bringing the total grant pool for 2020-21 to \$200,000.**

### 2.2 Community Development Fund (CDF) Grants Program

#### Background

The Community Development Fund Grant Program provides funds to support a range of events, arts and cultural projects, services and activities provided by not-for-profit groups or organisations for the benefit of Knox residents.

#### Aims

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

Projects and events that involve collaboration with other organisations and services, share resources within the community, and involve volunteers, are favourably considered. The CDF grants encourage one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years.

Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan 2017-2021.

The 2020-21 grant round opened on 22 April, 2020 and will close on 22 June, 2020. This extended application period will give groups the opportunity to consider projects that will help rebuild community momentum and involvement once the current COVID-19 crisis passes.



## COVID-19 Community and Business Support Package

### Recommendation

6. It is recommended that the Community Development Fund Grants Program be increased by \$80,000 for the 2020-21 financial year to enable an increase in grants/financial assistance to support COVID-19 recovery initiatives; bringing the total grant pool for 2020-21 to \$437,183.

## 2.3 COVID-19 Supporting Local Services Fund (New)

### Background

Knox City Council recognises the vital role that local service providers are playing during the COVID-19 crisis. In recognition of the increased need from the community, Council has created a new, one-off community grant, the COVID-19 Supporting Local Services Fund. Council will seek expressions of interest from local service providers who are looking to boost their services or supports to Knox residents in a time of unprecedented demand.

### Aims

The COVID-19 Supporting Local Services Fund (the Fund) is a one-off allocation of funding that aims to support local service providers, based in Knox or providing services and support to Knox residents, in the face of increased demand due to the current COVID-19 pandemic. The Fund will assist not-for-profit community organisations to address local community priorities that have arisen as a result of COVID-19. Expressions of interest should identify which priority area they are addressing and how the wellbeing of recipients will be improved as a result of the Fund. The priority areas that will be addressed through this Fund include:

- Homelessness and lack of crisis accommodation;
- Housing stress;
- Mental health;
- Financial Counselling;
- Food insecurity;
- Family violence;
- Technology issues including technology literacy; and
- Social isolation.

### Fund Principles

The COVID-19 Supporting Local Services Fund is underpinned by the following principles:

1. Facilitation of responsive and cost effective services and supports that meet the emerging and increased health and wellbeing needs of the Knox community during the COVID-19 pandemic;
2. A responsive and equitable process; and
3. Accountability for funding.

### Eligibility

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate:



## COVID-19 Community and Business Support Package

- a) An increase in demand for their services due to the COVID-19 pandemic; or
- b) A need to adapt their service delivery model to meet the needs of the community during the COVID-19 pandemic.

Service organisations unable to meet this requirement could be considered for other Council grant programs that may be more appropriate for their project idea, including projects that focus on community recovery once the crisis has ended.

2. Applicants must be an incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State; or Commonwealth. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.

### Application Process

Organisations can submit an expression of interest seeking Council support to cover additional costs that have arisen as a result of an increase in demand for services, or for adapting service delivery to meet the needs of the community during the COVID-19 pandemic. Such costs may include (but are not limited to):

- Additional staffing;
- Volunteer expenses;
- Food or goods for material aid provision;
- Wellbeing initiatives; and
- Equipment such as IT resources to enable organisations to address the identified social issues.

Applicants will need to give an overview of how the funding will be spent. Due to the responsive nature of this Fund, Council will be asking for estimations of costs, rather than evidence of exact costs.

### Submission Period

Council is seeking expressions of interest from eligible not-for-profit community organisations. This one-off funding round will remain open until all funds have been distributed.

### Assessment Process

Once an expression of interest has been received, Council's Community Partnership Team will check the eligibility of the organisation. Each expression of interest will then be assessed and determined by an Assessment Panel, on a fortnightly basis.

A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Councillors with a fortnightly update on all EOIs assessed and recommended and not recommended via a memo and a formal report will be prepared for Council on a monthly basis, advising of outcomes and the remaining quantum. This process will continue until the fund is fully expended.



## COVID-19 Community and Business Support Package

**Assessment Panel**

A temporary panel will be formed to assess all expressions of interest. The Assessment Panel will comprise the following Council officers:

- Director Community Services (Chair);
- Manager Community Wellbeing;
- Manager Governance or delegate (Probity Officer); and
- Relevant delegates from Active Ageing and Disability Services; Youth Leisure and Cultural Services; Family and Children's Services; Emergency Management; City Futures; or Health Services depending on the specific nature of the application or expertise required for assessment.

**Successful Applicants**

If successful, the organisation will be asked to complete a funding agreement and electronic funds transfer form. Organisations will also be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; and
- Financial acquittal.

**Consultation**

Consultation was undertaken with a number of community service providers in Knox to assess the need for a community relief fund.

**Recommendation**

7. It is recommended that the COVID-19 Supporting Local Services Fund is allocated \$200,000 for the 2020-21 financial year, for distribution as need arises.



## COVID-19 Community and Business Support Package

### 3. Homeless Shower and Laundry Program

#### Objective

In response to the COVID-19 pandemic spreading around the State of Victoria, Knox City Council services and not-for-profit organisations around the municipality responded accordingly and closed down in accordance with State and Federal restrictions. As services have closed, members of the community already vulnerable are finding it near impossible to access appropriate facilities to continue to wash clothes and to shower. Knox City Council has recognised this issue and is responding accordingly.

With the majority of Council owned buildings becoming vacant during the social isolation period, an opportunity has become available for facilities to be re-purposed to service community members that are in need and to open as a potential essential services centre.

#### Purpose

This report provides a high level investigation and an analysis of current information. Council officers have contacted neighbouring Councils, existing partnerships with NFP and internal departments to get this project of the ground as soon as possible.

#### Methodology

- Contact existing community groups to gain partnerships to run the program;
- Investigate Council owned buildings that are vacant to determine potential use for laundry and showering facilities;
- Investigate and understand the needs of existing vulnerable people;
- Explore what is within scope;
- Create a timeframe; and
- Provide recommendations for consideration.

#### Existing need

The requirement for shower and laundry services has been identified as a critical need across the municipality.

#### Partnerships

Council sort partnerships from not-for-profit community groups located within the Knox municipality to assist in delivering this service. Council's role will be to enable and facilitate the project with the intention of having volunteers to operate the service. Table 1 shows the groups that have been contacted and the comments attached.



## COVID-19 Community and Business Support Package

Table 1 – Potential partnerships

Organisation	Comments
Uniting	Assess and Assist.
Infolink	Open for partnership. Infolink already have a system set up with referrals to Knox LeisureWorks pre COVID-19 restrictions. Infolink are willing to assist with referrals, providing towels, shampoo and condition, warm clothing and blankets to hand out. Options for laundry services were discussed.
Salvation Army	Can provide additional shower amenities if required. Have 12 (young) volunteers on roster. Have packages available to assist with clothing, etc.

**Model****Management**

In order to get the program active, Council will require to partner with volunteers and existing active services.

Council will ensure:

- Building is available, unlocked and ready for use; and
- Building is cleaned before, during and after use.

Volunteers:

- Have the same staff on as regular as possible (discretion is important)
- Ensure social distancing measures are adhered

In talking with Council's Leisure Team who already assist members of the community in need, it is important that Council ensures an environment that is comfortable for use. Lessons learnt suggest members don't like to be questioned when entering the building. They prefer to have some familiarity with staff so they don't have to introduce their situation over and over.

**Covid-19 requirements (as updated at Australia Government Department of Health website)**

Until the Australian Government declares otherwise, the following must be applied, and adhered to, at all times:

- Wash hands often with soap and water;
- Use alcohol-based hand sanitisers;
- Clean and disinfect frequently used surfaces such as benchtops, desks and doorknobs;
- Keep 1.5 metres away from others; and
- Social distancing principles are adhered to — 1 person per 4 square metres.





## COVID-19 Community and Business Support Package

An example of precautionary measures that will be undertaken include:

- Hand sanitiser for users when they enter and exit the building;
- Cleaning schedule – regular between uses;
- Soap, shampoo and conditioner to be provided to users; and
- 30 minute showering sessions.

### Laundry requirements

- Water tap connections;
- Power points;
- Drainage point; and
- Providing and laundering towels.

### Shower requirements

- Multiple showers available that are in individual stalls.

### Operation times

- Scheduling appropriate times is critical to maximise attendance; and
- A trial period of twice-a-week, potentially one morning and one afternoon.

### Out of Scope

- Sleeping facilities; and
- Access to a hot meal (users will be connected to existing services).

### Potential Facility and Selection Criteria

Potential facilities were considered using the following criteria:

- Close to public transport;
- Close to an activity centre;
- Containing a large space to cater for social distancing requirements; and
- Currently vacant or closed



COVID-19 Community and Business Support Package

**Recommendation - Short term (3 months)**

- 8. Based on an analysis of available facilities a temporary facility be selected to be opened twice a week, four hours at a time. Total eight hours per week.

At this stage, it is anticipated for this program to conclude when restrictions are eased and the facility is back in use.

**Council's role:** Make the building available, organise cleaning and ensure Council officers onsite when facility is open.

**Partnerships**

- Salvation Army: If required can provide volunteers to be available at the site.
- Knox Infolink:
  - Provide a Coordinator, with two volunteers as support, who will work 6 hours per week in conjunction with Council to set up, co-ordinate and facilitate the program;
  - Provide a voucher/appointment process from the Knox Infolink office to facilitate a limited number of people in the space at any one time – practicing social distancing;
  - Knox Infolink will supply towels and toiletries to each person: a freshly laundered towel with a personal mini pack of shampoo, soap toothbrush/toothpaste, deodorant, shaver or if more appropriate we can supply large bottles of shampoo and pump soap at the facility, but the other items are more personal and we will provide a supply of them for each individual; and
  - Knox Infolink will collect the wet, used towels at the end of each day and launder

**Laundry**

It is preferred that the selected facility has an existing washing machine and dryer. If usage is high, Council can purchase another unit of each to allow faster usage to comply with social distancing rules.

Furthermore, Council officer can explore interim measures with local laundromats. For example, tokens to be pre-purchased at Bel-Aire Dry Cleaners (located on the corner of Lupton Way and Dorset Road).

**Budget**

Commercial cleaner	\$80 per 2 hour session for Council contracted commercial cleaners who specialise in disease. 2 sessions per week for 6 months = <b>\$4,160</b>
Washing machine	Brand: Haier 9kg Front Load washer Model: HWF90BW1 Price: <b>\$640</b> Source: The Good Guys



COVID-19 Community and Business Support Package

Dryer	Brand: Haier 8Kg Condenser Dryer Model: HDC80E1 Price: <b>\$700</b> Source: The Good Guys
Utility bills	Approx. <b>\$5,000</b> for 6 months
Miscellaneous	<b>\$5,000</b> for immediate assistance over the next 6 months i.e. Sanitizer and Cleaning products
<b>Total</b>	<b>\$15,500</b>

**Recommendation Medium-term (6 to 12 months)**

**9. Repurpose Council facility to make space for Infolink to expand and provide shower and laundry services**

Council’s Community Wellbeing Department have been investigating fit-for-purpose needs of both St. John’s Ambulance and Knox Infolink, pre-COVID-19 restrictions. In summary, St. John’s require more space in order to have access around their vehicle that is stored at 136 Boronia Road, Boronia. Officers have been investigating potential sites to relocate St. John’s that better suits their need requirements. Potential locations have been sought and a resolution is close.

The space at 136 Boronia Road can be repurposed to make space for Infolink to expand services such as allowing space for collaboration with Orange Skye, portable shower instalments (see Figure 1 below), washing machine and dryer instalment and potentially other services such as lockers for homeless to access, hot meal, haircuts, etc.

Council officers would also like to explore the possibility of partnering with **Orange Sky** (mobile laundry) and **Clean as Casper** (mobile shower) to fund their services on a long term basis. This may involve buying mobile units to set up permanently in the municipality. Further work and costing is underway to determine viability.

**Budget**

Fit out	\$30,000
Washing machine	Brand: Haier 9kg Front Load washer Model: HWF90BW1 Price: <b>\$645</b> Source: The Good Guys
Dryer	Brand: Haier 8Kg Condenser Dryer Model: HDC80E1 Price: <b>\$779</b> Source: The Good Guys



COVID-19 Community and Business Support Package

Portable shower hire (if Orange Sky not available)	TBC
Miscellaneous	\$10,000
<b>Total</b>	<b>Approx. \$50,000</b>

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## COVID-19 Community and Business Support Package

### 4. Hot Meals Program for Vulnerable Families

#### Background

The Knox Emergency Relief Network is a network of agencies and organisations that provide emergency relief and material aid such as food vouchers and food parcels to people in financial crisis living in Knox

The impact of the COVID-19 Stage 3 Restrictions has seen the suspension of regular community free meal services from a number of Emergency Relief Services in Knox. Currently, only two services, (Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia) are providing hot take away meals on a weekly basis for the community. Other Emergency Relief Services in Knox are continuing to provide frozen meals and packaged non-perishable food parcels that include personal care items on a regular basis to meet community need.

The hot meal take away service is now supporting a board cohort of the community, due to the impact of businesses closing and large sections of the community now without regular income.

#### Objective

For Council to explore partnership opportunities with Foothills and St Paul's to support and enable increased capacity for the provision of Hot Meal services to the community.

#### Purpose

To discuss with the Emergency Relief Service Hot Meal Coordinators current and future community need. Explore opportunities for Council to support/enhance or expand the service as required.

#### Overview of organisations

- **Foothills Community Care**

The aim of the service is to provide:

- Home-cooked, nutritious meals to locals who are not able to access them regularly;
- A safe, positive, welcoming environment for people to connect with others; building positive and inclusive community; and
- A meaningful way for locals to volunteer and give back to their community, including young people from local schools.

The Foothills Community Care programs is supported by a Program Manager and over 200 volunteers.

Services provided during Stage 3 Restrictions include:

- Hot Meal Take Away Service (Wednesday evening distributed from Girl Guide Hall – Underwood Road, Ferntree Gully);
- Community Casserole Program;
- Pay Forward Food Vouchers – supporting local restaurant businesses;
- Material Aid – personal care items supplied through food programs; and



## COVID-19 Community and Business Support Package

- Support for volunteers – petrol vouchers.

Demand for these services has increased during Stage 3 Restrictions. The Program Manager indicated that new families are attending having lost income, seeking food and material aid. A snapshot of the food service demand: approximately 400 meals provided over four days.

- **St. Paul's Anglican Church**

The Hot Take Away Meal Service is coordinated by a Church volunteer from St. Paul's. The Service is supported by five local churches and volunteers on a rotating weekly basis.

Services provided during Stage 3 Restrictions include:

- Hot Meal Take Away Service (Thursday evening distributed from St. Paul's Anglican Church – Dorset Road, Boronia);
- Volunteers from the church community prepare, cook and package meals; and
- St. Paul's Church have a functional commercial kitchen that supports meal preparation and distribution.

This Service is managing to meet demand at this time – approximately 30-40 meals are provided on a weekly basis.

Both Foothills and St. Paul's (in partnership with five other churches) are currently managing to provide Hot Meals two nights a week, as well as deliver community casseroles to the isolated, elderly and more vulnerable members of our community. With an increase in demand, it is anticipated that this service may need to expand to include a Saturday night as well as increase volume on the Wednesday and Thursday nights, and increase the Casserole program (frozen meals). Additional to this, Foothills offers families food vouchers to use at local restaurants, to not only supplement cooked meals but to provide 'normality' and dignity to vulnerable families.

Council has been in discussions with both Foothills and St. Paul's to explore potential for growth and to provide financial support for the purchase of raw food, restaurant vouchers, petrol vouchers (volunteers) and material aid. Additional volunteers will be required to support the programs over the coming months which Council can assist with.

As this report was being finalised more recent information pertaining to the steep increase of demand was being reported. Council will continue to work with all Emergency Relief centres to respond to this escalating situation and ensure funding is available through a formal request process to all Emergency Relief Centres providing hot meals and food packages to vulnerable people.

The following Table details areas of need with approximate costings.



COVID-19 Community and Business Support Package

**Table 2 - Proposal to support Foothills Community Care & St. Paul's Anglican Church-Hot Meal Service**  
 (The resources included in this table are approximates only)

Emergency Relief Service	Activity	Current Status	Fresh /nonperishable food	Food Vouchers/ Pay forward meal vouchers	Petrol Vouchers - Volunteers	Material Aid	Budget (12 months)
Foothills Community Care	Hot take away meal program (Wednesday night – FTG).	The program is meeting the demand. Monitor on a weekly basis.	Support ongoing purchase of food.	Supermarket vouchers to support meals program.	Meals are delivered to elderly or people in social isolation.	N/A	\$69,600
	Expand hot meals take away program to include Saturday night.	Consideration for Meals Coordinator & Volunteers to support this initiative. Training and availability.	Support ongoing purchase of food	N/A	Meals are delivered to elderly or people in social isolation.	N/A	\$19,600
	Community Casserole Program(frozen): Target group -elderly and isolated community members. Delivered by volunteers.	Ongoing. Local business has donated a large commercial freezer to support program	Support ongoing purchase of food:	N/A	Meals are delivered to elderly or people in social isolation.	N/A	\$19,600



COVID-19 Community and Business Support Package

Emergency Relief Service	Activity	Current Status	Fresh /nonperishable food	Food Vouchers/ Pay forward meal vouchers	Petrol Vouchers - Volunteers	Material Aid	Budget (12 months)
	Personal care packages provided with food program.	N/A	N/A	N/A	N/A	Purchase personal care items as required, e.g.: <ul style="list-style-type: none"> <li>• Toiletries;</li> <li>• Feminine Hygiene; and</li> <li>• Baby Care products.</li> </ul>	\$10,000
	Pay forward meal vouchers.	Ongoing – Support for local restaurant business - 30 vouchers distributed to date.	N/A	Pay forward vouchers to compliment meals programs	N/A	N/A	\$17,500
	Special events, (e.g. Mother's Day and Father's Day) meals. Partnered with Melbourne Food Squad, Bayswater and Hygiene Business in Bayswater North.	Supplying 500 meals - take away or delivered and pamper packs. <b>(Donated goods &amp; meals)</b>	N/A	Pay forward meal vouchers included in pamper packs.	Petrol vouchers	N/A	\$19,500





COVID-19 Community and Business Support Package

Emergency Relief Service	Activity	Current Status	Fresh /nonperishable food	Food Vouchers/ Pay forward meal vouchers	Petrol Vouchers - Volunteers	Material Aid	Budget (12 months)
St. Paul's Anglican Church	Hot Meal Take Away Food program Thursday night (Boronia)	Ongoing – meeting demand at present	Support ongoing purchase of food	Supermarket vouchers to support meals program.	N/A	Purchase personal care items as required, e.g.: <ul style="list-style-type: none"> <li>Toiletries;</li> <li>Feminine Hygiene; and</li> <li>Baby Care products.</li> </ul>	\$91,200
	Pay forward meal vouchers	Currently not providing this service.	N/A	Pay forward vouchers to compliment meals programs	N/A	N/A	\$17,500
Emergency Relief Centres	In anticipation of restrictions lifting and further Emergency Relief Centres re-establishing their suspended services an additional \$50,500 has been included.						\$50,500
<b>Total Budget: \$315,000</b>							



## COVID-19 Community and Business Support Package

### Recommendation

10. That Council allocate \$315,000 towards the costs of supporting an increase in the provision of hot meals, food vouchers and material aid to the isolated, elderly and more vulnerable people.



## COVID-19 Community and Business Support Package

## 5. Sporting Club Mental Health Awareness Training

### Background

As a result of the changing environment in which all Victorians are now living, there is a significant increase in the causes for feelings of stress, anxiety, isolation and concern. Many people have lost employment, social connections, the ability to pursue hobbies and in some cases, loved ones. As a result, there is an expectation of increased need for support across the areas of mental health.

Evidence indicates that community groups, including sporting clubs, provide a unique opportunity for people to gather, connect and grow. During the COVID-19 pandemic, the opportunity to connect as they have traditionally done has been lost. However once restrictions are lifted, the sporting club environment will be the perfect place to provide mental health awareness training and support. It is understood that by reaching one person in a sporting club, this can have a positive impact on up to 10 people within the community.

### Aim

Through previous programs delivered to, and within sporting clubs, Council has seen how mental health awareness training can bring significant positive change to a group. By providing members of clubs with sessions on mental health and wellbeing awareness, it educates large numbers of people across the Knox community on how to have real conversations about mental health. It also equips participants with the ability to 'look for the signs' among their teammates and friends. Finally, it also reduces any negative stigmas which may still linger around mental health within the community.

### Purpose

The initial stage of this program is offered to provide basic mental health awareness training to all clubs (clubs that opt in) across Knox, with a second phase proposed to offer a more intensive training in Year 2.

### Program Delivery

A further, more intensive training offered to those clubs who wish to extend their mental health training within their Club. This would involve an eight hour (part online, part in person) training for two people within the club to become an accredited 'Mental Health First Aider'. The Mental Health First Aid training is more intensive and teaches skills to assist people who are developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis, until appropriate professional help is received or the crisis resolves.

This would be offered as a second phase, once the initial training has been rolled out, given there is an opportunity to make more of an impact by reaching more people through Phase 1.



COVID-19 Community and Business Support Package

Table 1 – Mental Health Awareness Training Phases

Phase	Description	Costs	Total Budget
Phase 1	The Mental Health First Aid training would consist of a 90 minute Mental Health Awareness session, delivered at the Club's tenanted facility to the playing group, coaches and committee. The session works best in intimate groups of under 30, so where there are clubs with multiple teams, it is proposed that a number of sessions are offered.	The delivery costs associated with the Mental Health Awareness session is \$800 per session. 220 sessions (80 – 100 clubs) @ \$800 per session = \$176,000 inc. GST	Total program budget - \$200,000 inc. GST
Phase 2	A further, more intensive training offered to those clubs who wish to extend their mental health training within their club. This would involve an eight hour (part online, part in person) training for two people within the club to become an accredited 'Mental Health First Aider'. The Mental Health First Aid training is more intensive and teaches skills to assist people who are developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis, until appropriate professional help is received or the crisis resolves.  This would be offered as a second phase, once the initial training has been rolled out, given there is an opportunity to make more of an impact by reaching more people through Phase 1.	The delivery costs associated with the Mental Health First Aid Training is \$500 per 2 club members. This will allow some further targeted training from Phase 1.  24 clubs, offering 2 people at each 48 \$500 = \$24,000 inc. GST	

**Recommendation**

11. Deliver Mental Health First Aid training and awareness programs to all sporting club members across the municipality.



## COVID-19 Community and Business Support Package

## 6. COVID-19 Research

### Background

The Coronavirus (COVID-19) pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information about the types of challenges being faced in our community, we have no understanding of the prevalence of these experiences.

### Aim

The aim of this research is to collect information from the community to:

- Identify prevalence of issues, and how these occur within geographic and demographic community profiles;
- Fine-tune immediate service delivery to meet the needs of community members;
- Inform recovery planning; and
- Assist with the design of future Pandemic Response Plans.

### Methodology

#### Survey

The base survey questions cover the following topic areas:

- Anxiety (mental health measurement);
- Specific coronavirus impacts, with a focus on employment, housing, safety, physical health, parenting responsibilities, and food/groceries.
- Behaviour change since the pandemic (specific to health and wellbeing: exercise, healthy eating, alcohol consumption, social isolation, gambling);
- Business owner impacts (changes to staff);
- Coronavirus health status (whether they have been tested / infected or know anyone who has);
- Where they go for information about Coronavirus; and
- Extensive demographics (to enable cross-analysis by location, gender, age, household type, vulnerable households, culturally and linguistically diverse, health risks). Opportunities for community resilience, connectedness and strengths.

Additional questions will be developed between the consultant and key stakeholders within Council to ensure it adequately covers Council priorities, and can provide information to assist with the development of the Community and Council Plans 2021-2025.



## COVID-19 Community and Business Support Package

**Distribution**

The survey will be distributed in two ways:

1.	<b>Open access</b>	<p>Through social media, internal networks, print advertisements, posters, etc.</p> <p>Anyone can access and complete this version of the survey. We generally see people with higher levels of need participating in this type of distribution, therefore it provides detailed information about these needs, but not the incidence of need across the municipality (prevalence).</p> <p>The open access link will be provided by the contractor, and Council will distribute the link through aforementioned channels.</p>
2.	<b>Representative</b>	<p>To understand how common these needs are across the whole community, the representative distribution will aim to speak to households across the shire, representing the variety of demographics and household types. This can then show a more accurate picture of the prevalence of need.</p> <p>The options for representative distribution have been outlined below.</p> <p>The representative survey will be wholly managed by the contractor.</p>

**Representative distribution options**

Type	Benefits	Limitations
<b>Telephone survey</b> <i>(50% landline, 50% mobile)</i>	<ul style="list-style-type: none"> <li>Trained telephone interviewer can convince people to participate, and talk through the question particulars and clarify if the respondent has any queries.</li> <li>Can better screen for a range of demographics (so that we get better demographic coverage).</li> </ul>	<ul style="list-style-type: none"> <li>Social desirability bias (respondents may not be as honest when talking to a person).</li> <li>Under-representation of mobile only households.</li> </ul>
<b>Letter/email invite to online survey</b> <i>(using rates database proportional random sampling)</i>	<ul style="list-style-type: none"> <li>Reach all households (not just those with a landline/listed mobile number).</li> <li>More honest responses as they don't have social desirability bias.</li> <li>Selected households where Council has an email address will receive an email invite, reducing resource use.</li> </ul>	<ul style="list-style-type: none"> <li>Low response rate (3-5%) so would need a large number of initial letters to be sent out.</li> <li>Self-selection, meaning people are more likely to not do the survey.</li> </ul>
<b>Letter invite with paper form and option to complete online / email invite</b> <i>(using rates database proportional random sampling)</i>	<ul style="list-style-type: none"> <li>Reach all households (not just those with a landline/listed mobile number).</li> <li>Higher response rate (15-40%) as they have the survey immediately in paper form.</li> <li>Selected households where Council has an email address will receive an email invite, reduces resource use.</li> <li>More honest responses.</li> </ul>	<ul style="list-style-type: none"> <li>Self-selection</li> <li>Additional resource use (paper survey forms).</li> </ul>



COVID-19 Community and Business Support Package

**Representative survey parameters**

For the representative survey we will aim for the following parameters, to ensure adequate coverage of the municipality:

- n=50 sample within each of the Wards, with a total of 500 plus sample;
- 50% male/ 50% female; and
- Aim for reasonable representation of key groups, as demonstrated through 2016 Census and ABS Health Survey data:



The open access survey will be left open, with no cap on the number of responses it can receive.

**Timeline**

A typical timeline for undertaking this work is as follows:

Activity	Duration
Survey design	1-2 weeks
Online / telephone survey programming, database sampling, and paper form design (as needed)	1 week
(if required) printing and mail-out	1 week
Undertake fieldwork	4 weeks
Analysis workshop	1 week
Report	2-3 weeks

**Recommendation**

12. Undertake a municipal wide survey to a statistical household sample to assess family impact of Covid-19 and inform strategic service planning, longer term relief and recovery planning as well as the new Community and Council Plans.



## COVID-19 Community and Business Support Package

## 7. Not-for-Profit Group Facility Operating Contribution

Despite the closure of community and sporting facilities due to COVID19 restrictions, many costs continue to be incurred by those groups responsible for facility operations. For example, utilities to ensure security through alarms, lighting, etc. and power bills to maintain club assets such as canteen stock.

The closures are having an impact on the ability of Not-for-Profit groups to cover existing and new operating costs due to limited or falling revenues. A one off contribution towards these groups will enable their ongoing operation through the pandemic.

It is recommended to establish a one off Not-for-Profit Group Facility Operating Contribution of \$1000 (total \$160,000) for those Not-for-Profit Groups and Clubs with a current lease or licence operating in a Council facility, to assist with facility operating costs such as utilities and COVID related operating expenses.

### Recommendation

13. **It is recommended to establish a one off, \$1000 Facility Operating Contribution for those Not-for-Profit Groups and Clubs with a lease or licence in a Council facility.**





## COVID-19 Community and Business Support Package

## 8. Mentoring Support Program

### Background

Mentoring is often used as a support tool to help business owners/operators implement what they are learning into their business planning. Knox City Council currently offers mentoring to those small and medium-sized enterprises/professionals that need urgent advice. The Australian Small Business Advisory Services (ASBAS) and Small Business Victoria (SBV) also continues to provide support, advice and training to businesses.

As businesses seek to rebound from the personal and economic challenges of this pandemic, a more nuanced approach to meaningful and practical business mentoring needs to be explored. Mentoring topics that are more holistic and which focus on financial management, managing relationships, personal and financial support opportunities, are some of the topics that need to be explored.

### Aims

The objective is to increase the amount of mentoring and tailored advice to local businesses to assist with managing the impacts of COVID-19.

It is critical that targeted and timely guidance and advice be provided to local businesses wishing to participate in the Mentoring Support Program.

### Proposal

The Economic Development team will initially triage local businesses for the Mentoring Support Program, to ensure appropriate and tailored mentoring is provided and benefits are realised.

An external consultant(s) is to be funded and appointed to provide mentoring and coaching to local businesses. The number and length of sessions with each business is to be jointly determined on a case-by-case basis by the external consultant and the Economic Development Team.

Mentoring is typically a private session between the external consultant and the business owner/operator of approximately 1-1.5 hours' duration. It is proposed that up to six mentoring sessions be offered to local businesses.

The Mentoring Program is expected to be promoted in June 2020, with the program commencing in July/August 2020.

A detailed list of topics will be planned with delivery partners when funding is finalised. A key focus will be around business mentoring that considers a more holistic approach to operating a business. Such topics might include:

- Management and leadership strategies;
- Balancing business with personal needs;
- Business growth and expansion;
- Achieving alignment with your business, your people and family/friends;
- Managing crisis, conflict and change;
- Understanding cash flow; and



## COVID-19 Community and Business Support Package

- Transitioning out of your business.

Quotes will be sought from external providers to provide mentoring and coaching to local businesses, in accordance with Council's Procurement Policy.

### Recommendation

14. It is recommended that the Mentoring Support Program be supported, and together with the Commercial Advice Program, be allocated \$60,000 (in total) in the 2020-21 financial year.



## COVID-19 Community and Business Support Package

## 9. Commercial Advice Program (lease arrangements, tax and wage subsidies)

### Background

COVID-19 has had unprecedented impacts on businesses in Knox. Many businesses have either closed their doors or had their operations restricted through social distancing measures. Incomes have been dramatically reduced which has flow-on effects to employees, suppliers, landlords and the local economy.

There is a lot of information available to local businesses at the moment, and together with the complicated nature of the available information, it is a challenge for some business owners and operators to know who to turn to, in order to fully understand the complexities, the possibilities and the implications. Advice relating to legal and matters can assist businesses to understand their rights and their legal obligations. Guidance on tax and finances can assist businesses to keep employees at work, improve cash flow and plan for the future.

### Aims

The objective is to provide commercial and legal advice for local businesses via a series of coordinated workshops (and if needed in one-on-one follow up meetings), in relation to lease arrangements, as well as tax and wage subsidies.

As per the Mentoring Support Program, it is critical that targeted and timely guidance and advice be provided to local businesses.

### Proposal

An external consultant and/ or legal firm to be funded and appointed to provide specialist commercial advice. These services can be quite costly for businesses, so this program proposes to offer this advice to Knox-based businesses at no cost.

The suitability of the business owners/ operators to receive specialist commercial and legal advice will be jointly determined on a case-by-case basis by the external consultant/ legal firm and the Economic Development team.

The Commercial Advice Program is expected to be promoted in June 2020, with the program commencing in July/ August 2020. Depending on the level of interest in this Program, an alternative events program will be considered that provides general legal and commercial advice.

Quotes will be sought from external providers to provide specialist commercial advice to local businesses, in accordance with Council's Procurement Policy.

### Recommendation

15. It is recommended that the Commercial Advice Program be supported, and together with the Mentoring Support Program, be allocated \$60,000 (in total) in the 2020-21 financial year.



## COVID-19 Community and Business Support Package

## 10. Digital Upskill Program

### Background

Theoretical teaching of online business practices can be overwhelming for participants, given the amount and evolving nature of information. With current social distancing restrictions, digital optimisation of businesses is critical.

### Aims

The objective is to provide local businesses with the skills and understanding of how to enhance the digital nature of their business.

### Proposal

The Digital Upskill Program will include a series of practical, small-group sessions in which participants work on their own online channels in real time. This program will complement the Knox eCommerce Grant in offering businesses hands-on skills development in a range of topics related to doing business online.

A digital health check will give participants a view of their current website performance, social media presence, visual identity and comparison to competitors. This will give a clearer understanding of the online gaps the business has and to make a plan post-workshop.

The Program will include a suite of workshops, and is proposed to address:

- Digital Health Check for each participating businesses.
- Skills development and practical application of the following:
  - Website content development;
  - Search engine optimization;
  - Social media and online marketing;
  - eCommerce (online retailing); and
  - Video content creation and application.
- Collateral for participants to build an online strategy to implement post-workshop.

The number and length of workshops may vary depending on the subject matter, and will be confirmed with the external provider appointed to run the workshops.

The Digital Upskill Program is expected to be promoted in June 2020, with the program commencing in July/August 2020.

Quotes will be sought from external providers to provide the immersive workshops, in accordance with Council's Procurement Policy.

### Recommendation

16. It is recommended that the Digital Upskill Program be supported, and \$20,000 be allocated in the 2020-21 financial year.



## COVID-19 Community and Business Support Package

### 11. Business Support Grants

Extensive grants and funding are available from the Federal and State Governments. The grants described below complement existing grants and programs offered by other levels of government.

Business Support Grant Funding Guidelines will be developed to support the Program and once finalised, the grants will generally be open to businesses operating in Knox, subject to specific criterion listed below. Businesses will need to demonstrate how the grant will help support their businesses in response to the impact of COVID-19.

The Guidelines formulation and grant evaluations will draw on industry and stakeholder expertise. In addition, a grant value has not been specified for each grant type. Rather, a value has been identified for the entire Business Support Grants program, as flexibility is recommended to respond to demand and specific circumstances.

#### 11.1 Knox eCommerce Grant

##### Background

Customers have moved to online retail purchasing in large numbers since COVID-19 social distancing restrictions came into place. A second wave of growth is expected due to permanent changes in shopping behaviour.

##### Aims

The objective of this grant is to support existing businesses in Knox to build their online eCommerce presence and capability including website, social media and other online marketing channels.

This Grant is intended to complement the Digital Upskill Program, where businesses will learn a range of digital optimisation skills in addition to eCommerce.

Providing financial support to businesses in Knox to meet the needs of their customers will not only support their shopfront operations once they reopen or return to normal, it could generally increase and widen their range of customers.

##### Fund Principles and Scope

The Knox eCommerce Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox eCommerce Grant will have the following parameters:

- Businesses with up to 20 staff will be able to apply for up to \$2,000;
- Businesses with up to 50 staff will be able to apply for up to \$3,000;
- Council will reserve the right to part-fund projects; and
- Retrospective projects undertaken from 2 March 2020 can also be considered.



## COVID-19 Community and Business Support Package

The application process will require businesses to justify how the eCommerce project will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Website development or redevelopment with eCommerce functionality;
- Online shopping or eCommerce platform development external to the website;
- Social media and other online marketing strategy or delivery; and
- Capability development and/or training for staff to use and implement online activities.

The Knox eCommerce Grant will not be available for:

- Ongoing costs such as web and email hosting, or staff costs;
- Purchase of IT equipment such as computers, tablets or point of sale equipment; and
- Purchase or subscription costs for software or applications.

### Eligibility

To be eligible for funding, the following requirements must be met:

- Operating from a commercial or industrial zoned premises in Knox LGA with up to 50 staff;
- Have had a minimum 30% reduction in turnover in their business since February 2020;
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the project will support their business due to the impact of COVID-19; and
- Hold all relevant licences, permits and approvals necessary to be operating.

### Application and Assessment Process

- Applications will be received via Council's SmartyGrants software. Applicants will need to provide proof of eligibility and either an invoice (for retrospective applications) or a quote outlining the project.
- An assessment panel of Council officers and an external member will be convened to assess applications on an ongoing basis. A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination.

### Submission Period

- The submission period is expected to commence in July/ August 2020 and will be open for a six week period, with assessments taking place on a fortnightly basis.

### Successful Applicants

- Successful grant recipients will need to sign a letter of offer including terms and conditions prior to funding being provided.



## COVID-19 Community and Business Support Package

- Once the project has been completed, the recipient must complete a grant acquittal via SmartyGrants.

**Recommendation**

17. It is recommended that the Knox eCommerce Grant be supported as part of an overarching Business Support Grants Program (with a total program value of \$335,000) allocated in the 2020-21 financial year.

## 11.2 Knox Manufacturing and Supply Chain Transition Grant

**Background**

Knox is home to a number of medical, scientific and pharmaceutical manufacturing firms from global leaders, to smaller family owned businesses. A number of large health equipment wholesalers and medical supply procurement centres are also located in Knox. Future investment at the Wantirna Health Precinct will also expand the profile of health and medical industries in Knox. With such as concentration of firms and high value sub-sectors (the pharmaceutical product manufacturing sub-sector alone adds close to \$1B to the Knox economy), the municipality could have a comparative advantage in medical supplies that merits further investment and industry facilitation.

Recent industry engagement has shown that a number of local manufacturing businesses have responded to COVID-19 created gaps in supply chains, and pivoted their manufacturing using existing capital, labour and knowhow. Such new investment has been for in-demand goods such as personal protective equipment (PPE), sanitation products and fast moving consumer goods for health and nutrition. There may also be other gaps in supply chains that might benefit from manufacturers pivoting.

Manufacturers pivoting to health and medical devices/good supply chains may have to comply with regulations from agencies such as Therapeutic Goods Administration (Australia), and funding to assist with this process would also be beneficial.

The Federal Government has established a platform for the manufacturing sector. Driven by the Department of Industry, with support from respective State Government departments (i.e. DJPR), this program seeks to capture expressions of interest from Australian based manufacturers and individuals looking to assist with supply of goods, services or knowledge in tackling the current COVID-19 outbreak in Australia. This grant will complement this platform.

**Aims**

The objective of this grant is to support existing manufacturing businesses in Knox to transition and pivot their manufacturing to respond to medical, health and other supply chain needs that have arisen due to COVID-19. In addition, the objective is to assist with regulatory processes, maintain and create jobs, create new local business-to-business opportunities, and build on Knox's comparative advantage in the medical and health sector.



## COVID-19 Community and Business Support Package

**Fund Principles and Scope**

The Knox Manufacturing and Supply Chain Transition Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox Manufacturing and Supply Chain Transition Grant will have the following parameters:

- Manufacturing businesses will be able to apply for up to \$20,000; and
- Council will reserve the right to part-fund projects.

The application process will require manufacturing businesses to justify how the grant will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Capital/equipment to facilitate meeting health, medical and other demonstrated supply chain opportunities;
- Obtaining expertise/specialist advice to oversee process improvements, partnership arrangements or compliance requirements;
- Accessing local research/ testing that will support businesses to pivot to new opportunities; and
- Obtaining support/advice to assist local firms that have COVID-19 export opportunities.

**Eligibility**

To be eligible for funding, the following requirements must be met:

- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the grant funding will support their business to transition to new supply chain opportunities arisen due to COVID-19; and
- Hold all relevant licences, permits and approvals necessary to be operating.

**Application and Assessment Process**

- Applications will be received via Council's SmartyGrants software. Applicants will need to provide proof of eligibility and a quote outlining the project.
- An assessment panel of Council officers and an external member will be convened to assess applications on an ongoing basis. A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination.

**Submission Period**

- The submission period is expected to commence in July/August 2020 and will be open for a six week period, with assessments taking place on a fortnightly basis.





## COVID-19 Community and Business Support Package

### Successful Applicants

- Successful grant recipients will need to sign a letter of offer including terms and conditions prior to funding being provided.
- Once the project has completed, the recipient must complete a grant acquittal via SmartyGrants.

### Recommendation

18. It is recommended that the Knox Manufacturing and Supply Chain Transition Grant be supported as part of an overarching Business Support Grants Program, with a total program value of \$335,000 allocated in the 2020-21 financial year.

## 11.3 Knox Creative & Cultural Sector and Place Activation Grant

### Background

Knox is home to a diverse mix of creative and cultural industries that have been highly impacted by the current pandemic. Analysis of data in the creative and cultural sector shows that there are well over 700 local creative and cultural businesses that are registered for GST, however there are many other smaller creative and cultural businesses that will also be significantly impacted by COVID-19.

The State Government's agency Creative Victoria undertook significant research into the sector in 2013-2015 and estimated that Victoria's creative and cultural economy contributed \$22.7 billion to Victoria in 2013 – representing 8% of the State's total economy, which was more than construction (\$19.8 billion).

The creative and cultural industries also have a much deeper role in our community and are central to expressing identity, liveability, and are linked to social practices and traditions. Many people that work in the creative and cultural sector also have secondary employment in retail trade or accommodation and food services – sectors that are also heavily impacted by COVID-19.

As a sector where there are a number of start-ups, sole traders/micro-businesses and freelancers, the cultural and creative sector is unlikely to have had business continuity and financial measures in place to meet the challenges of COVID-19.

### Aims

The objective of this grant is to support cultural and creative sectors in Knox – a sector that is heavily reliant on patron numbers, events/ festivals and tourism. The funding compliments the Sustaining Creative Workers initiative issued by the State Government to support the continued work of Victoria's independent creative practitioners.

### Fund Principles and Scope

The Knox Creative & Cultural Sector and Place Activation Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.



## COVID-19 Community and Business Support Package

The Knox Creative & Cultural Sector and Place Activation Grant will have the following parameters:

### Stream 1 – Industry Facilitation Grant

- Creative and cultural businesses will be able to apply for up to \$5,000;
- Needs to be an individual business application; and
- Council will reserve the right to part-fund projects.

Stream 1 – Industry Facilitation Grant is proposed and will include activities such as:

- Invest in training packages e.g. creative seminars/ creative classes online with skills/ social interaction;
- Innovate their marketing and communication activities such as building search engine optimisation, exploring social media strategies or other communications engagement; and
- Facilitate partnership/ network or research and development opportunities with other creative professionals across new platforms, channels, portals, etc.

### Stream 2 – Placemaking and Liveable Communities Grant

- Creative and cultural businesses will be able to apply for up to \$10,000;
- Needs to demonstrate partnerships and community outcomes; and
- Council will reserve the right to part-fund projects.

Stream 2 Placemaking and Liveable Communities Grant will enhance placemaking/liveability and activity centre renewal activities, in Wantirna, Bayswater, Boronia and Ferntree Gully Village, post COVID-19 restrictions.

With COVID-19 having a deep impact on retail, hospitality and community arts and recreation services, this grant recognises the link between vibrant retail and activity centres and the creative and cultural sectors.

These initiatives could include:

- Funding neighbourhood pop-up activations, community art projects/ installations, and cultural development activities;
- Running events/performances/multimedia/digital exhibitions that are connected to the activity centres;
- Supporting partnership arrangements between artists and traders to improve visual merchandising/rejuvenation of shopfronts, activity centre beautification or marketing; and
- Footpath, trading and dining displays that compliment commercial and community activity in these centres.



## COVID-19 Community and Business Support Package

**Eligibility**

To be eligible for funding, the following requirements must be met:

- Hold an Australian Business Number (ABN);
- Be currently operating within the cultural and creative sector, as listed by the ABS/Creative Victoria;
- Be an Australian owned business;
- Be located in or operating within Knox; and
- Hold all relevant licences, permits and approvals necessary to be operating.

**Application and Assessment Process**

- Applications will be received via Council's SmartyGrants software. Applicants will need to provide proof of eligibility and a quote outlining the project.
- An assessment panel of Council officers and an external member will be convened to assess applications on an ongoing basis. A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination.

**Submission Period**

- The submission period is expected to commence in July/August 2020 and will be open for a six week period, with assessments taking place on a fortnightly basis.

**Successful Applicants**

- Successful grant recipients will need to sign a letter of offer including terms and conditions prior to funding being provided.
- Once the project has completed, the recipient must complete a grant acquittal via SmartyGrants.

**Recommendation**

19. It is recommended that the Knox Creative & Cultural Sector and Place Activation Grant be supported as part of an overarching Business Support Grants Program (with a total program value of \$335,000) allocated in the 2020-21 financial year.



## COVID-19 Community and Business Support Package

## 12. Retail Activation Strategy

### Background

The restriction of economic activity due to COVID-19 has hit some industries harder than others. A survey conducted by REMPLAN has suggested that revenue for Arts & Recreation businesses is down 55.7% and Accommodation & Food Services is down 49.3%. Whilst the results of this survey show that Retail Trade revenue is down 26.4%, this number may be skewed by the huge increase in shopping for grocery items at the beginning of the crisis. Small retailers of clothing, furniture, giftware and others may be suffering losses closer to that of arts, food and accommodation businesses. This has been found anecdotally through conversations with retailers in Knox and members of the Economic Development team.

### Aims

The objective is to prepare a Retail Activation Strategy that encourages local residents and workers to shop local.

### Proposal

The Retail Activation Strategy will align with work to facilitate creative and cultural initiatives and place activation. Once social distancing measures are rolled back to an acceptable level and it is safe for people to be gathering in larger groups, the Retail Activation Strategy will be able to begin. The Strategy will primarily be based on a 'Buy & Play Local' platform to promote local businesses, places, and art and cultural events. Short to medium term, this program should encourage collaboration between businesses, artists and community organisations operating in these spaces and from a business perspective it could work to support trader organisations to form and build the profile of their local area.

Longer term, after this program has rolled out, work could continue to support traders in local strip shopping centres.

Project scoping is still to occur, however the Program could include:

- Preparation of a Retail Activation 'Buy & Play Local' Strategy; and
- Engagement with local businesses in activity centres to build capacity and support traders.

Project planning and scoping for the Retail Activation Strategy will commence in June/July 2020. A procurement process will follow this. Quotes will be sought from external consultants to prepare the Retail Activation Strategy, in accordance with Council's Procurement Policy.

### Recommendation

20. It is recommended that the Retail Activation Strategy be supported, and \$50,000 be allocated in the 2020-21 financial year.



COVID-19 Community and Business Support Package

### 13. Attachment 1 – Business Support Package background

Over previous weeks, feedback has been received from businesses on what they are experiencing throughout the COVID-19 pandemic. Regional survey data and direct conversations with businesses has informed a Knox Business Support Package that can further complement Federal and State Government business support packages.

The Federal Government’s business support offering is far-reaching and totals \$320B, with a key component being the \$130B JobKeeper Payment scheme. The Victorian Government has established an economic survival package to support Victorian businesses. The \$1.7 billion Economic Survival Package complements the work of the Federal Government and offers a combination of eight funding streams and rebate style support mechanisms such as reimbursement of liquor licensing fees.

#### Melbourne East Regional Economic Development Group

Knox City Council contributes to, and participates in, the Melbourne East Regional Economic Development Group (MEREDG). A survey was made available to all businesses across the municipalities of Knox, Monash, Whitehorse, Manningham, Maroondah and Yarra Ranges, with a view to obtaining an understanding of how COVID-19 is impacting businesses. This survey closed on 6 April 2020, and a summary of this survey is provided below:

- 823 businesses participated.
- In terms of business types, ‘Accommodation and food services’ had the highest amount of responses (131), and ‘Retail trade’ was the second highest (with 119 responses). The third highest was manufacturing with 61 responses.
- The majority (89.1%) of respondents were small businesses of less than 20 employees.
- 81.1% of businesses indicated that they had been impacted by COVID-19. In terms of how the impacts of COVID-19 had been felt, 90.3% of respondents stated that revenue loss would impact them, and 77.3% believed that customer loss would impact them.
- Just over half of the respondents (423) have either a Risk Management Plan or Business Continuity Plan in place.
- When asked if their business could operate long term if some or all of the employees were unable to attend work due to self-isolation, 58.1% of respondents stated ‘No’.
- When asked how long businesses could remain viable for if they are negatively impacted by COVID-10, the highest response was three months or less (38.7%). This graph is shown below.

Value	Percent	Responses
3 months	38.7%	314
6 months	17.5%	142
9 months	1.0%	8
1 year	5.4%	44
Unsure	37.4%	303



## COVID-19 Community and Business Support Package

- In terms of support from Government (across Federal, State and Local), the following was identified:
  - Tax incentives – 29.4%.
  - Loan (reduced/ interest free) – 23.3%.
  - Support services – 11.5%.
  - Listing of local suppliers/ capability – 2.2%.
- A number of other individual ideas were identified. The ideas that could be relevant to Local Government include:
  - General financial/ grant assistance – for businesses and for artists:
    - Advertising; and
    - Creation of suitable web platforms.
  - Reduction of Council rates.
  - Promote locations of 'hard-to-get' items.
  - Assist with the supply of additional cleaning and sanitising materials.
  - Guidance through the multitude/ range of information that is now available in relation to business support.

Based on the MEREDG results, providing business support and guidance, and triaging information, requests and connections, continues to be a critical focus for the Economic Development team.

### Direct conversations

The Economic Development Team has engaged with businesses and had in-depth discussions regarding COVID-19 impacts. Each business engaged has requested different levels of support or assistance. Most, if not all, have had to make changes within their business, with some of the changes including standing down staff, establishing eCommerce functionality etc.

The Economic Development Team has referred businesses to State and Federal government support packages, and has provided connections to external mentoring.

Initial analysis of our direct engagement has indicated a need for the following:

- Legal advice to assist in better understanding and navigating issues relating to commercial tenancies and leases;
- Assistance and facilitation for businesses to transition and pivot their manufacturing to products that might be in greater demand, including health sector products; and
- Tax and wage subsidy advice to provide businesses with relevant government package information, including JobKeeper advice.

Information from direct conversations has reiterated the need for the Economic Development Team to continue and enhance its support services.



## COVID-19 Community and Business Support Package

**Current activities from the Economic Development Team**

- **Communication**
  - An Electronic Direct Mail (EDM) is regularly sent to the KnoxBiz database, and is tailored to provide responsive and relevant advice.
  - Regular and relevant COVID-19 updates continue to be made to the Knox Biz website.
  - The Bayswater Business Precinct (BBP) Connect web platform has recently been created and launched. COVID-19 updates and links to government information have also been placed on this web platform.
  - The next edition of Knox Business Life will include relevant COVID-19 updates.
  
- **Ongoing program/ support services**
  - Ongoing support and guidance is provided to all businesses that have contacted them.
  - In discussions with relevant Council departments, planning permission will not be required during the COVID-19 shutdown period for any wholesale food businesses seeking to retail temporarily from their production site.
  - Connections have been brokered between local manufacturers with health agencies, to assist with pivoting manufacturing and deliver health related products.
  - Small business mentoring is being offered to local businesses that need urgent advice.
  - Online events and training from Australian Small Business Advisory Services (ASBAS) and Small Business Victoria (SBV) continues to be supported and regularly promoted.
  
- **New projects**
  - A new web platform has been created to provide our residents (and surrounding LGA residents) with information on where food and drinks premises are still open. This has been created to assist those restaurants and cafes that can no longer host patrons on site.
  - The BBP Connect web platform is a forum for businesses within the Bayswater Business Precinct to connect and share information, and to enhance supply chains. Registration for BBP Connect was previously restricted to businesses only within the Bayswater Business Precinct. This has now been opened up to allow all businesses from Knox, Maroondah and Yarra Ranges to register.

## 9.2 Kindergarten Expansion Reform

**SUMMARY:** Acting Manager, Family and Children's Services, Angela Morcos

The State Government has commenced the implementation of subsidised kindergarten for all 3-year-old children in Victoria in both sessional and long day services. From January 2022, it is expected that every 3-year-old child in Knox will have access to five hours per week of State-funded kindergarten, and access to 15 hours per week of State-funded kindergarten by 2029.

This report summarises outcomes to date from Council's Kindergarten Expansion Project that investigated and analysed options for Council, and makes recommendations for Council's roles in funded kindergarten into the future.

### RECOMMENDATION

That Council:

1. Agree in principle to be a provider of funded kindergarten for eligible 3 and 4 year-old children in line with the Victorian Government's Kindergarten Expansion Reform, in response to demand, and deliver the service in a sustainable model that is identified through further financial analysis and modelling;
2. Agree to the following Guiding Principles for the operation of its funded kindergarten services, that these principles replace the Council resolutions listed in Attachment 4, and that Council's Executive Management Team approve an Operational Service Plan on an annual basis for Council's kindergarten services to operate in alignment with the principles:
  - High quality;
  - Inclusive and accessible;
  - Integrated;
  - Flexible and responsive; and
  - Operationally viable and sustainable.
3. As a municipal planner and advocate for children and families, continues to work in partnership with non-Council kindergarten providers and the Victorian Government to support a mixed market of kindergarten provision in the municipality;
4. Continues to provide purpose-built early years infrastructure where services and programs are provided by Council and non-Council providers;
5. Notes a further report will be provided that includes an Early Years Infrastructure Strategy, and that funding will be referred to Council's Capital Works Program; and
6. Continues to provide the Victorian Government funded Preschool Field Officer Program.



## 1. INTRODUCTION

The Victorian Government Kindergarten Expansion Reform will expand universal kindergarten to include all 3-year-olds so that children in Victoria will have access to two years of State-funded kindergarten before school. Funded 3-year-old kindergarten will be available in both long day care centres and sessional or “standalone” kindergarten services. This mirrors the way that funded kindergarten for 4-year-olds is available now.

Knox City Council plays a number of roles in relation to kindergarten across the municipality, including:

- Direct service delivery as an Approved Provider and Early Years Manager;
- Infrastructure provision;
- Municipal planner and advocate; and,
- Partnerships with non-Council service providers.

This report:

- Provides information about the impact of this reform on Council’s roles as a service provider, owner of early years infrastructure, and as a municipal planner;
- Presents outcomes of high-level analysis and modelling that investigated the potential impacts of the reform on Council’s early years infrastructure, and role as a kindergarten provider; and
- Recommends roles for Council in regards to this reform.

## 2. DISCUSSION

### 2.1 Kindergarten Expansion Reform

The staged introduction of a second year of funded kindergarten is a major policy change that creates the opportunity for all children to engage in State-funded teacher-led early education and care programs in the two years prior to school.

In 2020, six Local Government areas across rural and regional Victoria started delivering universal funded 3-year-old kindergarten programs. More than 600 children in 36 services now engage in up to 15 hours each week of funded 3-year-old kindergarten programs. This reform affects early years services and providers of early years facilities. However, it is also an opportunity for Council in consideration of its role as an early years municipal planner and advocate for families. Through this reform, Council will be better positioned to engage with, and therefore, support families, through their entire early years (0-6) journey.

The Kindergarten Expansion Reform is expected to be implemented in Knox in 2022. By 2029, all children in Knox will have access to subsidised kindergarten for 15 hours a week in the two years before commencing school.

In mid-2019, 96% of registered kindergarten and long day care services within Knox participated in a Department of Education led capacity assessment survey. Only 2% of these services responded that they were not interested or resistant to offering a funded 3-year-old kindergarten program. 54% of these services were already offering a non-funded 3-year-old kindergarten program (either in sessional or long day care settings).

## **2.2 Council's Roles**

Council has a proud history of delivering high quality early childhood services. Through these services, Council has forged a strong partnership with families starting at birth and providing advice, care, education and advocacy services to support children to thrive and grow in Knox as outlined in the Council Vision and Community and Council Plans.

Council has a unique capacity as an Early Years Manager, provider of a range of early years services, and working in partnership with other service providers to deliver high quality, integrated and coordinated early years services along with comprehensive levels of support to individual families. This provides a solid and effective foundation to support all families but in particular, to identify and support vulnerable and socially isolated families.

Council directly provides sessional 4-year-old kindergarten programs from 30 sites, with an average of 1,150 enrolments each year. Council is an employer of an average of 150 staff (full and part-time) each year to deliver and support these programs. Eighty-two percent (82%) of Council run sessional kindergarten services received a National Quality Standard rating of Exceeding, compared to 59% nationally. Sixty percent (60%) of eligible 4-year-olds attend Council run sessional programs and some 23% of children currently attend kindergarten in long day care settings across the municipality.

Council currently manages 34 facilities from which kindergarten programs operate. As a municipal planner, Council works in partnership with a number of kindergarten providers across the municipality. There are currently two non-Council operated 4-year-old kindergarten groups in Council facilities and a further two on school sites. Additionally, there are 13 3-year-old programs operated across the municipality – nine of these are in Council early years facilities. These programs are not currently funded by State or Commonwealth Governments (fully funded by parent fees and fundraising), mostly operating under State Regulations, and vary in hours available to families. The current reforms in early years support the continuation of all current providers.

The Department of Education and Training Capacity Assessment demonstrated that kindergarten in Knox is provided in a mixed market model that includes Council, not-for-profit, schools, privately-owned and for-profit providers. Interest in providing funded kindergarten for 3-year-olds from nearly all providers in the municipality indicates that mixed market provision is likely to continue providing families with choice about the service that best suits their child, and their family circumstances.

## **2.3 Early Years Infrastructure**

Local Governments in Victoria own the majority of purpose-built early years facilities across the state.

In April 2020, the State Government released its infrastructure strategy which outlines the approach to providing investments and additional supports where and when they are needed most, as well as supporting the sector to make the best and most effective use of resources already available.

Building Blocks funding makes available State Government grants to expand, improve and establish kindergarten infrastructure. It will support the roll-out of 3-year-old kindergarten across the state throughout this decade and assist the sector to meet ongoing growth in demand for 4-year-old kindergarten. An overview of Building Blocks is provided in Attachment 1.

In Victoria, there are around 2,400 services currently delivering funded 4-year-old kindergarten programs. The State Government plans to work with services and providers to maximise their

enrolments and make even better use of these facilities. An increased demand for enrolments can often be accommodated through existing spare places, and through services “unlocking” unused capacity. This can make delivery of high-quality programs quicker, easier and more viable for services and providers.

There are a range of incremental changes that providers of existing services can make to support access for more children to high-quality programs, including:

- Additional programs;
- Different timetables, including 7.5-hour sessions;
- The model of delivery, such as introducing rotational models and mixed-age groups;
- Degree-qualified kindergarten teachers leading integrated kindergarten programs in long day care settings.

### **2.3.1 Early Years Infrastructure Review**

An Early Years Infrastructure Review was undertaken to analyse projected demand for early years services in Knox until 2041 and to better understand the implications for Council-owned infrastructure.

The analysis included:

- An assessment of demand and supply of early years services provided by Council and other service providers in the municipality.
- Assessment of current utilisation of services located in Council-owned early years facilities.
- Consideration of the suitability of each facility’s design, condition and location for the delivery of early years services into the future.
- Considerations to inform a medium to long-term early years capital works program.
- Considerations specific to the introduction of State-Government funded 3-year-old kindergarten.

Council manages 46 purpose built early years buildings, which house a variety of early years programs and services. Thirty-four (34) kindergarten facilities are owned and managed by Council across the municipality. This equates to 47% of infrastructure in Knox currently used to deliver kindergarten services (to include long day care facilities), however, 60% of eligible families are accessing 4-year-old funded kindergarten programs in Council owned facilities.

Over the past three decades, the City of Knox has passed through a period of rapid housing and business development and is now in a time of maturation and consolidation. Eighty-four percent (84%) of Council’s early years buildings are over 30 years old, with an average age of 40 years. While the buildings have an assumed life of 70 years, from a functional perspective, this may be closer to 50 years, given the changing nature of regulations relating to the delivery of early childhood services. The building age profile suggests higher maintenance costs, an ongoing need for renewal and refurbishment, and a requirement for a staged replacement program.

Although the municipality is in a period of consolidation, its population is still expected to grow by 17% between 2019 and 2041. The increase for the early years population cohort is slightly lower (12%), consistent with an ageing population.

The Infrastructure Review assumes that 60% of 3-year-olds and 60% of 4-year-olds will access a kindergarten program in a Council-owned facility from 2022 (irrespective of the service provider).

Using this assumption, and based on population projections for 3-year-olds and 4-year-olds, there will be a minor shortage of sessional kindergarten places in Council's facilities by 2026 and a significant shortage of places by 2029, when 15 hours of subsidised funding for 3-year-olds is fully implemented as shown in Table 1 below.

**Table 1: Supply and Demand Kindergarten Places in Knox 2019-2041**

	2019	2022	2026	2029	2034	2041
Total Sessional Kindergarten Places - Supply	2,012	2,012	2,012	2,012	2,012	2,012
3-Year-Old Sessional Kindergarten Places – Demand	0	395	806	1,221	1,244	1,308
4yo sessional kindergarten places – Demand	1,140	1,181	1,208	1,223	1,245	1,308
<b>Surplus/Deficit</b>	<b>872</b>	<b>436</b>	<b>-2</b>	<b>-431</b>	<b>-478</b>	<b>-604</b>

With research and data collected through participation in the Department of Education and Training Capacity Assessment and the Early Years Infrastructure Review procured by Council, it is expected that Council can, in the short and medium term, meet the anticipated demand on Council-owned facilities by adjusting current policies, operational practices and modifying facilities in line with accepted practice and National Quality Standards, for services provided by Council and/or non-Council providers. Long term needs will require further consideration as part of Council's Capital Works Program.

Further analysis of the Infrastructure Review is underway to identify short, medium, and long-term priorities which will form part of an Early Years Infrastructure Strategy for Council's consideration. This Plan is intended to include strategic priorities for Council to improve, renew and upgrade early years infrastructure by:

- Responding to predicted demand and population growth;
- Integrating with Council's Building Asset Management Plan;
- Prioritising projects in areas of greatest need, including areas of vulnerability;
- Maximising the use of Council's infrastructure with design and capacity that meets the needs of contemporary service delivery; and
- Providing evidence and data to inform a staged approach to future works and grant applications.

Further detail about initial modelling and options for Council's facilities is provided in confidential Attachment 2.

## 2.4 Kindergarten Service Provision

The introduction of funded 3-year-old kindergarten is fundamentally changing kindergarten in Victoria to two years of universal access to kindergarten. Current provision of sessional 3-year-old kindergarten in Knox is low compared to other municipalities, and there has been a decline in this provision during the last decade. It is unlikely that the service providers already offering sessional 3-year-old kindergarten will be able to meet future demand for 15 hours per week for every eligible child, so provision must expand and grow.

As a provider of funded kindergarten, it is recommended that Council consider adjusting its own service provision as part of this reform. The reform will shift parent preference and demand for 3-year-old kindergarten. Council is well known for its high-quality early childhood services, and there is keen interest from families, staff and the broader community about the role/s that Council will play in this important service.

In 2020, Council provides funded 4-year-old kindergarten services across 30 sites, delivered in 55 sessional groups and two long day care rooms. Council kindergarten groups are currently capped at 22 or 30 children in accordance with Council's resolution from 2015. Timetabling consists of either 2 x 7.5 hour sessions a week, or 3 x 5 hour sessions a week; and 15 hours of kindergarten is provided each week, for 40 weeks of the year. Knox parents have shown an increasing demand for the two sessions of 7.5 hours over the 3 x 5 hour sessions. Since 2017, there has been a 20% increase in the numbers of longer sessions to currently sit at just under 70%.

Income for kindergarten services comes from various sources:

- Parent fees or per child subsidy;
- State Government per capita funding;
- Early Years Management Cluster funding per site;
- Early Childhood Teacher Supplement; and
- Inclusion Support, Early Start Kindergarten and Access to Early Learning funding (variable as per criteria requirements).

Council 4-year-old kindergarten operational costs include:

- Educator staffing costs;
- Program and staff consumable resources;
- Facility maintenance, cleaning and gardening; and
- Support from coordination and operational staff.

The first stage of modelling has been undertaken to understand the potential financial implications for Council to provide funded kindergarten for eligible 3 and 4-year-olds, and to explore sustainable service models. This modelling is based on information currently available about State Government funding, and assumptions informed by existing service provision where information has not been confirmed or is unknown at this stage of the reform (such as parent preference for session times).

Initial modelling indicates that Council can be the provider of a State-funded kindergarten for eligible 3 and 4-year-olds in a sustainable way. Further analysis is required to refine this modelling and design a delivery model for Council's kindergarten services that is integrated with other early years services, responsive to changes in family preference and need, high quality and sustainable.

Further information is provided in confidential Attachment 3.

## **2.5 Guiding Principles**

The Kindergarten Expansion Reform requires Council to be responsive and flexible as the reform is rolled out and scaled up over several years where adjustments to operational aspects of the service may be required. To enable this, it is recommended that Council approves a set of Guiding Principles for the operation of its funded kindergarten services and that these Principles supersede

several Council resolutions from 2004-2015 that outline a very specific operating model. For further details on these resolutions, refer to Attachment 4.

Recommended Guiding Principles:

- High quality;
- Inclusive and accessible;
- Integrated;
- Flexible and responsive; and
- Operationally viable and sustainable.

An Operational Service Plan will be presented to Council's Executive Management Team on an annual basis to oversee the operation of Council's kindergarten services in alignment with the principles.

## **2.6 Next Steps**

Pending Council's decision regarding its roles in funded kindergarten, the Kindergarten Expansion Project will have areas of focus to plan and prepare for the introduction of funded kindergarten for 3-year-olds from 2022, including:

- A review of Council's Funded Preschool Policy to align the operations of Council's kindergartens with the Guiding Principles.
- Further financial analysis and modelling for the sustainable delivery of Council-operated kindergartens.
- Development of the Early Years Infrastructure Strategy, progress capital works planning, commencement of some projects to increase facility capacity, and identification of State Government capital grants to support project delivery.
- Continued engagement with staff, families, community and other kindergarten providers in Knox.

## **3. CONSULTATION**

An extensive communication and engagement strategy has been developed to support the Kindergarten Expansion Reform. The Reform is the first of its kind in Australia and will profoundly change kindergarten in Victoria. Therefore, the strategy intends to:

- Build on the State Government's communication strategy and support the delivery of critical information for the local Knox community.
- Keep all stakeholders informed and engaged, including staff, service providers, and families.
- Support the successful introduction of funded kindergarten for 3-year-olds in Knox.
- Enhance the partnership Council has with the range of stakeholders involved in the provision of kindergarten in Knox.
- Develop greater understanding of, and support for quality early childhood education and care services and programs for young children.

## **Working in Partnership**

Council Officers are working in partnership with the Victorian Department of Education and Training and the Victorian School Building Authority to assess potential demand for, and supply of kindergarten places across the municipality; evaluate infrastructure requirements; identify potential grant funding opportunities; and commence work on an agreed long-term infrastructure plan.

A Knox Kindergarten Provider Network group was established in April 2020 which currently has 19 members subscribed, consisting of sessional and long day care kindergarten providers in Knox. The network aims to share opportunities and challenges, facilitate communication and information sharing amongst members, and develop supportive connections across members of the network.

This network is a key forum for Council to work with other kindergarten providers in Knox to jointly plan for the successful implementation of Kindergarten Expansion from 2022.

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

Council has 46 purpose-built early years facilities, and 34 of these facilities have capacity for sessional kindergarten programs. The facilities have a combined total of 37 rooms and currently have an approximate elected capacity of 2,012 places (i.e. number of licensed places available for enrolments).

Council has historically provided facilities that support best-practice service delivery by co-locating a number of early years services to support children and families. However, due to the changing nature of regulations relating to the delivery of early childhood services and an average facility age of 40 years, further consideration is required to understand how Council can strategically invest in early years facilities that will support the Knox community into the future. This will be a key consideration in the development of the Early Years Infrastructure Strategy.

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

Evidence shows that investment in early childhood education has significant social and economic benefits. For every \$1 invested in early childhood education, Australia receives \$2 back over a child's life - through higher productivity and earning capacity, and reduced government spending on health, welfare and crime.

*(Reference: A Smart Investment for a Smarter Australia, Price Waterhouse Coopers and The Front Project).*

More local and immediate impacts of the Kindergarten Expansion Reform include an increase in the early childhood educator workforce by approximately 30%, and supporting parents who may be able to return to work early while their children attend kindergarten.

Outcomes of initial high-level modelling and analysis of the financial impact of the Kindergarten Expansion Reform is provided in the body of this report and attachments.

## 6. SOCIAL IMPLICATIONS

A child who has attended two years of a quality kindergarten program will, on average:

- Have better cognitive and social skills when they start school (including better development in language, pre-reading, early number concepts, non-verbal reasoning, independence, concentration and social skills);
- Have higher exam scores at 16, including better grades in English and maths;
- Have better social and emotional outcomes at age 16; and
- Be more likely to take more final year exams and to go on to higher academic study.

*(Reference: Sammons, P., Sylva, K., Melhuish, E., Siraj, I., Taggart, B., Toth, K. & Smees, R. (2014). Effective Pre-School, Primary and Secondary Education Project, Department for Education, United Kingdom.)*

As a municipal planner, Council plays a key role in supporting the children of Knox to have the best start in life. This is currently being achieved through direct delivery of Maternal and Child Health programs, provision of quality occasional and long day early education and 4-year-old kindergarten services, a 3-year-old program at Rowville Community Centre and crèche at the Netball Centre, Preschool Field Officer service, supported playgroup programs and partnerships with community playgroups, allied health providers, and partnerships with other providers of early years services such as independent 3 and 4-year-old kindergarten providers.

Council has a history of offering high quality and integrated early years services to provide a solid and effective foundation to support families throughout their early years journey.

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

**Goal 5 - We have a strong regional economy, local employment and learning opportunities**

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.

## 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 Strategic Project Officer, Caroline Meier – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## 9. CONCLUSION

Victoria is one of a number of states in Australia who are responding to a growing body of evidence about the importance of children's participation in high quality early childhood services. The State Government Kindergarten Expansion Reform will expand universal kindergarten to



include all 3-year-olds so that children in Victoria will have access to two years of State-funded kindergarten before school.

As Knox City Council currently plays a number of roles in relation to kindergarten across the municipality it is well positioned to respond to and play a key role in the local implementation of this reform.

## **10. CONFIDENTIALITY**

Confidential information is contained in Attachments 2 and 3 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information is also confidential for the purposes of the Local Government Act 2020:

- As it is information that was confidential information for the purposes of section 77 of the Local Government Act 1989; having been declared to be confidential pursuant to Section 77 of the Local Government Act 1989 for the reasons outlined above.
- As it includes Council business information regarding preliminary costings for possible future Capital Works, that may prejudice the Council's position in commercial negotiations for said works if prematurely released.

**Report Prepared By:** Acting Manager Family and Children's Services, Angela Morcos and Senior Strategic Project Officer, Caroline Meier

**Report Authorised By:** Director Community Services, Tanya Scicluna

### **Attachments**

1. Attachment 1 - State Government Infrastructure Strategy [9.2.1 - 1 page]
2. Attachment 4 - Previous Council Resolutions [9.2.2 - 3 pages]

Attachment 1

State Government Infrastructure Strategy

Building Blocks grants bring together new and existing grant streams into one integrated grants program, replacing the Children’s Facilities Capital and Inclusive Kindergartens Facilities programs.

Building Blocks consists of three streams:

- Capacity Building,
- Improvement
- Inclusion

At this stage, the State Government has only released details of the Capacity Building Stream. Further information regarding improvement and inclusion streams will be provided in the coming months.



Capacity Building Grant Streams

Grant type	Maximum grant amount
Integrated Children’s Centre Grant	<b>up to \$2 million (ex GST)</b> (maximum grant allocation may be reduced for smaller increases to licenced places)
New Early Learning Facility Grant	<b>up to \$1.5million (ex GST)</b> (maximum grant allocation may be reduced for smaller increases to licenced places)
Modular Kindergarten Facility	<b>One-room up to \$750,000 (ex GST)</b> <b>Two-room up to \$1.5million (ex GST)</b>
Expansion Grant	<b>up to \$600,000 (ex GST)</b> (maximum grant allocation may be reduced for smaller increases to licenced places)

Attachment 4

Previous Council Resolutions - Proposed Change

That the below resolutions be replaced by the following Guiding Principles for the operation of Council’s funded kindergarten services:

- High Quality
- Inclusive and accessible
- Integrated
- Flexible and responsive
- Operationally viable and sustainable

Council’s Executive Management Team will approve an Operational Service Plan on an annual basis to ensure Council’s kindergarten services operate in alignment with the Guiding Principles above.

Resolution To Be Replaced	Impact of Change
<p><b>27 January 2004</b></p> <p>That Council continue to require 3-year-old preschool to be operated and managed by separately incorporated 3-year-old preschool committees</p>	<p>No change to current practice.</p> <p>The State Government strategy to reform early childhood education and care implemented the Early Years Management Framework in 2016 bringing together the expertise required to manage kindergartens and reduce governance and administrative burdens on parent volunteers.</p> <p>The reforms transitioned Knox City Council from a Kindergarten Cluster Manager to an Early Years Manager responsible for the management of multiple services. There are other providers of funded and un-funded kindergarten in the municipality that are a mix of long day care providers, Incorporated Committees of Management, other Early Years Managers and schools.</p> <p>The recommendation recognises this resolution is not aligned with the current mix of kindergarten providers operating in the municipality.</p>

Resolution To Be Replaced	Impact of Change
<p><b>27 April 2010</b></p> <p>Recognises and upholds Knox City Council custom and practice that priority of access is provided to playgroups in existing unlicensed council facilities. Where demand for 4-year-old preschool exceeds current capacity, unlicensed space may be upgraded to licensed space...and ensure that an early years service is relocated to a suitable facility.</p> <p>Recognises and uphold the custom and practice of providing priority of access to existing licensed facilities for 4-year-old funded preschool programs</p>	<p>No change to current practice.</p> <p>Knox City Council recognises the significant social and economic benefits of two years of kindergarten and will fully utilise its facilities to provide access to this opportunity for Knox families.</p> <p>Knox City Council Early Years Strategic Infrastructure Plan will consider all service needs including those of playgroups and will be supported by the Guiding Principles.</p> <p>Similarly, service delivery requirements have been and will continue to be, factored into the potential allocation of space to meet community needs.</p> <p>Adoption of the Guidance Principles ensure that Knox City Council provides space for <u>all</u> services (including funded kindergarten) to fully support families with young children from 0-8 years.</p>
<p><b>27 March 2012</b></p> <p>Endorse the two session models recommended in this report to be applied across the majority of 29 preschool service sites in January 2013 as follows: 2 x 7.5 hour sessions per week; and 3 x 5 hour sessions per week.</p> <p>Note the early years facilities where engagement and consultation will be required with community managed services to facilitate .... access for early years facility users.</p> <p>Continue to advocate to the State and Commonwealth Government to confirm funding needed to support the 15 hours reform, particularly the Preschool Per Capita Grant.</p>	<p>No change to current practice.</p> <p>Knox City Council recognises the significant social and economic benefits of two years of kindergarten. Knox City Council will ensure that kindergarten services will continue to meet the needs of families and the broader community.</p> <p>Adoption of Guidance Principles ensure that Knox City Council provides funded kindergarten program via a sessional model that balances community and council objectives to best support families with young children. The Kindergarten Expansion Reform requires Council to be responsive and flexible as the reform is rolled out and scaled up over several years where adjustments to operational aspects of the service may be required.</p> <p>In addition, Council officers will continue to advocate for the interests of Knox residents.</p>

Resolution To Be Replaced	Impact of Change
<p><b>24 February 2015</b></p> <p>Cap the majority of group sizes to 22 children and only increase group size where significant demand and licensed floor space allows</p>	<p>Knox City Council currently offers kindergartens in a range of group sizes including groups of 30 where demand and floor space allow and has done so for a number of years with services consistently achieving a high quality rating.</p> <p>Providing access to 2 years of kindergarten will position young children in Knox to thrive and enjoy their lifelong education journey. Knox has the capacity to make this opportunity available to families by maximising the potential of its facilities.</p> <p>Adoption of the principles does not make any change in terms of the staff: children ratio (which is 1:11)</p> <p>The Kindergarten Expansion Reform requires Council to be responsive and flexible as the reform is rolled out and scaled up over several years where adjustments to operational aspects of the service may be required.</p> <p>Alignment of facility capacity with children numbers to deliver increased utilisation rate, and a sustainable and quality service. This will also enable Knox City Council to access potential government infrastructure funding, and assist rejuvenation of aged infrastructure to provide fit for purpose early years facilities.</p>

### 9.3 Minor Grants Program 2019-20 Monthly Report

#### SUMMARY: Coordinator Community Partnerships – Saskia Weerheim

This report summarises the grant applications recommended for approval in May 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2019-2020 financial year.

#### RECOMMENDATION

That Council:

1. Approve six applications for a total of \$14,252.51, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Wantirna South Football Club	Veranda heaters at Walker Reserve	\$1,000.00	\$1,000.00
Rowville Tennis Club	Storage Shed	\$2,834.00	\$2,834.00
Haering Road Preschool Association	Mud kitchen upgrade	\$1,727.51	\$1,727.51
The Basin Music Festival Association	Covid-19 Concerto Silencio	\$3,000.00	\$3,000.00
Fab Nobs Theatre	Cable Trays	\$2,741.00	\$2,741.00
Recipe4Change	Emergency food relief	\$2950.00	\$2950.00
<b>TOTAL</b>		<b>\$14,252.51</b>	<b>\$14,252.51</b>

2. Refuse one Minor Grants Program application requesting a total of \$950, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Boronia and The Basin Community News Incorporated	Not for Profit Publicity	\$950.00	<p><b>Clause 6.24 - For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year.</b></p> <p>Received funding in July 2019 for the same request – newspaper space to promote the work of local not-for-profit organisations.</p>
<b>TOTAL</b>		<b>\$950.00</b>	

3. **Note that inclusive of the above recommended grants which total \$14,252.51, a total of \$127,306.52 has been awarded to date under the 2019/2020 Minor Grants Program to support 66 community-based organisations and their programs.**

## 1. INTRODUCTION

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

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

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

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

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

## 2. DISCUSSION

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

Seven complete grant applications were received since the 27 April 2020 Ordinary Meeting of Council, requesting grants totalling \$15,202.51.

This report recommends six applications for Council's approval as eligible under the Minor Grants Program Policy. The applications include:

- Wantirna South Football Club for \$1,000 for strip heaters in the covered veranda area at Walker Reserve;
- Rowville Tennis Club for \$2,834 for a new storage shed and associated concrete slab;
- Haering Rd Preschool Association for \$1,727.51 to replace the current mud kitchen which includes a new mud kitchen table, sink, four stools and equipment storage;
- The Basin Music Festival for \$3,000 to cover expenses already incurred for The Basin Music Festival 2020, which was cancelled due to the coronavirus. It is noted that The Basin Music Festival received a Community Development Fund (2019/20) grant for this event but have requested for this funding to be rolled over to the 2020/21 financial year. Whilst the funding requested is for retrospective expenses and would not normally be eligible under Section 6.28 of the Minor Grants Policy, it is recommended that Council waive this clause, under Section 7 of the Policy which relates to crisis response provisions, and approve the application;
- Fab Nobs Theatre for \$2,741 for cable trays which will provide a permanent and safe support for the theatre's lighting cables; and

- Recipe4Change for \$2,950 for emergency food relief for Knox families affected by the pandemic. Whilst this application would not normally proceed to the May Ordinary Meeting of Council as it was received after the closing date (Clause 6.33), it is recommended that Council waive this Clause, under Section 7 of the Policy, which relates to crisis response provisions, and approve the application

All of these projects are clearly targeted to the benefit of the Knox community and address the objectives of the Minor Grants program.

The remaining application, from Boronia and The Basin Community News Incorporated, was assessed to be ineligible in accordance with the Minor Grants Program Policy as they already received funding in July 2019 for the same request (Clause 6.24 - Applications will not be supported for the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year).

### **3. CONSULTATION**

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

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

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

The approval of Minor Grants is managed within Council's adopted budget. The 2019/20 budget provides \$148,500 for the Minor Grants Program. Recommended applications for the May period total \$14,252.51. If approved as recommended, the remaining Minor Grants budget for 2019/20 will total \$22,893.13, before GST adjustments.

### **6. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. The Minor Grants is a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.



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

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

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

### **Goal 5 - We have a strong regional economy, local employment and learning opportunities**

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

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

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

Strategy 7.3 - Strengthen community connections.

## **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 Community Partnerships, Saskia Weerheim – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director Community Services, Tanya Scicluna – 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**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that the information includes personal information regarding applicants, and/or has been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By:** Coordinator Community Partnerships, Saskia Weerheim

**Report Authorised By:** Director Community Services, Tanya Scicluna

**Attachments**

A confidential attachment is circulated under a separate cover.

## 10 Corporate Services Officers' Reports for consideration

### 10.1 Performance Report for Quarter Three 2019-20

**SUMMARY:** Corporate Planning and Reporting Officer, Kate McInnes

This report provides the third quarter progress on initiatives identified in the 2019-20 Annual Plan, adopted by Council on 24 June 2019 as part of the 2019-20 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2019-20 year.

#### RECOMMENDATION

That Council receive and note the 2019-20 Annual Plan progress report for the period 1 January 2020 to 31 March 2020.

#### 1. INTRODUCTION

An Annual Plan was established for the 2019-20 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2019-20 Annual Plan progress report to 31 March 2020 (see Attachment 16.1.1) reports on the initiatives that support those goals.

The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process, it is not a comprehensive report on all of Council's activities.

#### 2. DISCUSSION

Attachment 16.1.1 provides the Annual Plan progress report for the third quarter of 2019-20.

##### Q2 2019-20 Results:

Of the 23 initiatives included in the 2019-20 Annual Plan:

- 2 initiatives are complete
- 14 initiatives are on schedule
- 4 initiatives have fallen less than 15 per cent behind schedule and require monitoring
- 3 initiatives have fallen more than 15 per cent behind schedule and require monitoring

##### The initiatives currently below target are:

1. Progress discussions with Melbourne Water to transfer the catchments of 60Ha and above to the regional drainage authority.
2. Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.
3. Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.
4. Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.

5. Increase the number of cyclists using Council's shared path networks.
6. Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.
7. Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.

Progress comments on all initiatives can be found in Attachment 16.1.1.

### **3. CONSULTATION**

The 2019-20 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2019-20, including the initiatives, was approved as part of the Annual Budget after public consultation on 24 June 2019.

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

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2019-20 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

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

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within the 2019-20 Annual Plan seek to have a positive social impact within the Knox municipality.

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

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

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

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

### **8. CONFLICT OF INTEREST**

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

Author – Corporate Planning and Reporting Officer, Kate McInnes - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

There has been sound progress on the majority of Annual Plan initiatives in quarter three 2019-20, with 16 of the 23 initiatives on or ahead of schedule.

## **10. CONFIDENTIALITY**

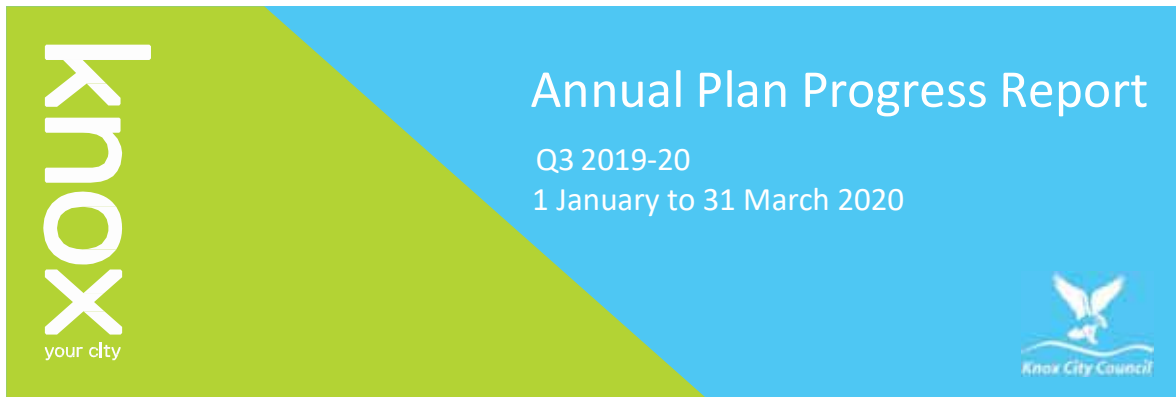
There are no items of a confidential nature in this report.

**Report Prepared By:** Corporate Planning and Reporting Officer, Kate McInnes

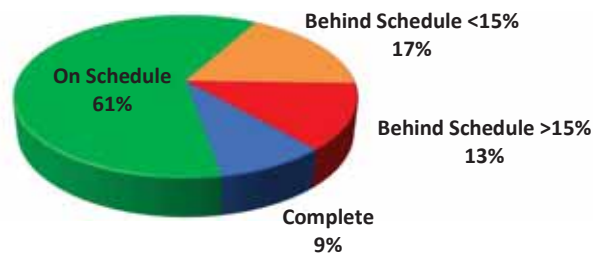
**Report Authorised By:** Chief Executive Officer, Tony Doyle

## **Attachments**

1. Q 3 2019-20 Annual Plan Progress Report [10.1.1 - 16 pages]



### 2019-20 Annual Plan Progress Report - Quarter Three (January – March 2020)



Goal	Complete	On Schedule	Behind Schedule (<15% behind schedule)	Behind Schedule (>15% behind schedule)
1. We value our natural and built environment	-	3	1	1
2. We have housing to meet our changing needs	-	2	1	-
3. We can move around easily	-	-	1	1
4. We are safe and secure	-	2	-	-
5. We have a strong regional economy, local employment and learning opportunities	1	1	1	1
6. We are healthy, happy and well	-	2	-	-
7. We are inclusive, feel a sense of belonging and value identity	-	3	-	-
8. We have confidence in decision making	1	1	-	-
<b>Total</b>	<b>2</b>	<b>14</b>	<b>4</b>	<b>3</b>

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones. Where appropriate, milestones are weighted based on the importance and quantity of work involved.



## 2019-20 Annual Plan Progress Report

## Goal 1: We value our natural and built environment

Initiative Description		Department	Q3 Target	Progress
Expand the range of items to be recycled through the kerbside domestic and commercial waste service.		Sustainable Infrastructure	70%	85%
<b>Progress Comment:</b>				
<p>Council has participated in a number of reviews of the waste sector that have occurred in the 2019-20 year. With the release of <i>Recycling Victoria</i>, the Victorian Government's new circular economy policy, there will be changes required. The details are yet to be known, but it is likely there will be mandated standardisation of materials for recycling, including food waste services for the future, and possible mandated glass services. What materials can be recycled will depend on adaption to market conditions and collaborative procurement outcomes.</p> <p>It is likely that the range of materials accepted in the future will be reduced to value added products, to improve the viability and sustainability of the sector. Council will need to develop a transition plan for this implementation.</p> <p>Additionally, Council officers have actively participated in consultations and working groups in 2019-20.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Broaden educational programs for recycling in the community	01-07-2019	30-03-2020	100%
	Evaluate collection models for food and green organics collection	01-07-2019	30-06-2020	40%
	Participate in regional consultations and working groups on waste and recycling reform	01-07-2019	30-06-2020	100%
YTD Actual		YTD Budget	Initiative Budget	
\$65,247		\$80,000	\$100,000	



## 2019-20 Annual Plan Progress Report

Initiative Description		Department	Q3 Target	Progress
Progress discussions with Melbourne Water to transfer the catchments of 60Ha and above to the regional drainage authority.		Community Infrastructure	75%	0%
<b>Progress Comment:</b>				
Council is represented on the Melbourne Urban Stormwater Institutional Arrangements (MUSIA) advisory committee coordinated by the Municipal Association of Victoria (MAV).				
The Department of Environment, Land, Water and Planning (DELWP), Melbourne Water, local government representatives and the MAV are jointly focused on the delineation of responsibility between Melbourne Water and local government for stormwater management assets. The review is exploring a wide range of issues that impact councils and their communities, including flood management, land use planning, changing community expectations and liveability opportunities.				
A major consideration for this review is where, and at what scale within the catchment can stormwater most efficiently and cost-effectively be managed as part of a coordinated approach, and what institutional arrangements will best support that approach.				
The MAV have not engaged the Working Group since July 2018. Progress on this matter is currently occurring between the MAV, Melbourne Water and DELWP.				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to progress discussion through ongoing meetings with Melbourne Water	01-07-2019	30-06-2020	Not Started
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q3 Target	Progress
Implement the <i>Knox Locally Threatened Species Management Plan 2010</i> .		Community Infrastructure	75%	93%
<b>Progress Comment:</b>				
A Geographic Information System (GIS) mapping layer has been developed to map all locally threatened species in reserves. Threatened species plants will be mapped as they are planted back into the reserves over the coming months. 3,726 threatened plants will be planted this year, with 74 separate species. Threatened species will be planted in 20 reserves.				
Initiative Milestones	Description	Start date	End date	Progress
	Identify key species, key reserves and numbers for planting	01-07-2019	28-02-2020	100%
	Plant identified threatened species in the specified locations	01-05-2020	30-06-2020	75%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				





## 2019-20 Annual Plan Progress Report

Initiative Description		Department	Q3 Target	Progress
Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.		Community Infrastructure	75%	80%
<b>Progress Comment:</b>				
<p>The Knox Gardens for Wildlife (G4W) Program now has 890 registered households, including 12 businesses.</p> <p>Partnering with Monash University and Swinburne TAFE has increased the number of volunteers for the Program. In addition, a recruitment video has been developed and is now available on the Council website. The Program has 31 active volunteers and Council is currently looking how to modify the Program during COVID-19 restrictions to keep participants and volunteers engaged. A community Facebook page has been developed to allow peer support and feedback.</p> <p>A Gardens for Wildlife Victoria Network has been formed to support the development of G4W Programs across the State. Councils Biodiversity Coordinator chairs the steering Committee. Currently 35 Local Government Associations are participating in the Network. The Department Of Environment, Land, Water, and Planning (DELWP) has provided a \$50,000 grant to support the Growth of the Program. A training video and toolkit is being developed to support online training.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Expand the number of volunteers working on the Knox Gardens for Wildlife Program	01-07-2019	30-06-2020	80%
	Extend the Gardens for Wildlife program delivery across the metropolitan Melbourne regions	01-07-2019	30-06-2020	80%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q3 Target	Progress
Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.		Sustainable Infrastructure	90%	83%
<b>Progress Comment:</b>				
<p>A program of interventions and recommended works to arrest identified structural defects is currently being finalised, with a view to seek quotations for works packages for approximately sixty percent of the building stock identified. The program of works will progress in the final quarter of 2019-20 and the first quarter of 2020-21, where structural design documentation is required.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Finalise the program of at risk building investigations	01-07-2019	30-03-2020	100%
	Progress the program of identified works	01-07-2019	30-06-2020	35%
YTD Actual		YTD Budget	Initiative Budget	
\$400,234		\$429,600	\$1,020,600	



## 2019-20 Annual Plan Progress Report

## Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Q3 Target	Progress
Continue to support the development of Stamford Park residential estate.		City Planning	75%	75%
<b>Progress Comment:</b>				
Progress of the Waterlea development is going well on site. Planning approvals have been issued for the site and works are continuing to progress, with a number of stages completed and occupied. Stockland have applied to Council to amend the development plan to remove the apartment building - this application is currently being assessed and is expected to be reported to Council in May or June 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to facilitate the development of Waterlea with Stockland	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget		Initiative Budget
\$471,413		\$2,432,289		\$9,028,195

Initiative Description		Department	Q3 Target	Progress
Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.		City Futures	75%	72%
<b>Progress Comment:</b>				
The Housing Strategy was implemented into the Knox Planning Scheme via Amendment C131. The Strategy, and the Knox Planning Scheme, continue to guide residential development and strategic investigation sites.  Two strategic sites are currently underway - the Norvel Road Quarry site and the Boral site in Wantirna South. Council officers are working with both developers to ensure appropriate development outcomes.  The Housing Monitoring Report is scheduled to be reported to Council in June 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Prepare the Housing Monitoring Report	01-07-2019	30-05-2020	65%
	Continue to ensure that the redevelopment of strategic investigation sites aligns with the direction of the strategy	01-07-2019	30-06-2020	80%
YTD Actual		YTD Budget		Initiative Budget
\$41,247		\$74,164		\$98,561



2019-20 Annual Plan Progress Report

Initiative Description		Department	Q3 Target	Progress
Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.		Community Wellbeing	60%	87%
<b>Progress Comment:</b>				
<p>The Laying a Social Housing Pipeline in Knox project has been completed. The Department of Health and Human Services (DHHS), the project funder, has been formally advised of this in accordance with the contract. The project's findings have been presented to key internal stakeholders, the Executive Management Team and the Chief Executive Officer.</p> <p>Social planning input into the rezoning of the Boral site to work towards achieving a five percent social housing mix is continuing. Various documents have been reviewed and meetings held with officers and the developer.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Finalise the Laying a Social Housing Pipeline report	01-07-2019	30-03-2020	100%
	Provide social planning input into negotiations for the rezoning of the Boral site to work towards achieving a 5% social housing mix	01-07-2019	30-06-2020	50%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				



## 2019-20 Annual Plan Progress Report

## Goal 3: We can move around easily

Initiative Description		Department	Q3 Target	Progress
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.		Sustainable Infrastructure	85%	70%
<b>Progress Comment:</b>				
<p>The new iteration of the Community Investment Plan has been released with key input on major road and public transport priorities included alongside an accompanying map.</p> <p>In conjunction with the Eastern Transport Coalition, the Local MP has been consulted on the need for a bus service review for the eastern metropolitan region, and for a new bus service to be developed to cater for needs of the Bayswater Business Precinct.</p> <p>A review of Council's current public transport position was considered in light of the recently announced Suburban Rail Loop project. Key feedback provided indicated that the current advocacy position be maintained.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Update the public transport advocacy position of council	01-07-2019	31-12-2019	80%
	Capture key initiatives in the Community Investment Plan	01-07-2019	31-12-2019	100%
	Continue to advocate to state and federal members for public transport priorities	01-10-2019	30-06-2020	50%
YTD Actual		YTD Budget	Initiative Budget	
\$8,564		\$9,545	\$12,726	

Initiative Description		Department	Q3 Target	Progress
Increase the number of cyclists using Council's shared path networks.		Sustainable Infrastructure	75%	52%
<b>Progress Comment:</b>				
<p>Designs have been prepared for shared paths on Kelletts Road between Stud Road and Taylors Lane, and on Wellington Road between Napoleon Road and Straughan Close. Construction of the Wellington Road path is scheduled to commence in the coming months. Construction of Kelletts Road path is scheduled for 2020-21, subject to budget considerations.</p> <p>Council has also provided input into VicRoads design for the Burwood Highway shared path link between Mountain Highway and Morack Road. VicRoads is expecting to commence construction in the coming months. The Department of Transport (VicRoads) has applied for Planning Permits.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Increase the provision of shared paths within Knox	01-07-2019	30-06-2020	60%
	Improve on-road infrastructure to support cyclists	01-07-2019	30-06-2020	30%
YTD Actual		YTD Budget	Initiative Budget	
\$242,103		\$878,000	\$1,361,806	

7



2019-20 Annual Plan Progress Report

Goal 4: We are safe and secure

Initiative Description		Department	Q3 Target	Progress
Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.		City, Safety & Health	75%	75%
<b>Progress Comment:</b>				
To meet legislative requirements, the Municipal Emergency Management Planning Committee (MEMPC) met on 17 March 2020 and considered and updated the Community Emergency Risk Assessment (CERA) for Fire (bushfire and structure-fire), HAZMAT and Road Traffic Incidents. Structure-Fire and Road Traffic Incidents has now been removed as CERA risks.				
Initiative Milestones	Description	Start date	End date	Progress
	Ongoing risk review of the Emergency Management Plan and Sub-Plans via quarterly meetings with the Municipal Emergency Management Planning Committee	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q3 Target	Progress
Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.		City, Safety & Health	75%	75%
<b>Progress Comment:</b>				
The Municipal Emergency Management Planning Committee (MEMPC) is meeting in accordance with the schedule.				
Initiative Milestones	Description	Start date	End date	Progress
	Participate in quarterly meetings with the Municipal Emergency Management Planning Committee	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget	Initiative Budget	
\$104,697		\$120,144	\$159,937	



## 2019-20 Annual Plan Progress Report

## Goal 5: We have a strong regional economy, local employment and learning opportunities

Initiative Description		Department	Q3 Target	Progress
Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.		Knox Central	75%	30%
<b>Progress Comment:</b>				
The new Knox Central Library and Youth Information Centre has been publicly announced, with grant funding of \$450k from the Victorian Government. Council is awaiting confirmation from Westfield on the redevelopment timeline to guide design and delivery timelines.				
Initiative Milestones	Description	Start date	End date	Progress
	Plan the new Knox Central library and Youth Information Centre	01-07-2019	30-06-2020	30%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q3 Target	Progress
Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.		City Futures	100%	95%
<b>Progress Comment:</b>				
Additional instructions have been given to Council's consultant to include strategic sites in the DCP, reduce the number of charge out areas based on recent the Planning Approvals decision regarding Moonee Valley DCP, and therefore redo modelling.				
Seeking endorsement for the DCP and associated planning scheme amendment is still on track to occur prior to 30 June 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Complete the DCP justification report	01-07-2019	30-11-2019	100%
	Complete the DCP	01-07-2019	31-12-2019	100%
	DCP endorsed by Council	01-01-2020	30-06-2020	75%
YTD Actual		YTD Budget	Initiative Budget	
\$63,461		-	-	




## 2019-20 Annual Plan Progress Report

Initiative Description	Department	Q3 Target	Progress	
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.	City Futures	75%	92%	
<b>Progress Comment:</b>				
<p>Four Transport initiatives have been identified, including:</p> <ul style="list-style-type: none"> <li>• Improved precinct signalisation</li> <li>• Improved frequency of public bus services</li> <li>• Freight movement strategy</li> <li>• Bike network/circulation plan.</li> </ul> <p>These initiatives form the basis of the 'Transport Access Improvements' Paper. Prepared in October 2019, this paper will be used as an advocacy document for improvements.</p> <p>The Bayswater Business Precinct Connect web platform has been launched. Businesses across Knox, Maroondah and Yarra Ranges are being encouraged to register.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Assist with the prioritisation and scoping of three transport initiatives within the Bayswater precinct	01-07-2019	30-06-2020	90%
	Work with Councils to establish and promote a web platform to increase connections between employees and employers	01-07-2019	30-06-2020	100%
YTD Actual	YTD Budget	Initiative Budget		
Delivered within existing operational budget.				



## 2019-20 Annual Plan Progress Report

Initiative Description		Department	Q3 Target	Progress
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.		Community Wellbeing		 Complete
<b>Progress Comment:</b>				
<p>Scoping has been undertaken with Community Wellbeing and City Futures. This scoping demonstrated that:</p> <ul style="list-style-type: none"> <li>• Mandarin and English language classes are currently available through the Mountain District Learning Centre, the Rowville Neighbourhood Learning Centre, Swinburne Wantirna Campus, and the Adult Migrant English Program.</li> <li>• The Migrant Information Centre (located in the eastern region) provides a variety of cultural awareness training.</li> <li>• The State Government and other relevant associations provide a number of training and networking programs aimed at assisting Australian businesses and manufacturers to enter the export market.</li> </ul> <p>Given that these opportunities are currently available to local businesses and the community, it is recommended that an additional language program is not offered by Knox City Council at this time.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Participate in meetings with key stakeholders on education provision and business relationships	01-07-2019	31-12-2019	100%
	Scope the development of a pilot program	01-01-2020	30-06-2020	100%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				





## 2019-20 Annual Plan Progress Report

## Goal 6: We are healthy, happy and well

Initiative Description		Department	Q3 Target	Progress
Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.		Strategy, People & Culture	80%	87%
<b>Progress Comment:</b>				
<p>Council has an organisation-wide Wellness@Knox Committee to progress health promotion activities with staff across the organisation. The committee's activities have focused on three priority health risk areas - healthy eating, physical activity and mental health. There is an annual Calendar of events and initiatives prepared by the Committee, which attempts to coincide with broader community-wide initiatives (e.g. R U OK? Day, Ride to Work Day) but also aims to respond to internal issues/needs (e.g. Corporate Games participation, Employee Assistance Program/Mental Health presentation). So far this year, scheduled Wellness@Knox calendar events have taken place and the Committee continues to meet every six weeks to discuss wellness/wellbeing issues and initiatives.</p> <p>Council's Community Wellbeing Department is exploring opportunities to progress health promotion activities within the community. A pilot Liveability project created to examine 8 domains (Housing, Public Open Space, Public Transport, Physical Activity, Food, Alcohol and illicit drugs, Gambling and Perceptions of Safety) across 4 of Knox's lowest socioeconomic status (SES) suburbs (Bayswater, Boronia, Rowville and Scoresby) has been completed as a student work experience project. The project collated existing data to discuss the liveability of each suburb and produce recommendations. The report is now complete.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Explore liveability across selected suburbs in the municipality to inform future community-focused health promotion initiatives	01-07-2019	30-06-2020	100%
	Implement the Wellness@Knox Committee's annual program of works	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget		Initiative Budget
\$51,786		\$99,419		\$132,568



## 2019-20 Annual Plan Progress Report

Initiative Description	Department	Q3 Target	Progress	
Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.	Community Services	75%	76%	
<b>Progress Comment:</b>				
<p>On 16 December 2019, Council supported a revised Municipal Disability Leadership Plan 2020-22. The plan continues to focus on families, young people and older people with a disability and key activities include a focus on mental health service gaps and advocacy, ongoing support for families and carers, early years professional development, and ongoing support to all community members to navigate the National Disability Insurance Scheme (NDIS). Implementation of the Plan has commenced and the team are adapting key actions to respond to the COVID-19 Stage 3 restrictions, including conducting Professional Development, carers exercise classes and key network meetings online. Ongoing support for the community is continuing through online platforms.</p> <p>Due to the impact of COVID-19 on Active Ageing &amp; Disability Services' programs and services, the development of an Implementation Plan, incorporating the WHO Age Friendly Cities eight areas of wellbeing, has not progressed due to resources being reprioritised for service delivery. At this stage, it is anticipated that this milestone will be progressed in June or July 2020.</p> <p>The testing phase of the ConnectUs web platform for young people has been completed and soft launch is due to be undertaken in April/May with a formal launch in June or July 2020. Council have been successful in gaining external funding to develop a Marketing and Communication Plan. The impact of the relocation of work environments resulted in slight delays with this phase. A consultation process with the three Councils has been implemented, with the Knox consultation including representatives from the Knox Youth Advisory Committee, due to take place on 17 April 2020.</p> <p>Work has been undertaken to define and scope categories of allied health providers suitable for co-location in the Integrated Early Years Hubs to better support health and wellbeing outcomes for children. This has included conducting a survey with current families attending the Wantirna and Bayswater Child and Family Centres to understand which allied health providers will meet community need. The results are in line with those identified as part of the School Readiness Funding project. Officers in Family and Children's Services are undertaking a review of the licence and lease process across the department. Licence and lease agreements for allied health providers will be consistent with the outcomes of this review. In addition to this work, all departments have contributed to the mid-term review of the Key Life Stages Plan and are confirming further opportunities for collaborative intergenerational work in support of the plan.</p>				
<b>Initiative Milestones</b>	Description	Start date	End date	Progress
	Develop and implementation of a new web platform called ConnectUs in conjunction with Yarra Ranges and Maroondah	01-07-2019	30-06-2020	95%
	Scoping the framework to provide a lease or license agreement for allied health providers in the Integrated Early Year Hubs to support improved health and wellbeing outcomes for children, parents and carers	01-07-2019	30-06-2020	70%
	Adopt an intergenerational approach, where possible, in implementing the Knox City Municipal Strategic Disability Leadership Plan	01-07-2019	30-06-2020	100%
	Develop an Implementation Plan, incorporating the WHO Age Friendly Cities eight areas of wellbeing, to support older people to actively age in the community in response to National Aged Care Reforms	01-07-2019	30-06-2020	40%
<b>YTD Actual</b>		<b>YTD Budget</b>		<b>Initiative Budget</b>
Delivered within existing operational budget.				



2019-20 Annual Plan Progress Report

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

Initiative Description		Department	Q3 Target	Progress
Determine the most effective role for Council in the protection and maintenance of heritage assets in Knox		City Futures	75%	75%
<b>Progress Comment:</b>				
City Futures is proposing the development of a Landscape and Thematic History to provide an understanding of Knox's heritage. This will help inform the most effective role for Council in the protection and maintenance of heritage assets.				
A business case has been prepared for a re-scoped heritage study. If supported by Council, the History will be developed in 2020-21.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop a business case for a re-scoped heritage study	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget		Initiative Budget
Delivered within existing operational budget.				

Initiative Description		Department	Q3 Target	Progress
Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.		City Futures	75%	75%
<b>Progress Comment:</b>				
City Futures is proposing the development of a Landscape and Thematic History to provide an understanding of Knox's heritage. This will underpin a future Heritage Study and assist with the ongoing protection and management of Indigenous and post-European settlement heritage resources related to Knox.				
A business case has been prepared for a re-scoped heritage study. If supported by Council, the History will be developed in 2020-21.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop a business case for a re-scoped heritage study	01-07-2019	30-06-2020	75%
YTD Actual		YTD Budget		Initiative Budget
Delivered within existing operational budget.				



## 2019-20 Annual Plan Progress Report

Initiative Description		Department	Q3 Target	Progress
<p><b>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.</b></p>		Community Wellbeing	65%	86%
<b>Progress Comment:</b>				
<p>The Project Scope has been finalised by Community Wellbeing, Active Ageing and Disability, and City Futures. Existing external resources have been reviewed and work has commenced on reviewing the ability of GIS to map services including reviewing the information that is already available. Scoping has also been undertaken with other service providers in the Eastern Metropolitan Region (EMR) including the neighbourhood house network and Primary Care Partnership (PCP).</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Undertake project scoping	01-07-2019	31-12-2019	100%
	Complete promotion and spatial mapping	01-01-2020	30-06-2020	80%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				



2019-20 Annual Plan Progress Report

Goal 8: We have confidence in decision-making

Initiative Description	Department	Progress
Implement organisational development programs that ensure a shared responsibility for leadership and achievement of Council priorities.	Strategy, People & Culture	 Complete
<b>Progress Comment:</b>		
<p>The Corporate Learning Calendar offers a range of opportunities to up-skill and understand corporate expectations in compliance, technical and human focused areas.</p> <p>When people join Knox they complete a comprehensive induction, including subjects designed to set corporate expectations, protect and keep people safe from harm, injury, damage or loss, and teach people how to use various corporate systems. For leaders, there are a range of business skills, communication, leadership and management courses available throughout the year, many of these are offered on-site.</p> <p>Council's internal talent management program commenced for its second term in 2019. Council conducted its first Lean Champions program to assist with the deployment of Lean thinking and practice across Council. Council has also undertaken development planning to implement a new leadership capability framework within Knox as part Council's new People Strategy.</p>		

Initiative Description	Department	Q3 Target	Progress	
Review and implement Council's updated Community Engagement approach.	Strategy, People & Culture	60%	64%	
<b>Progress Comment:</b>				
Work is nearing completion on a Community Engagement Framework and Action Plan and a Toolkit to assist staff in conducting engagement in line with Council's Policy. Investigation has begun into an online participation platform.				
<b>Initiative Milestones</b>	<b>Description</b>	<b>Start date</b>	<b>End date</b>	<b>Progress</b>
	Recruitment of the Community Engagement Lead	01-07-2019	30-11-2019	100%
	Implement the Community Engagement Policy	01-12-2019	30-06-2020	40%
<b>YTD Actual</b>		<b>YTD Budget</b>	<b>Initiative Budget</b>	
Delivered within existing operational budget.				

## 11 Items for Information

### 11.1 Assemblies of Councillors

**SUMMARY:** Manager, Governance, Phil McQue

This report provides details of Assembly of Councillors 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; and
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, Phil McQue

**Report Authorised By:** Director, City Development, Interim Finance and Governance, Matt Kelleher

#### **Attachments**

1. Attachment 1 - Assemblies of Councillors [11.1.1 - 10 pages]



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 8/10/2019

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Name of Members of Council Staff Attending:

Alison Treeby

Peter Johnston

Belinda Carney

Michelle Penney

Joy Temple

Matters Considered:

Disability Housing

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Peter Johnston

\* 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: 3/12/2019

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Name of Members of Council Staff Attending:

Alison Treeby

Peter Johnston

Belinda Carney

Winchelle Chuson

Matters Considered:

1. Update from MAV on Online Survey of Disability Advisory Committee Members

2. Traffic and Transport Update/Overview

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Peter Johnston

\* 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:** 11/2/2020

**Name of Committee or Group (if applicable):** Knox Disability Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

**Name of Members of Council Staff Attending:**

Alison Treeby

Peter Johnston

Belinda Carney

Lauren Roland

Rick Rigoni

**Matters Considered:**

1. Update on New Carer Support Program for Eastern Metro Region from VMCH

2. Update on Knox Council Website Redevelopment

**Any conflict of interest disclosures made by a Councillor attending:\*** No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Peter Johnston

\* 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: 14/4/2020

Name of Committee or Group (if applicable): Issues Briefing – conducted online via Zoom

Time Meeting Commenced: 6.36pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill

**Name of Members of Council Staff Attending:**

Tony Doyle

Rick Rigoni (Item 1)

Matt Hanrahan

Raini Nailer (Item 2)

Matt Kelleher

Lisette Pine (Item 2)

Sam Mazer

Saskia Weerheim (Item 3)

Tanya Scicluna

Petrina Dodds Buckley (tem 3 and 4)

Sam Stanton

Rosie Tuck (Item 4)

Phil McQue

James Morris (Item 5)

Dennis Bastas (Item 5)

**Matters Considered:**

1. Website Research and Design
2. Treaty Report
3. 257 Dorset Road Engagement Results and Next Steps
4. Family Violence Statement of Commitment
5. 2020/21 Draft Budget

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* 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: 15/4/2020

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 7.00pm

Name of Councillors Attending:

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Jake Keogh

Name of Members of Council Staff Attending:

Katie Scott

Tony Justice

Nicole Columbine

Matters Considered:

Cultural Services Online Arts Engagement Program

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Katie Scott

\* 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: 20/4/2020

Name of Committee or Group (if applicable): Issues Briefing – conducted online via Zoom

Time Meeting Commenced: 6.34pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill (arrived 6.44pm)

**Name of Members of Council Staff Attending:**

Tony Doyle

Phil McQue

Matt Hanrahan

Sam Sampanthar (Item 1)

Matt Kelleher

Justin Schreuder (Item 1)

Sam Mazer

Anthony Petherbridge (Item 1)

Tanya Scicluna

Andrew Dowling (Item 2)

Sam Stanton

**Matters Considered:**

1. Knox Landfill Solar Feasibility Study
2. Governance Policies for Review: Group 2
3. Conduct of Virtual Council Meetings

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* 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:** 28/4/2020

**Name of Committee or Group (if applicable):** Knox Disability Advisory Committee – conducted online via Zoom

**Time Meeting Commenced:** 2.30pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

**Name of Members of Council Staff Attending:**

Alison Treeby

Peter Johnston

Belinda Carney

Michelle Penny

Joy Temple

**Matters Considered:**

Overview of NDIS Delivery during the Pandemic

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Peter Johnston

\* 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: 4/5/2020

Name of Committee or Group (if applicable): Issues Briefing – conducted online via Zoom

Time Meeting Commenced: 6.35pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor Cr Tony Holland

Cr Peter Lockwood Cr Lisa Cooper

Cr John Mortimore Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle Bronwyn Commandeur (Item 1)

Matt Hanrahan Nicole Columbine (Item 1 and 2)

Matt Kelleher Paul Reading (Item 2)

Sam Mazer

Sam Stanton

Phil McQue

Matters Considered:

1. Response to COVID-19 – Knox Leisureworks

2. Carrington Park Leisure Centre – Squash Proposal

3. Proposal for Renaming Major Crescent Reserve, Lysterfield as ‘Tom Blaze Reserve’

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* 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: 7/5/2020

Name of Committee or Group (if applicable): ICT Governance Committee – conducted online via Zoom

Time Meeting Commenced: 5.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Samantha Stanton

Paul Barrett

Shona Richards

Samantha Mazer

Rick Rigoni

Damian Watson

Matters Considered:

1. Digital Customer Channel Transformation Project (Phase 1 Scoping Document)

2. ICT Portfolio Update

3. Cloud Services Assessment (presentation only)

4. ICT Strategy Next Generation (presentation only)

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Rachel Culpitt

\* 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: 11/5/2020

Name of Committee or Group (if applicable): Issues Briefing – conducted online via Zoom

Time Meeting Commenced: 7.33pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

**Name of Members of Council Staff Attending:**

Tony Doyle

Phil McQue

Matt Hanrahan

Janet Simmonds (Item 1)

Matt Kelleher

Steven Dickson (Item 1)

Sam Mazer

Petrina Dodds Buckley (Item 2)

Tanya Scicluna

Anthony Petherbridge (Item 2)

Sam Stanton

**Matters Considered:**

1. Proposed Amenity Local Law 2020
2. Community and Business Support Package
3. 2020-21 Budget Briefing
4. Football Federation Victoria's Contribution to the Pitch Replacement Fund

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* 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.



## 11.2 Capital Works Program Report - May 2020

**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 6 May 2020.

### **RECOMMENDATION**

That Council receive and note the Works Report, as at 6 May 2020.

### **1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2019/2020 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 6 May 2020, is attached as Attachment A.

Highlights of the Works Report as at 6 May 2020 include:

- Tormore Reserve, Boronia - Masterplan Implementation Stage 4 – Complete.
- Ramon Cowling Bushland Reserve - New Walkway – Nearing completion.
- Solar in Community Facilities – Projects complete.
- Stud Park Reserve, Rowville - Masterplan Implementation Stage 3 – Complete.
- Building Code Australia Compliance Program – Complete.
- New Operations Centre – Commissioning has commenced.

**Report Prepared by: Coordinator, Capital Works, Gene Chiron**

**Report Authorised by: Acting Director, Engineering and Infrastructure, Matt Hanrahan**

### **Attachments**

1. Capital Works Program - Works Report as at 6 May 2020 [11.2.1 - 21 pages]

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$500,000</b>
All Wards	Ferntree Gully Community Centre bridge renewal tender is currently advertised and closes late May.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Works in progress in relation to latest condition audits from 2019.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,550,000</b>
All Wards	Program for 2019/20 is complete.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,200,000</b>
All Wards	Drainage renewal works at Studfield Shops in progress along with various other minor works.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,400,000</b>
All Wards	The footpath renewal program is progressing well with 85% of the program completed.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$625,000</b>
All Wards	Shared path renewal program is being delivered during May/June. Locations include Wellington Road, Power Road and Liberty Reserve.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,738,342</b>
All Wards	Program is 60% committed/expended. Works commencing or nearing completion over May include: Batterham Pavilion - amenities/change rooms refit, external path works, floor recoating, fire services renewal, Eastgate South - external painting, Eastgate North - external painting, Carrington Park Football Pavilion - kitchen/pantry refit, Eildon Parade Tennis - Amenities Refit, Civic Centre - female toilets Ground Level North - refit, Leisureworks - internal painting, ramp/concourse recoating, water slide stairwell rectification works, roof rectification works, fall prevention system renewal, plant renewals/replacement, HVAC renewals/replacement, warm water pool change rooms renewal.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,743,504</b>
All Wards	Tender has been awarded for Marie Wallace Playspace Upgrade. Tender for 2019/20 Playspace Renewals is currently being evaluated.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$134,000</b>
All Wards	Payment to South East Water due in June.	
<b>24</b>	<b>Carpark Renewal</b>	<b>\$530,000</b>
All Wards	Batterham Reserve carpark renewal works are pending completion of pavilion extension works.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,463,000</b>
All Wards	Fleet Renewal Program progressing - 70% funds committed and 55% expended.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$628,457</b>
All Wards	Tree planting works are in progress. All Purchase Orders have been raised.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$9,418,580</b>
Tirhatuan	The Adventure Play Precinct construction tender will be presented to Council at its SPC meeting 11 May. Works are expected to commence in June. The remaining packages are having detailed design completed.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program on schedule. Fencing works are planned along Wellington Road shared path.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$115,875</b>
All Wards	Scoping for LED lighting upgrades at Murrindal, Liberty and Knoxfield Children's Centre commenced. Further scoping also commenced on Solar PV at community facilities.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Works nearing completion, awaiting invoices to close off project. Works including 13 scout halls non-compliance works and rekeying to Council system for ease of access. Also, Scout contribution of \$20,000 for the project.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	In progress, 20% committed as part of renewals/project work. Remainder to fund 5 year Asbestos Audits. Quotations currently under assessment with contractor expected to be appointed by end of May to inform future works.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Works in progress in relation to latest condition audits from 2019.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$102,000</b>
All Wards	Work progressing at 52% expended.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Audits are continuing and installation of replacement signs is progressing on schedule.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$531,669</b>
All Wards	Tender awarded and construction anticipated, for Koolamara Wetland, to be started mid-May. Scheduled construction completion by end of June.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$427,107</b>
Dobson	Amphitheatre renewal and irrigation works have commenced and are on schedule for completion by end of May.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$65,000</b>
All Wards	Works progressing with funds 75% expended.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Remainder of program to be completed with kitchen renewal projects over May.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade Stage 2</b>	<b>\$181,390</b>
Tirhatuan	Contract has been awarded. Construction to commence early May.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$45,000</b>
All Wards	Emerson Reserve project complete, auditing sites to identify any further renewals.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$65,000</b>
All Wards	Works set to commence early May and should be completed on schedule.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$61,238</b>
All Wards	Ongoing renewal work on Placemakers public artwork restoration is on track. Cinema Lane Boronia light boxes are for planned renewal prior to June, along with refresh of billboard platform at Skate Park. Renewal of the arts collection management database platform (Art Galleria) is in progress and soon to be accessible as a digital resource on the Council website.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	In progress - 40% committed as part of FW Kerr and UFTG upgrade projects. Planned installations at Windermere Preschool and The Fields Preschool mid-late June.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre Works</b>	<b>\$815,752</b>
Dobson	Landscape contractor is well underway with asphaltting installed between Dawson & Rose Street and preparing to be installed from Rose Street to car dealership. Feature tiles are also currently being installed.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation Stage 4</b>	<b>\$771,421</b>
Dinsdale	Receiving quotes for installation of carpark solar lighting. Stage 3 masterplan detailed design on hold awaiting the award of the playground renewal contract.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$115,000</b>
Dinsdale	Awaiting Ausnet to complete new connection.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 3</b>	<b>\$450,000</b>
Tirhatuan	All hard landscape elements installed including the picnic shelter, seating and play equipment.	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$249,925</b>
All Wards	Tender for Eildon Park, Knox Gardens, Batterham and Fairpark, award complete. Construction anticipated onsite late May.	
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b>	<b>\$7,391</b>
Chandler	Project complete.	
<b>675</b>	<b>Public Art Project</b>	<b>\$206,100</b>
All Wards	A variety of smaller public art activations are in planning phase (Lupton Way, McCauley Place and Ottway Street). Potential to co-fund further Stamford Park public artworks as per Creative Victoria Application submitted in March which requires 20% Council contribution (approx. \$50K) towards the project through this fund in 20/21 (grant announcement due this month). Rollover of unspent funds in 19/20 will be required to fund planned major projects.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$55,000</b>
All Wards	Grounds on fertilising schedule to complete program.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$8,235,000</b>
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$664,205</b>
Dinsdale	Project on hold pending Westfield Development Application approval and investment board sign off of redevelopment.	
<b>725</b>	<b>Placemakers Site</b>	<b>\$289,920</b>
Dobson	Further minor works required for fittings and fitout currently being sourced and quoted with completion expected by end of financial year.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$45,881</b>
All Wards	Program of works currently at 60% completion. Other project quotes currently being assessed for possible completion mid-late June.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Relocation complete.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>746</b>	<b>Revegetation Plan</b>	<b>\$270,631</b>
All Wards	Revegetation is being undertaken at several key sites including: Dandenong Creek Corridor (near Manson's reserve); Corhanwarrabul Creek corridor, near Henderson Road Bridge; Pavitt Lane, The Basin; Ferry Creek – Upper Ferntree Gully; and Scoresby Linear Reserve, Scoresby.	
<b>747</b>	<b>Chandler Park, Boronia - Masterplan Implementation Stage 3</b>	<b>\$100,000</b>
Chandler	Stage 3 works complete.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$400,000</b>
Dobson	Tender has closed. Awaiting Procurement Report to be signed before awarding the contract.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$173,196</b>
All Wards	Investigations into wildlife corridor poles. Design brief on hold.	
<b>799</b>	<b>Windermere Drive, Ferntree Gully - Reconstruction</b>	<b>\$407,000</b>
Friberg	Works complete and Practical Completion provided.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$50,000</b>
All Wards	All grounds complete - maintenance and fertiliser schedule to begin.	
<b>837</b>	<b>Westfield (Permanent) Library - Design and Fitout</b>	<b>\$3,200,000</b>
Dinsdale	The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow us to complete our concept design.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	Project delayed due to officers responding to operational impacts of Covid-19.	
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$425,814</b>
All Wards	95% committed/expended with all projects expected to be complete by end of May.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$106,454</b>
All Wards	Officers continue to work through actions from November Council meeting. Relevant projects have been included in the Draft 20/21 Capital Works Program. About 55% of works have been completed. A carry forward may be required - to be confirmed closer to June.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Upgrade</b>	<b>\$238,347</b>
Taylor	Project complete.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$158,001</b>
Dobson	Final 2 options (seating variations) received, with preferred option now being developed for presentation to stakeholders for concept design sign-off. A compliance audit of the existing stadium has been completed, and a fire services engineer has been appointed to resolve fire protection issues. Planning Application works have commenced.	
<b>868</b>	<b>H V Jones, Ferntree Gully – Masterplan Implementation Stage 2</b>	<b>\$716,617</b>
Friberg	Landscape construction continues to progress well. All drainage works completed. New tennis court concrete base completed including new court fencing installed. Concrete base for shelter installed. Playground equipment has been installed. Proposing to surface tennis court in the next 2-3 weeks.	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 2</b>	<b>\$509,208</b>
Friberg	This project has currently been delayed due to the recent rains which have caused access problems for machinery. We are working through some options with the contractor and are hoping for a break with wet weather.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$1,994,255</b>
All Wards	Works specification for a number of Solar PV projects at Knox Leisureworks, Netball Centre and Ferntree Gully Library are currently being reviewed.	
<b>889</b>	<b>Wally Tew Reserve, Ferntree Gully - Floodlighting Upgrade</b>	<b>\$10,933</b>
Dobson	Project complete.	
<b>891</b>	<b>Henderson Road Bridge, Rowville</b>	<b>\$4,324,406</b>
Friberg	The tender for relocation of the Melbourne Water drain is expected to be awarded within the next fortnight with works to commence mid-2020.	
<b>907</b>	<b>Manson Reserve - Wetland Construction</b>	<b>\$418,305</b>
Collier	Construction 85% complete, anticipated completion end of May.	
<b>925</b>	<b>1101 Burwood Hwy, Ferntree Gully (Forest Rd to Toyota) - Reconstruction</b>	<b>\$90,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>928</b>	<b>Barmah Drive, Wantirna (No. 49 to No. 57) Reconstruction</b>	<b>\$60,000</b>
Collier	Works complete and Practical Completion provided.	
<b>929</b>	<b>Albert Avenue, Boronia (Chandler Rd to Bambury St) Reconstruction</b>	<b>\$380,000</b>
Chandler	Works complete and Practical Completion provided.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>930</b>	<b>Forest Road, Ferntree Gully Reconstruction Stage 1 &amp; 2</b>	<b>\$860,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>932</b>	<b>Burwood Highway - service road, Ferntree Gully Stage 1 &amp; 2</b>	<b>\$505,000</b>
Dobson	Contract works are complete and Practical Completion provided.	
<b>934</b>	<b>Sheraton Crescent, Ferntree Gully - Reconstruction</b>	<b>\$200,000</b>
Friberg	Works complete and Practical Completion provided.	
<b>939</b>	<b>Millers Reserve, Boronia Oval Renewal</b>	<b>\$48,186</b>
Chandler	Project Complete.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$70,302</b>
Dobson	Project complete.	
<b>942</b>	<b>Tree Management</b>	<b>\$99,321</b>
All Wards	Works undertaken as required in conjunction with Council initiatives.	
<b>944</b>	<b>Knox Central (Operations Centre Relocation)</b>	<b>\$14,986,608</b>
Dinsdale	Power is now connected to site, and commissioning has commenced. Practical completion 11/5/20. Site will be handed over on conditional basis, as fuel tank components have not arrived from overseas.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$186,124</b>
Baird	Council is awaiting authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C178Knox to implement the Boronia Renewal Strategy, by introducing planning related objectives, strategies and controls into the Knox Planning Scheme. Subject to receiving Ministerial authorisation, the strategy will be revised in response to any authorisation conditions before proceeding to the amendment process.	
<b>948</b>	<b>Modular Building Program (Modern Construction Systems)</b>	<b>\$3,653,420</b>
All Wards	Seebeck and Liberty awarded and contractor has commenced. Lakesfield Pavilion progressing to detailed design with tender early-mid June.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$398,833</b>
All Wards	Projects now complete.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$430,818</b>
All Wards	Wicks Reserve to be tendered early-mid May with contractor expected to be appointed early June. Liberty Pavilion co-locatable under construction with some carried forward expected.	



**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>954</b> Friberg	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b> Project complete.	<b>\$226,282</b>
<b>957</b> Dobson	<b>Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)</b> Project complete.	<b>\$14,008</b>
<b>958</b> Taylor	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b> Remaining funding from 2018/19 carried forward for Liberty Reserve Modular Change Pavilion works.	<b>\$18,000</b>
<b>961</b> Dobson	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b> Part of Masterplan works / Centre redevelopment.	<b>\$198,130</b>
<b>965</b> Collier	<b>Billoo Park Preschool - Toilet and Storage Upgrade</b> Project complete.	<b>\$175,000</b>
<b>968</b> Collier	<b>Flamingo Preschool, Wantirna South - Verandah Extension</b> Project complete. Awaiting invoices.	<b>\$57,840</b>
<b>969</b> Dinsdale	<b>Orana Neighbourhood House Kitchen Upgrade</b> Project completed.	<b>\$25,000</b>
<b>982</b> Friberg	<b>Anne Road, Knoxfield LATM Stage 1 - Installation</b> To be completed in conjunction with Stage 2 line marking works and road resurfacing program.	<b>\$89,217</b>
<b>994</b> Baird	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation Stage 3</b> Further design development nearing completion. Tender process anticipated to commence in May.	<b>\$296,200</b>
<b>995</b> Taylor	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 1</b> Drainage works almost complete. Exposed aggregate pavements poured. Garden bed preparation including cultivation, rock and log installation almost complete.	<b>\$521,078</b>
<b>997</b> Scott	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b> This project is on hold while Council undertakes required remedial works.	<b>\$122,080</b>
<b>998</b> Collier	<b>Templeton Reserve, Wantirna - Masterplan Implementation Stage 3</b> Masterplan Stage 2 construction complete. Carpark upgrade and multi-court complete. Carpark lighting to be installed shortly.	<b>\$460,184</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$538,762</b>
Dinsdale	Design is continuing on the Waterway component of the project with the functional design now being completed. A concept design for the community gardens has been completed for consultation with the users.	
<b>1000</b>	<b>Stud Park Reserve, Rowville - Masterplan Implementation Stage 3</b>	<b>\$417,584</b>
Tirhatuan	Stage 2 works complete. Stage 3 works including fencing, seating and additional shelters now complete. Footpath connection complete.	
<b>1001</b>	<b>Scoresby Village Reserve, Masterplan Implementation</b>	<b>\$382,500</b>
Tirhatuan	Contractor to commence construction mid-May.	
<b>1002</b>	<b>Egan Lee Reserve, Knoxfield Masterplan Implementation</b>	<b>\$300,000</b>
Scott	Tender has been awarded. Contractor to commence construction late May.	
<b>1003</b>	<b>Wantirna Reserve - Masterplan</b>	<b>\$15,320</b>
Collier	This project is on hold while Council investigates past land use and awaits feedback on geotechnical analysis results. .	
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$91,999</b>
All Wards	All available species have been planted along Dorset Road and Scoresby Road. Remaining species to be planted in mid- winter once stock is deemed suitable for planting.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$141,999</b>
All Wards	Concept developed for gravel parking areas and bush planting. Contractors sourced for project delivery, anticipated to commence in May.	
<b>1009</b>	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$265,592</b>
All Wards	Project completed in February.	
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$9,091</b>
Dobson	Project complete.	
<b>1046</b>	<b>Scoresby Recreation Reserve - New DDA Toilet</b>	<b>\$150,000</b>
Tirhatuan	Project complete. Awaiting invoices.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$149,428</b>
Scott	Design and cost estimate work for Victorian Association of Radio Model Soaring (VARMS) club relocation is nearing completion.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1068</b>	<b>Rowville (Seebeck) Reserve - Multipurpose Community Workshop</b>	<b>\$342,328</b>
Taylor	The building contractor completed the slab footings and the main concrete shed slab.	
<b>1097</b>	<b>Wally Tew Reserve - Storage Facility</b>	<b>\$52,976</b>
Dobson	Project complete. Funds to be transferred to Modular Buildings Program for Storage Module at Wally Tew.	
<b>1105</b>	<b>Batterham Reserve, The Basin - Cricket Nets Replacement</b>	<b>\$240,995</b>
Chandler	Cricket nets installation and remainder of footpath works completed. Lighting contract works complete.	
<b>1106</b>	<b>Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change)</b>	<b>\$304,759</b>
Chandler	Works are nearing completion, however delays onsite have resulted in a revised end of May/early June completion date.	
<b>1112</b>	<b>Selman Avenue, Ferntree Gully (Spring St to Station St)</b>	<b>\$280,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>1114</b>	<b>Studfield Shopping Centre Pavement Renewal</b>	<b>\$413,940</b>
Dinsdale	Works Authorisation Certificate approved with construction underway from northern end and approximately 20% complete. Trader engagement ongoing.	
<b>1115</b>	<b>Milpera Reserve, Wantirna - Oval Renewal</b>	<b>\$850,000</b>
Collier	Planting continues to progress as expected. Solid turf has been added to bare areas to ensure coverage is achieved by contracts end.	
<b>1117</b>	<b>Batterham Reserve, The Basin - Tennis Court Renewals</b>	<b>\$100,000</b>
Chandler	Project on hold while scoping discussions continue with Leisure Department and the Tennis Club. This will possibly lead to a report to Council from Leisure.	
<b>1118</b>	<b>Wantirna Reserve, Wantirna - Cricket Net Renewals</b>	<b>\$30,000</b>
Collier	Works on hold pending further investigations.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$539,594</b>
Collier	Design on hold pending outcome of further discussions in relation to soil geotechnical investigations	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$583,550</b>
Collier	Contractor appointed and pre-construction meeting held with Contractor & Club. Awaiting pre-construction documentation to be submitted and approved but anticipate construction commencing from early May and pre-Christmas completion weather permitting.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
1121 Taylor	<b>Eildon Park, Rowville - Cricket Net Renewal</b> Quotations being sought.	<b>\$260,000</b>
1122 Scott	<b>Knox Regional Sports Park - Soccer Cages Renewal</b> Board replacement on hold awaiting direction from venue manager.	<b>\$20,000</b>
1123 All Wards	<b>Public Tennis / Netball / Basketball Court Renewals</b> Project complete.	<b>\$137,360</b>
1124 All Wards	<b>Sporting Oval Fencing Renewals</b> Seebeck install impacted by rain. Completion expected this month.	<b>\$120,000</b>
1125 All Wards	<b>Stormwater Harvesting Infrastructure Renewal</b> Identifying other grounds for installation.	<b>\$72,560</b>
1126 Friberg	<b>Knox Skate &amp; BMX Park – New Youth Pavilion</b> Tenders are assessed with expectation of contractor appointed by end of May. Carry forward required.	<b>\$673,612</b>
1128 Friberg	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b> Project complete.	<b>\$36,500</b>
1129 Baird	<b>Picketts Reserve, Ferntree Gully - Floodlighting Upgrade</b> Works nearing completion with completion expected by mid-May.	<b>\$250,000</b>
1130 Collier	<b>Wantirna Reserve, Wantirna - Floodlighting and Security Lighting</b> Design on hold pending outcome of further discussions in relation to soil geotechnical investigations.	<b>\$300,000</b>
1131 Friberg	<b>Carrington Park Reserve, Knoxfield - Floodlighting Upgrade</b> Works nearing completion with expected completion date by mid-May.	<b>\$250,000</b>
1132 Tirhatuan	<b>Arcadia Reserve (Scouts), Rowville - Carpark Upgrade</b> Survey and Design completed with review underway. Once fully reviewed, quotes will be sought.	<b>\$100,000</b>
1133 All Wards	<b>Arts Facility Planning Documentation</b> Replacement of fire curtain structures in line with facility audit requirements. Project budget now fully expended.	<b>\$15,474</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1134</b>	<b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b>	<b>\$50,000</b>
Dobson	Facility functional audit is underway to identify the most effective ways to improve and enlarge usable space at FTGCAC - scoping options with stakeholders presently. To be carried forward for internal reconfiguration of space during 20/21.	
<b>1135</b>	<b>Theatre Lighting Upgrades</b>	<b>\$30,000</b>
Dinsdale	Project complete, all theatre house lights upgraded.	
<b>1136</b>	<b>Arts Facility Upgrades</b>	<b>\$95,978</b>
All Wards	Contractors expected to be appointed for remaining project, dressing room upgrades by mid May with works completed prior to end of financial year.	
<b>1140</b>	<b>Community Facility Signage Upgrade</b>	<b>\$2,500</b>
All Wards	Project expected to be completed by end of June.	
<b>1144</b>	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b>	<b>\$106,040</b>
Dinsdale	Additional survey conducted by licensed surveyor to confirm property boundary.	
<b>1145</b>	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction</b>	<b>\$79,228</b>
Dobson	Design alteration to alignment and levels required and service proving arranged with review to follow. Design 98% completed, arranging quotes for Telstra to modify pits and conduits. Anticipate design to be complete by late May/early June.	
<b>1146</b>	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Footpath - Construction</b>	<b>\$95,000</b>
Taylor	Design complete. Waiting for final approval and MOU from Department of Transport.	
<b>1148</b>	<b>Montana Avenue, Boronia - Footpath - Construction</b>	<b>\$69,379</b>
Chandler	Possible layouts have been prepared. Reviewing Road Safety Audit response.	
<b>1150</b>	<b>Knoxfield LATM Precinct Stage 2 - Installation</b>	<b>\$180,000</b>
Scott	80% of treatments installed. Kathryn Road speed humps complete. Quotes for line marking and threshold treatments to be finalised.	
<b>1151</b>	<b>Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program - Installation</b>	<b>\$94,412</b>
Dobson	Project complete.	
<b>1152</b>	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)</b>	<b>\$161,806</b>
Dobson	On hold pending results of Burwood Hwy shared path overpass bridge feasibility study.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
1155 Taylor	<b>Kelletts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path - Design</b> Design complete.	<b>\$25,000</b>
1158 Scott	<b>Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade</b> New lighting installed. Project complete.	<b>\$17,865</b>
1162 Collier	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design)</b> Design and estimate complete.	<b>\$70,000</b>
1163 Collier	<b>Renou Road, Wantirna South - Intersection Treatments</b> Design and estimate complete.	<b>\$197,000</b>
1164 Dinsdale	<b>Coleman Road, Boronia - Linemarking and Sharrows</b> Design and estimate complete.	<b>\$45,000</b>
1165 Scott	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b> Design and estimate complete.	<b>\$16,992</b>
1166 Scott	<b>Timothy Drive, Wantirna South - Intersection Treatments</b> Design and estimate complete.	<b>\$35,000</b>
1170 Baird	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b> Continuing discussions about a licence agreement.	<b>\$80,000</b>
1171 Baird	<b>Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b> Melbourne Water progressing on Blind Creek daylighting works.	<b>\$678,326</b>
1172 Baird	<b>Tormore Reserve, Boronia - Masterplan Implementation Stage 4</b> 13 week maintenance period completed. End of maintenance inspection completed. Final payments to be made shortly.	<b>\$489,619</b>
1173 Dobson	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b> Masterplan works - Construction of picnic area, lookout, playspace and fishing platforms has reached Practical Completion. Fences will remain around the playspace until Government Authorities permit. Security Fencing - Contract works for perimeter fencing have reached Practical Completion. Minor defects require attention and anticipate that this will be programmed over May.	<b>\$1,123,508</b>
1174 Chandler	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b> All available species have been planted along Dorset Road (and Scoresby Road). Remaining species to be planted in mid winter once stock is deemed suitable for planting.	<b>\$36,802</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
1175 Tirhatuan	<b>Orson Street, Scoresby (Flood Protection) - Detailed Design</b> Conceptual design complete.	<b>\$50,000</b>
1176 All Wards	<b>Solar in Community Facilities</b> Projects complete.	<b>\$90,000</b>
1180 Chandler	<b>Koolunga Reserve, FTG - Wetland Construction</b> Construction is anticipated next financial year. Community consultation strategy planning with internal stakeholders in progress.	<b>\$282,306</b>
1182 Baird	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b> Stakeholder consultation in progress.	<b>\$40,000</b>
1183 Taylor	<b>Peregrine Reserve - Wetland treatment system - Design</b> Detailed Design in progress, for construction delivery in 2020-2021 in line with the Peregrine Reserve Masterplan priorities.	<b>\$50,000</b>
1184 Scott	<b>Egan Lee Reserve Masterplan - Wetland treatment system - Design</b> Detailed design in progress, anticipated completion in June; in readiness for construction delivery in 2020-2021.	<b>\$50,000</b>
1195 Baird	<b>Boronia Safer Communities</b> Project complete.	<b>\$120,411</b>
1207 Taylor	<b>Eildon Park Reserve, Rowville - Drainage Renewal Works Oval 2</b> Project complete.	<b>\$150,000</b>
1208 Baird	<b>Fairpark Reserve, Ferntree Gully - Drainage Renewal Works Oval 1</b> Top dress and oversow complete. Project complete.	<b>\$150,000</b>
1216 Friberg	<b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b> Quotations being sought.	<b>\$250,000</b>
1217 Baird	<b>Boronia Activity Centre and Station Precinct Renewal Project</b> Council has appointed MGS Architects to this project. Preliminary workshops have occurred with Public Agencies and Council's departments to identify major issues, considerations, and opportunities to a concept plan for this study area. The Council consultant has prepared draft options now being presented to the Public Agencies and Council's departments for comments.	<b>\$95,000</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1222</b>	<b>Ramon Cowling Bushland Reserve - New Walkway</b>	<b>\$70,850</b>
Chandler	Discs for boulders currently in production. Design and information for bespoke signage sent to supplier. Nearing completion.	
<b>1225</b>	<b>Commercial Road, Ferntree Gully (Burwood Highway to Wilson St) - Design</b>	<b>\$70,000</b>
Baird	Stage 1 - Design 70% complete awaiting drainage design to be submitted for inclusion into project. Stage 2 - Design 25% complete. Aim to complete both stages of design this financial year for consideration of a separate full stage of construction from 2nd half of 2020/21 financial year.	
<b>1226</b>	<b>Lewis Road, Wantirna South (Tilba Place to Kanooka Road) - Design</b>	<b>\$35,000</b>
Dinsdale	Detailed design completed and review finalised with minor alterations to be included before plans are finalised. About to prepare tender documentation and anticipate going out to tender from late May following delays.	
<b>1227</b>	<b>Albert Street, Upper Ferntree Gully (Talaskia Road to Townley Place) - Design</b>	<b>\$33,000</b>
Dobson	Design complete and plans about to be finalised. About to prepare tender documentation and anticipate going out to tender from late May following delays.	
<b>1228</b>	<b>Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design</b>	<b>\$35,000</b>
Baird	Detailed design delayed and scope to be confirmed. Detailed design delayed due to re-prioritisation of construction program. Design to be carried forward into 2020-21.	
<b>1229</b>	<b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>	<b>\$12,000</b>
Collier	Project deferred to 2020/21 to align with construction program.	
<b>1230</b>	<b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>	<b>\$10,000</b>
Tirhatuan	Project deferred to 2020/21 to align with construction program.	
<b>1231</b>	<b>Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design</b>	<b>\$18,000</b>
Friberg	Project deferred to 2020/21 to align with construction program.	
<b>1232</b>	<b>Chandler Road, Boronia (Floriston Road to Albert Avenue) - Design</b>	<b>\$35,000</b>
Chandler	Internal meeting arranged with Boronia Renewal Project Team to discuss concept plan for Chandler Road. Decision made to defer project until further instruction is received from the Project Team.	
<b>1233</b>	<b>Knox Park, Knoxfield - Turf Renewal</b>	<b>\$125,000</b>
Friberg	Project complete.	
<b>1234</b>	<b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>	<b>\$30,000</b>
Friberg	Works complete.	



**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1235</b>	<b>Lakesfield Reserve. Lysterfield - Drainage Renewal Works</b>	<b>\$150,000</b>
Dobson	Works complete.	
<b>1236</b>	<b>Windermere Reserve, Ferntree Gully - Oval Renewal - Design</b>	<b>\$15,000</b>
Friberg	Design in progress.	
<b>1237</b>	<b>Carrington Park Senior Citizen Centre – Design</b>	<b>\$85,000</b>
Friberg	Architect appointed, design development and detailed design will commence following approval of the revised concept design.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$1,200,000</b>
All Wards	Relevant minor projects have commenced. Expected carried forward of remainder of budget with program development progression.	
<b>1247</b>	<b>Boronia Youth Hall Demolition and Pop Up Park</b>	<b>\$18,951</b>
Baird	Project complete.	
<b>1258</b>	<b>Ferntree Gully Bowls Club - New Floodlighting</b>	<b>\$135,000</b>
Dobson	Works progressing onsite with completion expected by early May.	
<b>1259</b>	<b>Carrington Park Reserve, Knoxfield - Paving and Pathway Upgrade</b>	<b>\$85,000</b>
Friberg	Developing a Seniors Exercise Park project at Carrington Park as part of the recent partnership with the National Ageing and Research Institute (NARI) for the development and creation of age-friendly active outdoor spaces for older people.	
<b>1260</b>	<b>Bayswater Bowls Club - New Accessibility Pathway</b>	<b>\$60,000</b>
Dinsdale	Met club representatives on site and discussed concerns regarding detailed design. Gas, Electrical and Water services proved with Gas and Water requiring relocation. Investigating club request for relocation of electrical cable to assess need for alteration to design. If too expensive design to be retained and cable left as is.	
<b>1261</b>	<b>Wantirna Reserve - Carpark Upgrade (Design)</b>	<b>\$40,000</b>
Collier	Project Team scoping discussions held. Design on hold pending outcome of further discussions in relation soil geotechnical investigations.	
<b>1262</b>	<b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit</b>	<b>\$20,000</b>
All Wards	Purchases planned for a trailer to house the games and equipment for Pop ups, hindered at present due to COVID-19, may require carry forward if not viable to go shopping for a trailer with the depot fleet representative this financial year.	
<b>1263</b>	<b>Cultural Facilities - Theatre Equipment Upgrade</b>	<b>\$26,000</b>
All Wards	Project complete.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1264</b>	<b>Knox Regional Netball Centre - Amenities Upgrade</b>	<b>\$50,000</b>
Dobson	Awaiting design development for Knox Netball Centre redevelopment for scope for amenities upgrade.	
<b>1265</b>	<b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>	<b>\$78,500</b>
Baird	Design development underway with completion expected by July.	
<b>1266</b>	<b>Rowville Children and Family Centre Refurbishment</b>	<b>\$92,000</b>
Tirhatuan	Detailed design/tender documentation process underway with completion expected by mid-late June with view to tender in July.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$150,000</b>
All Wards	On schedule scoping continues. Possible delays, some works may be complete by July.	
<b>1268</b>	<b>The Fields Preschool (north side), Rowville - Verandah</b>	<b>\$10,000</b>
Taylor	Scoping/design expected to be complete by mid-June.	
<b>1269</b>	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>	<b>\$25,000</b>
Tirhatuan	Project complete.	
<b>1270</b>	<b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b>	<b>\$50,000</b>
Taylor	Development of concept designs is underway. Project is expected to be completed by June 30.	
<b>1271</b>	<b>Wantirna Community Infrastructure Planning</b>	<b>\$60,000</b>
Collier	On hold pending future hockey field assessment.	
<b>1272</b>	<b>Valerie Street, Boronia (Icase Court - Boronia Road) - Footpath - Construction</b>	<b>\$60,000</b>
Baird	Project complete.	
<b>1273</b>	<b>Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath - Scoping</b>	<b>\$15,000</b>
Dobson	Council report is being prepared to approve the purchase of land.	
<b>1274</b>	<b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath - Design</b>	<b>\$40,000</b>
Chandler	Scope and location of bus bay to be confirmed. Aim to get external quote for survey to be undertaken this financial year and design to be complete by Dec 2020.	
<b>1275</b>	<b>Old Belgrave Road, Upper Ferntree Gully (Talaskia Road - Edward Street) - Footpath - Scoping</b>	<b>\$15,000</b>
Dobson	Walk-through on site suggests a very complex project. Recommendation made to defer project until project scope is confirmed.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1276</b>	<b>Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design</b>	<b>\$25,000</b>
Chandler	Footpath alignment is being considered.	
<b>1277</b>	<b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b>	<b>\$140,000</b>
Dobson	Tenders for Design & Construction contract being assessed following extension to tender closure to 17 March. Decision for appointment imminent. Expect contract to commence late May with design phase to be worked through with Melbourne Water.	
<b>1278</b>	<b>Clausen Drive, Rowville LATM - Design</b>	<b>\$15,000</b>
Tirhatuan	Design complete. Received PTV Approval.	
<b>1279</b>	<b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b>	<b>\$50,000</b>
Friberg	Design complete. Notifying residents this week. Construction to commence May-June.	
<b>1281</b>	<b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path - Scoping</b>	<b>\$32,000</b>
Tirhatuan	Investigating possibility of a lease agreement for use of land.	
<b>1282</b>	<b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b>	<b>\$10,000</b>
Friberg	Establishing ownership of service road.	
<b>1284</b>	<b>Blind Creek Trail, Boronia - Road Crossing Improvement</b>	<b>\$60,000</b>
Baird / Chandler	Construction works near completion. Completion in May.	
<b>1285</b>	<b>Collier Reserve, Wantirna - Bicycle Repair Station</b>	<b>\$7,000</b>
Collier	Completed in October 2019.	
<b>1286</b>	<b>Power Road, Bayswater - Bicycle Repair Station</b>	<b>\$7,000</b>
Baird	Completed in October 2019.	
<b>1287</b>	<b>Liberty Reserve, Rowville - Bicycle Repair Station</b>	<b>\$7,000</b>
Taylor	Installed.	
<b>1288</b>	<b>Tim Neville Arboretum, Ferntree Gully - Bicycle Pump Station</b>	<b>\$7,000</b>
Dobson	Installed.	
<b>1289</b>	<b>The Basin Triangle Bicycle Repair Station</b>	<b>\$7,000</b>
Chandler	Completed in October 2019.	

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1290</b> Chandler	<b>Colchester Reserve, Boronia - Bicycle Repair Station</b> Completed in October 2019.	<b>\$7,000</b>
<b>1291</b> Baird	<b>Fairpark Reserve, Ferntree Gully - Bicycle Pump Station</b> Completed in October 2019.	<b>\$7,000</b>
<b>1292</b> Scott	<b>Blind Creek Lane, Wantirna South - Bicycle Repair Station</b> Completed in October 2019.	<b>\$7,000</b>
<b>1293</b> Friberg	<b>Henderson Road Link, Rowville - Bicycle Repair Station</b> Installed.	<b>\$7,000</b>
<b>1294</b> Collier	<b>Gresford Road, Wantirna - Wayfinding Link</b> Signs installed.	<b>\$1,000</b>
<b>1295</b> Baird	<b>Freedman Avenue, Boronia - Wayfinding Connection</b> Signs installed. Works complete.	<b>\$1,000</b>
<b>1296</b> Collier	<b>Pumps Road, Wantirna South - Wayfinding to Eastlink</b> Signs installed. Work complete.	<b>\$1,000</b>
<b>1297</b> Collier	<b>Amesbury Avenue, Wantirna - Intersection Treatments Design</b> Survey being conducted by consultant.	<b>\$20,000</b>
<b>1298</b> Taylor	<b>Wentworth Avenue at Lansell Court, Rowville, Splitter Island</b> Works complete.	<b>\$10,000</b>
<b>1299</b> Chandler	<b>Albert Avenue, Boronia - School Crossing Relocation</b> Second resident consultation complete. Construction scheduled for May-June.	<b>\$30,000</b>
<b>1300</b> All Wards	<b>Parking Management Plan Implementation</b> Upper Ferntree Gully and Ferntree Gully commercial areas completed. Consulting with residents in some residential streets. Boronia Plan endorsed and updating signage in commercial area.	<b>\$50,000</b>
<b>1301</b> Chandler	<b>Mountain Hwy, Boronia (Macquarie Place to Bus Stop 15853) - Footpath Connection</b> Construction in May/June.	<b>\$60,000</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1302</b> Dobson	<b>Forest Road, Ferntree Gully (Lane Rd to Bus Stop 15625) - Footpath Connection</b> Works Complete.	<b>\$15,000</b>
<b>1303</b> Taylor	<b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b> Consultants preparing new design.	<b>\$40,000</b>
<b>1304</b> Chandler	<b>Mountain Highway, Boronia (GSK site to Colchester Rd) - Footpath Connection 3 - Design</b> Shared path alignment determined onsite. Design to be drawn up in May.	<b>\$5,000</b>
<b>1305</b> Chandler	<b>Mountain Highway, Boronia (981 to 1019 Mnt Hwy ) - Footpath Connection 5 - Design</b> Shared path alignment determined onsite. Design to be drawn up in May.	<b>\$5,000</b>
<b>1306</b> All Wards	<b>Dog Park - Designs</b> Design for Emerson Place Reserve to be presented to stakeholders shortly. Consultants engaged to conduct soil contamination assessment of the site, as per DELWP requirements prior to delivery.	<b>\$60,000</b>
<b>1307</b> Chandler	<b>Batterham Park, The Basin - Masterplan Implementation</b> Detailed design for planting being prepared.	<b>\$60,000</b>
<b>1308</b> Dobson	<b>Kevin Ave, FTG, Flood Investigation - Scoping</b> Quote evaluation in progress.	<b>\$30,000</b>
<b>1309</b> Friberg	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b> Construction scheduled to be started early May.	<b>\$50,000</b>
<b>1310</b> All Wards	<b>Flood Mitigation Reactive Complaints Upgrade Works</b> Completed in December 2019.	<b>\$250,000</b>
<b>1311</b> All Wards	<b>Major Roads LED Streetlight Replacement - Design</b> Business Case Report for replacement of Major Road LED Streetlights completed. The timing of the next stage of the project (detailed design) depends on the 2020/21 budget.	<b>\$100,000</b>
<b>1312</b> All Wards	<b>Landfill Sites as Solar Farms - Feasibility Study</b> Feasibility Study complete.	<b>\$50,000</b>
<b>1313</b> Friberg	<b>Alexander Crescent Reserve FTG - Wetland Treatment System - Scoping &amp; Analysis</b> Conceptual design complete.	<b>\$20,000</b>

**Knox City Council Project Status Report**

06-May-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$60,000</b>
Baird	Concept design work is underway.	
<b>1316</b>	<b>Rowville Recreation Reserve - Car Park Upgrade (Design)</b>	<b>\$8,000</b>
Taylor	Scoping of a number of infrastructure works at this reserve is in progress. Detailed design of carpark will be initiated following completion of this stage.	
<b>1317</b>	<b>Batterham Reserve, The Basin - Oval/Turf Renewal</b>	<b>\$45,000</b>
Chandler	Contractor unable to supply quoted Santa Ana Couch / works. Too late in the season to engage another contractor.	
<b>1318</b>	<b>Miller Park Reserve - Cricket Net Renewal - Design</b>	<b>\$18,750</b>
Chandler	Design underway.	
<b>1319</b>	<b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>	<b>\$7,500</b>
Friberg	Carry forward to 20/21 - Works to commence after the new pavilion development.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$43,750</b>
Chandler	Scope defined and feedback received from club with survey and design expected to be completed this financial year.	
<b>1321</b>	<b>Millers Reserve, The Basin - Tennis Court Renewals - Design</b>	<b>\$37,375</b>
Chandler	Design completed with court dimensions extended north towards trees. Review of design imminent. Delay likely as a result of need to prepare a Tree Removal permit.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewals - Design</b>	<b>\$26,250</b>
Chandler	Survey completed of Courts 5-6, but need to extend survey in light of scope meeting. Design about to commence and aim to complete July/August.	
<b>1357</b>	<b>Batterham Reserve, The Basin - Pavilion Refurbishment &amp; Path and Access Works</b>	<b>\$400,000</b>
Chandler	Social club refurbishment works completed. Amenities refit being undertaken as part of building extension project. Building extension works expected to be delayed to resolve contract issue. Scope of access road works to be assessed once building works are sufficiently advanced.	
<b>1362</b>	<b>Shared Path Lupton Way-Erica Avenue to Dorset Road.</b>	<b>\$30,000</b>
Baird	Detailed Design Plan to be delivered in May.	
<b>1367</b>	<b>Rowville Tennis Courts 1-4 Repairs</b>	<b>\$26,640</b>
Taylor	Project complete.	
<b>Total:</b>		<b>\$102,941,725</b>

## 11.3 ICT Capital Works Report

**SUMMARY:** Acting Manager Information Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 13 May 2020.

### RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 13 May 2020.

### 1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2019/2020 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 13 May 2020 is attached in Confidential Attachment 1.

Highlights of the Works Report as at 13 May 2020 Include:

#### **1242 - Digital Customer Channels Transformation - DCCT Ph1**

Project on schedule. Scope Document endorsed by ICT Governance Committee 7 May. Vendor procurement requirements drafted to meet research and design, as presented to Council on 14 April. Aiming to open RFT to contract vendor for website build mid-May. Tender will be open for 26 days. Tender evaluation, Business Case and contract stage will follow June and July. Aiming to have contract in place and commence website build early August.

#### **812 - Asset Management System**

Asset Management Information System (AMIS) contract was signed on 30 April 2020. Project implementation phase commenced on 1 May 2020. Although project implementation was delayed, the Go Live milestone is expected to be recovered.

#### **1036 – HR System Enhancement**

Progress for User Acceptance Testing for Humanforce Time & Attendance (Work Package 2) has improved and should be complete by the end of May. The rollout plan has been agreed with the two teams chosen for the first pilot group and is planned for late July 2020. The first three configuration iterations are complete for PageUp Performance & Succession (Work Package 3). Planning for User Acceptance Testing has commenced. The Project is within budget and the agreed timeframes for overall project completion (taking into account COVID-19).

### **1034 - Business Intelligence**

Project Implementation Manager recruited to restart project implementation phase. The project team will work with the sponsoring business to build Business Intelligence capability and utilisation of the Power BI Tool.

### **1031 – ICT Spatial Capability**

IntraMaps contract signed on 18 March for 3 year term commencing 1 July 2020 to 30 June 2023. Software upgrade implementation to IntraMaps and QGIS progressing to schedule with User Acceptance Testing and showcasing of new functionality to the business completed in April 2020. Upgrade implementation to live production environment scheduled for 19 June 2020.

### **1369 – Master Data Management**

At the start of May, the project continues through Stage 3 (project procurement activities). The project Procurement Plan approved by CEO 30 April, procurement documentation prepared, business requirements and vendor pre-engagement activities completed. The Request for Quote will be advertised on 13 May (two week duration, closing 27 May) to secure vendor services to assist with the design and roll out of a Proof of Concept for Master Data Management.

## **2. CONFIDENTIALITY**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that:

- the information includes Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- information which has been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By:** Acting Manager Information Technology, Paul Barrett

**Report Authorised By:** Executive Manager Strategy, People & Culture, Interim Information Technology and Change / Lean, Sam Stanton

### **Attachments**

1. ICT Status Report #9 [11.3.1 - 3 pages]



## Knox City Council Project Status Report

13-May-2020

Project Number	Project Name
<b>789</b>	<b>Facilities Booking Solution</b>
All Wards	The Project closed the Request for Tender on 2 March. The project evaluation panel evaluated five submissions received. Two of the five solutions moved forward to solution demonstrations that commenced 27 April. The vendor demonstration period closes 8 May, scoring outcomes completed week commencing 11 May, moving to a preferred vendor. Following due diligence reviews, contract negotiations with the preferred vendor will commence early June.
<b>812</b>	<b>Asset Management Information System</b>
All Wards	Asset Management Information System (AMIS) contract was signed on 30 April 2020. Project implementation phase commenced on 1 May 2020. Although project implementation was delayed, the Go Live milestone is expected to be recovered.
<b>827</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal &amp; Integration</b>
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
<b>977</b>	<b>Pathway Program</b>
All Wards	Completed in April - System changes to the online user registration process which supports process improvement in managing council's central name and address register. Changes to the online Swimming Pools registration process to enable deferral of payment were implemented. Additionally, the Pool Certificate of Compliance and Non-Compliance lodgement online process went live. In Progress - Snap Send Solve council briefing report finalised. Recommendation to implement process changes that will align with managing customer requests as received from other service channels. In particular, acknowledge receipt of the customer service request and triage by Customer Service. Planning for the new Bin Service requests online process has highlighted an opportunity to improve the management of Waste Bin Services data which is currently stored within various corporate and non-corporate systems. This should be addressed prior to project commencement and therefore will impact scope and timing of the online project. Commenced planning and scoping for Local Law Permits online - Additional Animal Permit applications will be the first process to enable online. Late with Low Impact - Online Property Information Certificates test system built in April and ready to commence user acceptance testing in May.
<b>1031</b>	<b>Spatial Capability</b>
All Wards	IntraMaps contract signed on 18 March for 3 year term commencing 1 July 2020 to 30 June 2023. Software upgrade implementation to IntraMaps and QGIS progressing to schedule with User Acceptance Testing and showcasing of new functionality to the business completed in April 2020. Upgrade implementation to live production environment scheduled for 19 June 2020.
<b>1034</b>	<b>Business Intelligence</b>
All Wards	Project Implementation Manager recruited to restart project implementation phase. The project team will work with the sponsoring business to build Business Intelligence capability and utilisation of the Power BI Tool.

## Knox City Council Project Status Report

13-May-2020

Project Number	Project Name
<b>1036</b>	<b>HR System</b>
All Wards	Progress for User Acceptance Testing for Humanforce Time & Attendance (Work Package 2) has improved and should be complete by the end of May. The rollout plan has been agreed with the two teams chosen for the first pilot group and is planned for late July 2020. The first three configuration iterations are complete for PageUp Performance & Succession (Work Package 3). Planning for User Acceptance Testing has commenced. The Project is within budget and the agreed timeframes for overall project completion (taking into account COVID-19).
<b>1037</b>	<b>Project Management Office - ICT Governance</b>
All Wards	Tracking as planned
<b>1242</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>
All Wards	Project on schedule. Scope Document endorsed by ICT Governance Committee 7 May. Vendor procurement requirements drafted to meet research and design, as presented to Council on 14 April. Aiming to open RFT to contract vendor for website build mid-May. Tender will be open for 26 days. Tender evaluation, Business Case and contract stage will follow June and July. Aiming to have contract in place and commence website build early August.
<b>1245</b>	<b>Corporate Reporting Solutions</b>
All Wards	This project has been scheduled to commence in FY20/21 due to prioritisation of the Community Engagement Project.
<b>1250</b>	<b>Point Fix - Storage System</b>
All Wards	Tracking to plan
<b>1255</b>	<b>Server Infrastructure Upgrade</b>
All Wards	Project waiting to be scheduled
<b>1257</b>	<b>Project Management Office</b>
All Wards	Project tracking to plan
<b>1368</b>	<b>Data Integration</b>
All Wards	Project waiting to be scheduled
<b>1369</b>	<b>Master Data Management</b>
All Wards	At the start of May, the project continues through Stage 3 (project procurement activities). The project Procurement Plan approved by CEO 30 April, procurement documentation prepared, business requirements and vendor pre-engagement activities completed. The Request for Quote will be advertised on 13 May (two week duration, closing 27 May) to secure vendor services to assist with the design and roll out of a Proof of Concept for Master Data Management.

## Knox City Council Project Status Report

13-May-2020

Project Number	Project Name
1370	<b>Data Integration Tools</b>
All Wards	Project waiting to be scheduled
1371	<b>Participation Platform</b>
All Wards	This project has been prioritised for commencement. Initiation activities such as a business readiness assessment, stakeholder analysis, objective setting and current state process mapping are all underway.
1372	<b>Point Fix - M(Device)M</b>
All Wards	Tracking to plan
1373	<b>Active Aging System Platform</b>
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
1374	<b>Early Years Platform</b>
	The Transformation team are currently working with Family & Children's Services to implement activities which will create the additional capacity required to commence the ICT project in six months (August 2020).
1375	<b>Point Fix - Virtual Desktop</b>
All Wards	Project waiting to be scheduled
1376	<b>Digital Customer Channels Transformation - DCCT Ph2</b>
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
1377	<b>Cloud Solutions</b>
All Wards	Project waiting to be scheduled
1378	<b>Point Fix - Single Sign-on (First Pass)</b>
All Wards	Project completed.
1379	<b>Customer Relationship Management (CRM)</b>
All Wards	This project is due to commence in FY 20/21
1380	<b>EDRMS - KX INTEGRATION TO OTHER MODULES</b>
	Tracking to plan

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