



Knox City Council

# **KNOX CITY COUNCIL MINUTES**

## **STRATEGIC PLANNING COMMITTEE**

Meeting held  
at the Civic Centre,  
511 Burwood Highway  
Wantirna South  
on  
Tuesday 13 May 2008

## Meeting Opened at 7.30 pm

### Present

<i>Cr J Penna (Mayor &amp; Chairperson)</i>	<i>Baird Ward</i>
<i>Cr M Davey</i>	<i>Chandler Ward</i>
<i>Cr A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr D Field</i>	<i>Friberg Ward</i>
<i>Cr D Cooper</i>	<i>Scott Ward</i>
<i>Cr T Kamitsis</i>	<i>Taylor Ward</i>
<i>Cr M Van de Vreede</i>	<i>Tirhatuan Ward</i>
<i>Mr G Emonson</i>	<i>Chief Executive Officer</i>
<i>Mr I Bell</i>	<i>Director – Engineering &amp; Infrastructure</i>
<i>Mr A Kourambas</i>	<i>Director - City Development</i>
	<i>Acting Director – Corporate Development</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>

### Apologies

*Councillor Cossari*  
*Councillor Orpen has previously been granted Leave of Absence for this evening's meeting.*

### Declarations of Interest or Conflict of Interest

*Nil.*

# INDEX

		<b>Page No.</b>
Item 1.	Confidential Information Register	<b>1.</b>
Item 2.	Masterplan for Emerson Reserve	<b>4.</b>
Item 3.	Bicycle Plan Review	<b>17.</b>
Item 4.	Walking School Bus – Future Direction	<b>21.</b>
<b>Item 5.</b>	<b>Lewis Park Skate And BMX Facility Reference Group – Terms Of Reference</b>	<b>29.</b>
Item 6.	Contract No 1715 – Provision Of Meals For Delivered Meals Service	<b>37.</b>

**ALL WARDS****ITEM****1. CONFIDENTIAL INFORMATION REGISTER**

**SUMMARY:** *Acting Manager – Governance (Carrie Bruce)*

*This report seeks a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989.*

**1. INTRODUCTION**

Among the governance reforms in the Local Government (Democratic Reform) Act 2003 was an amendment to the confidential information provisions to section 77 of the Local Government Act 1989.

Section 77(2)(c) of the Act enables the Chief Executive Officer to designate in writing that information is confidential, specifying the relevant ground/s applying under section 89(2) of the Act. Such information is designated confidential for a period of 50 days only and requires a Council resolution in order to remain confidential in perpetuity.

**2. DISCUSSION**

The definition of 'confidential information' in section 77 of the Local Government Act is as follows:

- "(2) For the purposes of this section, information is "confidential information" if-
- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
  - (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
  - (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.
- (3) Confidential information referred to in sub-section (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless sub-section (2)(a) or (2)(b) applies to the information."

**1. Confidential Information Register (cont'd)**

Under section 77(3), if the Chief Executive Officer has designated in writing that the information is confidential information, the information will cease to be confidential at the expiration of 50 days after the designation was made.

A Council resolution is now required to ensure the confidential status and legislative protection of documents designated as confidential by the Chief Executive Officer in accordance with Section 77 of the Act. It is important to note, that confidential information can, by subsequent resolution of Council, become non confidential.

**3. CONSULTATION**

No consultation has occurred in relation to the preparation of this report, however, a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989 is consistent with Council's Confidential Information Policy and Procedure.

**4. ENVIRONMENTAL/AMENITY ISSUES**

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

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial implications associated with this report.

**6. SOCIAL IMPLICATIONS**

There are no social implications associated with this report.

**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

This process supports the Key Result Area of Sound Stewardship by ensuring good governance through the application of appropriate processes and protocols to facilitate effective and democratic government.

**8. CONCLUSION**

In adopting the attached confidential schedule, Council ensures that documents that have previously been declared confidential by the Chief Executive Officer remain confidential in perpetuity.

**9. CONFIDENTIALITY**

Due to the confidential nature of the information to be included in the register, a detailed listing of the documents for adoption by Council has been circulated separately as Confidential Appendix A.

**1. Confidential Information Register (cont'd)****RECOMMENDATION**

**That Council in accordance with section 77(2)(b) of the Local Government Act 1989**

- 1. declare the information referred to in Confidential Appendix A as confidential information on the grounds as specified in the attachment.**
- 2. declare Confidential Appendix A as confidential information in accordance with the grounds specified in section 89(2)(h) of the Local Government Act 1989, as a matter which the Council considers would prejudice the Council or any person.**

MOVED: CR. GILL

SECONDED: CR. VAN DE VREEDE

That the recommendation be adopted.

CARRIED

## TAYLOR WARD

## ITEM

## 2. MASTERPLAN FOR EMERSON RESERVE

**SUMMARY:** *Acting Coordinator - Landscape Services  
(Robyn Mansfield)*

*This report outlines the proposed masterplan for Emerson Reserve in Rowville. The masterplan provides a clear direction for the upgrade of this park.*

**1. INTRODUCTION**

Council considered a report on the triple bottom line benefits associated with developing open space within Knox on 13 February 2007. Council committed funds to the design of five reserves in the 2007 – 2008 budget process as part of a rolling program of design and works to develop open space within Knox. This report seeks to adopt a Landscape Plan developed through broad community consultation.

Emerson Reserve is located along Braeburn Parade south of Wellington Road and west of Gearon Avenue, in Rowville. The park is bordered by a bike path and drainage reserve on the southwest boundary, and by residential development on northeast and northwest boundaries. Emerson Reserve is classified in the Knox Open Space Plan as a neighbourhood park, defined as being within about 300 metres of most dwellings.

This reserve has been identified in the Knox Open Space Plan as a high priority requiring a Master Plan. A Master Plan locates and identifies all values, activities and functions intended to occur in the park.

Neighbourhood parks were identified in the Knox Open Space Plan consultation process as being deficient in basic facilities, shade and shelter. Consultation indicated that these types of parks are the highest priorities for action.

**2. DISCUSSION**

In January 2008 landscape architect firm Outlines Pty Ltd were commissioned to prepare a Master Plan for Emerson Reserve using the information gathered at the design workshop and from the returned surveys. Further consultation was undertaken with local residents and the resulting plans broadly included the following:

- Playground.
- Shaded areas near the playground and throughout the reserve.
- Planting design using advanced trees as well as tubestock.
- Planting design using indigenous plants that also provide wildlife habitat.
- Providing open space for passive and active recreation.

## **2. Masterplan for Emerson Reserve (cont'd)**

- Preservation of an existing cypress tree.
- Circuit walking paths and meandering paths.
- Seating.
- Incorporation of artwork by Placemakers.
- Areas that would be suitable for community planting days.
- Picnic tables.
- Shelter structures.
- Addressing grading issues to make lawn areas safe for active play.
- Dog walking-related signage.

## **3. CONSULTATION**

Surveys were sent to 223 residents inviting comment on the reserve's use and attributes. There were 69 responses to the survey. An on-site meeting was held with four residents who expressed interest in participating in a focus group.

The responses to the survey and the site meeting were used to create a program and a first draft of a Master Plan for the reserve. Copies of the draft Master Plan were mailed to each of the original 223 residents mentioned above inviting them to attend a community meeting at the Civic Centre to review and discuss the draft plan. Six residents attended and requested minor changes to the plan, including the addition of bollards and barrier planting to prevent cars from entering the site and moving the half-court further away from the road. Parking was proposed by the owners of the nearby shopping centre, but the local residents were opposed to providing any additional parking next to the proposed park. The park is intended to attract people within walking distance due to its nature, scale and location. In addition to the six residents that have attended the above meeting, five people have responded by email, phone and mail with similar comments and requests for additional items that could not be accommodated due to maintenance restraints and public safety issues. These included requests for fenced-in area for off-lead dogs, parking lane, community vegetable garden, and moveable hockey goals.

Minor changes made to the Plan included re-alignment of the half-court, additional tree plantings, and realignment of internal paths.

A copy of the final Plan and associated report is shown at Appendix A.

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

The implementation of this project will have a long-term positive effect on the local amenity and environment. Additional planting will increase biodiversity and attract bird life. Tree planting will add to the green leafy character of Knox by providing additional canopy cover, as well as reducing heat islands in the area and removing pollutants from the air.



## 2. Masterplan for Emerson Reserve (cont'd)

The inclusion of water sensitive urban design (WSUD) elements will improve stormwater quality from the site to the adjacent creek. This will support the existing WSUD elements in the adjacent privately owned shopping centre carpark.

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

The cost implication for the development of Emerson Reserve has the initial estimates for construction at \$1,030,000. The community have expressed their interest in participating in planting days which will increase ownership and lower vandalism.

The recommendations of the plan and the associated funding requirements have been referred to Council's 2008/09 Capital Works Program for ranking. This business case will be ranked against other business cases as part of Council's budget development process.

The Long Term Financial plan identifies \$600,000 in the 2008 – 2009 financial year for the development of unstructured recreation reserves. This is in response to the February 2007 Council report identifying a significant shortfall in investment in this area and the social, economic and environmental benefits gained through investing in this area.

## **6. SOCIAL IMPLICATIONS**

This park has a high level of ownership by the community and provides a valuable opportunity for the community to interact with each other and engage in passive and active recreation. The reserve also provides valuable connections through the community, which provides the opportunity for people to walk or cycle through the City and to the adjacent shopping centre.

Recent studies as identified in the February 2007 Council report also draw clear links between the physical and mental health of individuals and communities to their ability to interact with nature.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

This Plan contributes to the following Key Result Areas;

- Balanced Quality Urban Development: "To further develop the natural and built environment to enhance liveability"
- Sustainable Natural Environment: "To make progress toward being a national leader in environmental sustainability"

**2. Masterplan for Emerson Reserve (cont'd)****8. CONCLUSION**

The investment in developing and maintaining quality open space and natural settings within Knox is an investment in the health and well being of the community of Knox, the environment and future generations.

Passive open space and walking tracks are utilised by in excess of 88,000 Knox residents each year. The development of pleasant and safe areas will increase the usage; assist in individual's health whilst adding to biodiversity and environmental issues.

It is anticipated that this reserve can be developed over a period of three years depending on funding.

**9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**RECOMMENDATION**

**That Council;**

- 1. approve the Master Plan for Emerson Reserve, Rowville as shown as Appendix A to this report; and**
- 2. refer funding requirements for the implementation of the Master Plan to a future budget process for consideration and ranking.**

MOVED: CR. KAMITSIS  
SECONDED: CR. FIELD

That the recommendation be adopted.

CARRIED





















**ALL WARDS****ITEM****3. BICYCLE PLAN REVIEW**

**SUMMARY:** *Sustainable Transport Planner (Melissa Sparrow)*

*Knox City Council has engaged Leigh Hale Consulting Services to undertake a review of the Knox Bicycle Plan. Recommend that the Draft Bicycle Plan be released for public consultation prior to being finalised and adopted by Council.*

**1. INTRODUCTION**

Leigh Hale Consulting Services Pty Ltd was engaged by Council to undertake a review of the Knox Bicycle Plan. The objectives of the review were to consider the progress of bicycle facility implementation since the last review, identify the underlying principles for future development, consider the community's needs, develop new programs for bicycle facilities and encourage and support the increase in the use of bicycles as a means of transport throughout the City of Knox.

**2. DISCUSSION**

The Knox Bicycle Plan was last reviewed in 2001 and since this time there has been significant housing development, EastLink has been constructed and there have been changes to public transport services.

The process undertaken with this review to date has included extensive surveying of the community (in particular the school community) in addition to consultation with the Knox Bicycle Committee.

The aims of the Bicycle Plan are to:

- Reduce the use of cars for transport to work, school, shopping and recreation.
- Provide well designed and shared bike paths and on-road lanes that link the Knox communities to public transport, activity centres and recreation areas as well as regional destinations.
- Plan to further reduce casualty crashes through well designed infrastructure and increase driver awareness of cyclists through pavement markings and signs.
- Increase the use of bicycles for trips to work to double the existing use rate to account for 1.5% of all work trips in the City of Knox by 2013.
- Increase the use of bicycles for transport to schools to account for 30% use by students by 2013.

### 3. Bicycle Plan Review (cont'd)

- Advocate that VicRoads provide on-road lanes as part of the Principal Bike Network and ensure that all new road works and/or the introduction of bus lanes incorporate provision for bicycles.
- To promote and support the use of bicycles as a healthy, environmentally friendly as well as a safe and cost effective means of transport.

Some of the key findings from the Bicycle Plan review include:

- that there has been a reduction in casualty crashes involving cyclists since the last review with no fatalities in the data period;
- implementation of cycle facilities since the last review has provided new shared path links and on-road lanes;
- the completion of the EastLink project provides additional off-road paths and, with associated on-road facility works by VicRoads, enhanced connectivity to other Local Government areas and the EastLink Trail;
- the community feedback identified a priority to improve the on-road connectivity within the existing bicycle network;
- a method of ranking on-road and shared path projects has been developed in conjunction with Council officers;
- an action plan for new bicycle facilities and a program for future actions has been developed; and
- precinct maps covering the whole municipality showing existing and proposed on and off-road facilities have been prepared.

A full copy of the Draft Bicycle Plan has been distributed under separate cover.

The Draft Bicycle Plan should now be made available for public consultation for a period of 4 weeks between 26 May and 20 June, 2008.

### **3. CONSULTATION**

The community needs have been assessed through extensive questionnaires for schools, general public in addition to feedback from the Knox Bicycle Committee and Council officers.

Further input on the Draft Bicycle Plan will be sought by releasing the Draft Plan for public consultation. This will include referring the Plan to other Council Departments and Committees for input.

### 3. **Bicycle Plan Review (cont'd)**

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

Cycling is a pollution free mode of transport and therefore replacing car trips with the bike reduces greenhouse gas emissions and noise pollution.

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

Cycling saves money on petrol, tolls and parking fees. It also provides a valuable and cost effective form of exercise.

Council installs on-road lanes and off-road paths according to priorities and as funding permits within the Capital Works Program. In this year's program (2007/08) Council has allocated \$263,000 for new bicycle and shared paths.

There is more than \$9.8m in shared path and on-road capital works identified for Council within the Knox Bicycle Plan. These would be subject to Council endorsing the final Plan and referring these costs to Council's future budget processes for consideration.

#### **6. SOCIAL IMPLICATIONS**

The encouragement of cycling within Knox improves opportunities for social interaction both with other cyclists and pedestrians.

Extensions and improvements to the off-road and on-road bicycle network will improve access to community services and facilities within Knox.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

Supporting improvements and encouraging the use of cycling as a mode of transport fits within the Strategic Objective of the Knox Community and Council Plan of 'Accessible Transport Choices':

*To advocate for and facilitate improvements in transport infrastructure and services for increased choices.*

#### **8. CONCLUSION**

While some consultation has already occurred with schools within Knox and other users of the bicycle network to assist in determining the issues with cycling in Knox and identifying missing links, the entire Draft Bicycle Plan should now be made available for public consultation.

#### **9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

**3. Bicycle Plan Review (cont'd)****RECOMMENDATION****That Council**

- 1. release the Draft Bicycle Plan for public consultation for a period of four weeks from 26 May until 20 June 2008; and**
- 2. receive a report on the public submissions (if any) at its July 2008 Ordinary meeting.**

MOVED: CR. VAN DE VREEDE

SECONDED: CR. KAMITSIS

That the recommendation be adopted.

CARRIED

## ALL WARDS

## ITEM

## 4. WALKING SCHOOL BUS – FUTURE DIRECTION

**SUMMARY:** *Transport and Traffic Coordinator (Ron Crawford)*

*In an effort to increase physical activity and improve the wellbeing of young school-age children, VicHealth has been providing grants to Local Government to establish Walking School Bus programs within primary schools. Knox City Council has been a part of VicHealth's Walking School Bus program since 2003.*

*VicHealth have recently advised that it will no longer be funding the Walking School Bus after the end of this financial year.*

*It is recommended that Council continues the Walking School Bus program until the end of the 2008 school year.*

**1. INTRODUCTION**

The following extract from a VicHealth communication provides both a history of the Walking School Bus program and the reasons behind VicHealth's decision to cease funding the program.

***“ The Walking School Bus program***

*The Walking School Bus program (WSB) commenced in 2001 as a 12 month pilot program involving four local Councils. WSB is currently operating in 60 Council areas across Victoria. The objective of WSB was to encourage primary school children to undertake regular physical activity by walking safely to and from school, replace short car trips to school with walking, support the development of local social networks, and to build the capacity of local Councils to act as a resource and facilitate the establishment of WSB networks within local primary schools.*

*The evaluation of the WSB Pilot highlighted the need for 'long lead time' to get the program up and running in schools. In response, VicHealth extended the program from a 12 month grant to a two year grant program. Each participating Council was funded \$55,000 over two years.*

*After the two years of funding, Local Governments highlighted the need to continue supporting schools to consolidate and expand the program. Subsequently, VicHealth developed the WSB Plus cost-sharing grant (dollar for dollar) capped at \$9,000 per year for 3 years to further support Councils to sustain WSB and introduce other active transport initiatives. All Councils involved in the program are contributing funds and most Councils have invested over and above the cost-sharing grant requirement. Currently, a total of 4950 children and 1386 volunteers are using WSB on a regular basis in neighbourhoods across the state.*



#### 4. **Walking School Bus – Future Direction (cont'd)**

*The WSB program and active and safe school travel has now been incorporated into a range of Local Government strategies and policies, including; Municipal Public Health Plans, Environmental Strategies, Integrated Transport Strategies and Community Safety Strategies. It is clear that most Councils are keen to continue working with schools to increase children's active transport for health and environmental reasons and also improve the safety around schools/neighbourhoods by reducing car usage.*

##### **Walking School Bus Review**

*In 2007 VicHealth conducted extensive consultations about WSB as part of a broad review of the program. The review and previous WSB reports found that the program has a formal (safe) structure that appeals to many parents, has been relatively successful at raising the profile of walking and has introduced children to a culture of walking.*

*Some of the other benefits of WSB included:*

- *Infrastructure improvements to the built environment directly attributable to WSB route audits (18 WSB Councils expended \$1.5m over three years on infrastructure changes);*
- *Increased community connectedness, particularly social connections (at least 1386 volunteers supported the WSB during 2007);*
- *The inclusion of culturally and linguistically diverse and Indigenous parents and communities in the implementation of WSB resulted in better connections and involvement in school activity; and*
- *A positive impact on schools through: a reduction in absenteeism and bullying; children arriving at school safely, more alert and on time; providing schools with an opportunity to develop active transport in partnership with parents and local communities; and more diverse parents involved in school related activities; and building relationships with local government.*

*The WSB review however, also found many limitations with WSB including walking buses are resource intensive to establish and maintain, mainly cater for younger students (prep to year 4) and do not usually operate everyday. Furthermore, as the WSB has centred on adults escorting children to school it was not designed to make significant inroads into increasing the number of children who 'graduate' from buses to walk/cycle to school independently. As a stand alone program, WSB is too structured and inflexible and does not allow for whole of community approaches that may increase the level of children's active transport and independent mobility. ”*

#### 4. **Walking School Bus – Future Direction (cont'd)**

##### **2. DISCUSSION**

As noted, Knox has participated in the Walking School Bus program since 2003. There are several schools in the municipality that did commence Walking School Buses but currently do not have any operating 'buses'. These schools include Wantirna South Primary School, St. Simons Primary School, Mountain Gate primary School Heany Park Primary School, The Basin Primary School, Lysterfield Primary School and Bayswater South Primary School.

Currently only two schools are participating in the Walking School Bus Program: St John the Baptist Primary School and Rowville Primary School. Ferntree Gully North Primary School is launching the Walking School Bus program in late April and Knox Park Primary School has expressed interest in participating in the Walking School Bus program.

- St. John the Baptist School has three Walking School Buses with approximately 6 children per bus participating. These buses operate five days a week (Monday to Friday) both morning and afternoon. In addition, every Thursday, 6 children cycle to school in both the morning and afternoon session.
- Rowville Primary School has two Walking School Buses with approximately 13 children per bus and runs Tuesday and Wednesdays.
- Ferntree Gully Primary School is launching its Walking School Bus in Term 2 on 28<sup>th</sup> April 2008. To date, there are commitments for four children on the bus, with the bus operating five days a week and consisting of a morning and afternoon Walking School Bus run.
- Discussions have taken place with Knox Park Primary School's principal. He has expressed interest in establishing a Walking School Bus within the school. Knox Park Primary School has identified that children who live in Lakewood Estate (located behind the Knox Park Primary School) in Wantirna, are driven to the back of the school gate by their parents. Knox Park Primary School marketing committee and the parent association are in support of changing this transport pattern, and intend to encourage parents and children to walk to and from school. It is expected a Walking School Bus will be launched in term 2.

One of the key reasons for local government involvement in the Walking School Bus program is the ability to offer Walking School Bus volunteers insurance cover whilst engaged in their duties. The concerns over insurance cover can be overcome by directing schools to the Knox Community Volunteers group.

##### **Future of the Walking School Bus**

As of July 2008, VicHealth will not fund the Walking School Bus program.

#### 4. Walking School Bus – Future Direction (cont'd)

VicHealth's decision was made following completion of an extensive six month review of the Walking School Bus. The Walking School Bus review process included consultations with over 70% of Walking School Bus funded organisations, the examination of key Walking School Bus documents, discussions with key stakeholders, a review of international Walking School Bus and active transport programs, mapping connections to key state-wide strategies, resources and active transport programs. The Walking School Bus review was also discussed by the Vic Health Active Transport Advisory Committee which includes a representative of Local Government, a Walking School Bus school and several other stakeholders.

The Walking School Bus program review identified many socio-economic, and environmental benefits, however, the review also found that the program was inflexible and resource intensive to establish and maintain. It highlighted that the Walking School Bus as a stand alone program only targets a small proportion of the schools population and is unlikely to make significant inroads to increasing the number of children walking to school independently. The Walking School Bus review recommended that the Walking School Bus be redeveloped into a more flexible program that is closely linked with other active transport initiatives.

VicHealth has now introduced the 'Streets Ahead' initiative which will provide grants to five local communities to develop demonstration programs to create supportive environments that enhance children's active transport and independent mobility in all aspects of their community life, not only to and from school.

With the funding source from VicHealth finishing, Council now has to decide the future of its support for the Walking School Bus program.

The following options are listed for consideration:

1. Wind up the position of Walking School Bus Coordinator
2. Continue funding the position of Walking School Bus coordinator and associated support funding at full cost to Council.
3. Develop and implement sustainability strategies that will allow the Walking School Buses to continue with minimal support from Council.

This could be done by:

- Providing an officer, one day a week until the end of the calendar year to advise schools and coordinate the following works.
  - Distribute Walking School Bus manuals to all schools within Knox to provide them with all the resources and information required to establish and run the Walking School Bus program.

#### 4. **Walking School Bus – Future Direction (cont'd)**

- Link the volunteers up with the Knox Community Volunteers group to provide volunteers with insurance to continue to walk their children and other parents' children to and from school.
  - Assist in training volunteers to become leaders in various Walking School Bus procedure / roles, sharing the responsibility so that all actions do not fall onto the one volunteer leader. This would be targeted at parent and school committees.
  - Provision of on-going support through Council's Traffic and Transport Department to those schools which specifically approach Council.
4. Expand the Walking School Bus program so that it becomes an Active Transport program, incorporating transport options such as PeddlePod (cycling to school), scooting, walking and catching public transport which are healthy and sustainable.

The cost for the Walking School Bus program (proposal 2. above) is in the order of \$32,000 to \$35,000 per year. In addition to employing a Walking School Bus coordinator for two days per week with the associated running and promotion costs, Council's Transport and Traffic engineers undertake walking audits with parents and, where funding is available for minor projects, authorise the construction of minor infrastructure modifications.

Proposal 3, above, would cost \$10,000 - \$15,000 including 0.2EFT plus costs.

Proposal 4 would cost in the order of \$35,000.

Submissions for grants for VicHealth's 'Streets Ahead' program closed in April.

As Council already has a large commitment to other grant funded projects over the next one to three years, being Talaskia Road TravelSmart project and the Bayswater Station Local Area Access program and also a commitment to assist the Mothers Living Well program, it was decided not to submit an application this year for one of the possible five grants.

### **3. CONSULTATION**

Those schools that currently have Walking School Buses or are considering implementing them have been consulted. Each of the schools have indicated that they want to continue with their programs.

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

The Walking School Bus program contributes to further reducing green house gas emissions, and local air pollution around local schools thus improving long term environmental outcomes within the community.

#### 4. **Walking School Bus – Future Direction (cont'd)**

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

The Walking School Bus program has now been in operation for nearly five years. Over that time several schools have implemented the program. Unfortunately many of the 'buses' have stopped operating.

The responsibility taken on by those parents who voluntarily walk someone else's children to school on a consistent basis can become quite onerous. Additionally, as children do become more independent and perhaps walk by themselves or change schools, the volunteers no longer have the need to walk to school themselves.

The number of children currently using the program is 44. The annual cost of running the program is in the order of \$35,000.

To extend the future of the Walking School Bus or Active Transport, Council will need to provide funds to support sustainability strategies and continue Active Transport options within the Knox Community.

Costs for supporting the future of the Walking School Bus program are:

1. Walking School Bus Project Officer( 0.4EFT) plus promotion materials and aids: \$35,000 per year.
2. Linking the Walking School Bus volunteers to the Knox Community Volunteer Group: (\$15 Insurance cover per volunteer / per year).
3. On-going support from Transport and Traffic engineers would be incorporated in normal duties.

Based on the cost of the Walking School Bus program and the numbers of children participating, it is considered that there are more cost efficient ways for children to be encouraged to walk to school.

#### **6. SOCIAL IMPLICATIONS**

The Walking School Bus program provides children with opportunities to engage in physical exercise; social connections with other children, parents and community members, a greater sense of independence within their own neighbourhood and better traffic safety knowledge and awareness.

Whether those Walking School Buses that are currently operating continue to do so, relies heavily on the on-going commitment of the parent volunteers. If the Walking School Bus program stops, those children, and parents, who currently participate may not benefit from these social interaction opportunities.

#### 4. **Walking School Bus – Future Direction (cont'd)**

##### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

The 2006-2010 Community and Council Plan identifies a key objective as having 'Accessible Transport Choices' within Knox. One of the strategies identified to assist Council in achieving this objective is to:

“Promote behavioural change in favour of walking, cycling and public transport use within the Knox community”

The Walking School Bus program provides a means of promoting and supporting walking to the school community.

##### **8. CONCLUSION**

The Walking School Bus program has been operating in Knox since 2003. Many schools have participated in the program however for one reason or another most 'buses' have stopped operating. VicHealth analysis of the walking school bus has reflected similar results to those which Knox has seen.

As there are still a small number of schools participating in the walking school bus program and to allow sufficient time to assist these schools in developing strategies to maintain the program beyond Council's involvement, Council should continue to fund the Walking School Bus Co-ordinator position until the end of the 2008 financial year.

##### **9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

##### **RECOMMENDATION**

###### **That Council**

- 1. note that VicHealth has determined to discontinue its support and funding of the Walking School Bus program from 30 June 2008;**
- 2. continue to fund the Walking School Bus Co-ordinator position until the end of the 2008 calendar year, following which, Council discontinue its involvement in the Walking School Bus program ; and**
- 3. advise the schools involved in the Walking School Bus program of Council's decision.**

**4. Walking School Bus – Future Direction (cont'd)**

MOVED: CR. VAN DE VREEDE

SECONDED: CR. DAVEY

That Council

1. note that VicHealth has determined to discontinue its support and funding of the Walking School Bus program from 30 June 2008;
2. continue to fund the Walking School Bus Co-ordinator position until the end of 2008, following which Council re-assesses the role it can play to effectively encourage sustainable transport options for schools in Knox;
3. develop a sustainable transport strategy aimed at allowing the Walking School Bus program to continue with minimal involvement from Council and encouraging other sustainable transport options in Knox school communities;
4. receive a report in October 2008 which addresses sustainable transport options for school communities and provides recommendations on how Council can support such programs with any funding to be considered at Council's mid year budget review; and
5. advise the schools involved in the Walking School Bus program of Council's decision.

CARRIED

**DINSDALE WARD****ITEM****5. LEWIS PARK SKATE AND BMX FACILITY REFERENCE GROUP – TERMS OF REFERENCE****SUMMARY:** *Leisure Services Coordinator (Mark Stockton)**This report seeks Council's approval of the Terms of Reference for the proposed Lewis Park Skate and BMX Facility Reference Group.***1. INTRODUCTION**

On 26 February 2008 Council agreed to develop a terms of reference for the Lewis Park Skate and BMX Facility Reference Group (the Group).

**2. DISCUSSION****2.1 Background**

The Lewis Park Skate and BMX facility has been operational for over twenty (20) years and comprises two concrete bowls and a steel 'spine ramp' which was relocated to Lewis Park from the former Rowville Skate Park in 2003.

The formation of the Group is in response to a petition that was presented to Council at its meeting on 26 February 2008 requesting that Council retain the Lewis Park Skate and BMX facility.

**2.2 Purpose**

The purpose of the Group is to review and report on the performance of the Lewis Park Skate and BMX facility. The Reference Group will consider and provide input into information gathered as part of a review process.

It is proposed that the Group comprise representatives from the following:

<b>Representative group</b>	<b>Number of representatives</b>
Councillors	maximum of 3
Facility users and Knox residents	4
Industry	2
Recreation and Leisure Liaison Group	2
Victorian Police	1
Youth Council	1
<b>TOTAL</b>	<b>13</b>



## 5. Lewis Park Skate And BMX Facility Reference Group – Terms of Reference (cont'd)

### 2.3 Format

Attached within Appendix A are the proposed Terms of Reference for the Group, consistent with Council's Committees Policy (October 2006).

### 2.4 Timing

Should Council approve the formation of the Group, it is intended that officers undertake an expression of interest process to recruit community members during June 2008.

The actions nominated with the establishment of the Reference Group include:

Future Action	Completion timeframe
Review and endorsement of the proposed Terms of Reference from members of the Recreation and Leisure Liaison Group	Completed 28 April 2008
Council endorsement of the Terms of Reference	13 May 2008
Advertise and recruitment membership to the Reference Group	30 June 2008
Evaluate applications	11 July 2008
Recommend to Council membership to the Reference Group	12 August 2008
Commence operation of the Reference Group	18 August 2008

## 3. CONSULTATION

In addition to the June 2008 expression of interest process, it is proposed that officers write to Victoria Police and industry representatives inviting them to participate on the Group.

It is proposed that the Councillors appointed to the Group also form a selection committee to consider nominations for membership and report back to Council with recommendations for appointment.

The proposed Terms of Reference were reviewed and endorsed by Council's Recreation and Leisure Liaison Group at its 28 April 2008 meeting.

**5. Lewis Park Skate And BMX Facility Reference Group – Terms of Reference (cont'd)**

**4. ENVIRONMENTAL/AMENITY ISSUES**

One of the objectives of the Group will be to consider the impact of the Knox Central Urban Design Framework on the facility.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

The establishment and operation of the Group will be met within existing budget allocations.

**6. SOCIAL IMPLICATIONS**

As defined in Council's Youth Plan 2005-2009, Skate and BMX facilities provide:

- Active participation for young people in recreation, sports and arts/cultural activities, builds positive self-esteem and promotes positive self image whilst enhancing individual health and wellbeing.
- Opportunities for young people to connect with their community, thus strengthening relations between young people and other members of the community.
- Open space and recreation areas for both socialising and recreating.
- A catalyst for young people to build communities around shared experiences of place, ideas and interest.

**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

The provision of assistance to local community sporting groups contributes to Council's Key Result area of Caring and Safe Communities.

- **Responsive Services**  
We will plan, provide and facilitate a range of high quality, accessible services for people that connect them with their local communities.
- **Strong Communities**  
We will work in partnership with organisations and individuals to provide a safe, healthily and cohesive community.
- **Active Community Life**  
We will contribute to the vibrancy of community life in the City by promoting and resourcing the arts, cultural opportunities and leisure and recreational activities.

**5. Lewis Park Skate And BMX Facility Reference Group – Terms of Reference (cont'd)**

**8. CONCLUSION**

The development of terms of reference to establish the Lewis Park Skate and BMX Facility Reference Group is a significant step for Council to undertake, as part of ensuring an effective consultation approach with the review of the Lewis Park Skate and BMX facility.

**9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**RECOMMENDATION**

**That Council**

**1. Endorses the Terms of Reference for the Lewis Park Skate and BMX Facility Reference Group as set out in Appendix A of this report.**

**2. Endorse the following Councillor appointments as representatives to the Lewis Park Skate and BMX Facility Reference Group:**

- .....
- .....
- .....

**MOVED: CR. GILL**  
**SECONDED: CR. FIELD**

**That Council**

**1. Endorses the Terms of Reference for the Lewis Park Skate and BMX Facility Reference Group as set out in Appendix A of this report.**

**2. Endorse the following Councillor appointments as representatives to the Lewis Park Skate and BMX Facility Reference Group:**

- Cr Gill
- Cr Kamitsis
- Cr Van de Vreede

**CARRIED**

## APPENDIX A – Lewis Park Skate and BMX Facility Reference Group – Terms of Reference



# TERMS OF REFERENCE

## LEWIS PARK SKATE AND BMX FACILITY REFERENCE GROUP

Directorate	Community Services
Responsible Officer	Mark Stockton
Committee Type	Specific Purpose

### 1. PURPOSE

The purpose of the Lewis Park Skate and BMX Facility Reference Group (the Group) is to review and report on the performance of the Lewis Park Skate and BMX facility. The Reference Group will consider and provide input into information gathered as part of a review process.

### 2. OBJECTIVES

The Group is required to report upon a two (2) year review process to Council's Recreation and Leisure Liaison Group (RLLG), which will provide advice to Council regarding the future of the Lewis Park Skate and BMX facility.

The objectives of the Review are to:

- Monitor the utilisation of the Lewis Park site;
- Provide an ongoing assessment of the facility's physical condition;
- Determine operational and facility management issues (including risk management) associated with the Lewis Park site;
- Conduct benchmarking for similar facilities;
- Conduct a cost: benefit analysis of the site (retention verses decommissioning); and
- Consider the implications of the improvements proposed within the Knox Central Urban Design Framework.

## **APPENDIX A – Lewis Park Skate and BMX Facility Reference Group – Terms of Reference**

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

Membership of the Group will consist of members approved and appointed by Council.

The Group will comprise up to but no greater than thirteen (13) members, including:

- Councillor representation (maximum of 3)
- Facility users and Knox residents (x4)
- Industry representatives (x2)
- Recreation and Leisure Liaison Group representatives (x2)
- Police representation (x1)
- Youth Council representation (x1)

It is expected that each member will attend a minimum of 70% of meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

In the event of a member resigning from the Group, a written letter of resignation should be made to the Chairperson.

### **4. DELEGATED AUTHORITY AND DECISION MAKING**

The Group acts in an advisory capacity only and does not represent Council or make decisions on behalf of Council.

### **5. MEETING PROCEDURES**

The Group will meet four (4) times per calendar year and additional meetings will be scheduled if required.

### **6. CHAIRPERSON**

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

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

### **Reference**

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

**APPENDIX A – Lewis Park Skate and BMX Facility Reference Group – Terms of**

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

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

**7. AGENDAS AND MINUTES**

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

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

The minutes of the Group's meeting must:

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

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes are to be made available on Council's Intranet.

**8. VOTING**

All representatives appointed to the Group have equal voting rights and the Chairperson will have a second vote in the event of a tie.

**9. CONDUCT AND INTEREST PROVISIONS**

In performing the role as a member of the Group, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

## **APPENDIX A – Lewis Park Skate and BMX Facility Reference Group – Terms of Reference**

Where a member has an interest or conflict of interest in relation to a matter in which the Group is concerned, or is likely to be considered or discussed, the member must disclose the interest to the Group before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

### **10. REPORTING**

The Group is required to prepare and adopt a formal report on an annual basis (prior to end of November each year). The report will then be presented to the Recreation and Leisure Liaison Group detailing the outcomes of the Group and any recommendations to Council. A final report regarding review of the Lewis Park Skate and BMX facility will be made by the group on or before the 30 November 2009.

### **11. ADMINISTRATION SUPPORT**

Administration support is provided to the Group by the Community Services Directorate.

### **12. SUNSET CLAUSE**

The Group will sunset on 28 February 2010.

### **13. MEALS AND SUSTENANCE AT MEETINGS**

The provision of refreshments during the course of a meeting will be in accordance with Council's Meals and Sustenance Policy.

**ALL WARDS****ITEM****6. CONTRACT NO. 1715 – PROVISION OF MEALS FOR DELIVERED MEALS SERVICE**

**SUMMARY:** *Special Projects Officer (Pat Meehan)*

*This report considers tenders for the provision of meals for the Council's delivered meals services (Meals on Wheels) throughout the municipality.*

**1. INTRODUCTION**

This contract calls for the provision of cook chill and frozen meals for the Council's delivered meals service (known as Meals on Wheels) which are delivered by volunteers to clients throughout the municipality. It replaces the current contract (No. 1534), which was awarded to BHS Catering at the council meeting held on 22 April 2003, for the three (3) year period from 25 May 2003 to 25 May 2006 with the option of a two (2) year extension at Council's discretion. Approval was granted at the Council meeting held on 30 May 2006 for the two (2) year extension which finishes on 25 May 2008.

To coincide with the financial year for budgeting purposes, Council officers determined to negotiate a short term extension of the contract until 30 June 2008. BHS Catering agreed to this extension and forwarded a letter dated 25 February 2008 with a revised price for meals. The Director – Community Services approved this extension and formally advised the company.

The contact period for Contract No. 1715 was advertised for a three (3) year period from 1 July 2008 to 30 June 2011 with the option to extend for a further period of up to two (2) years at Council's discretion.

**2. DISCUSSION****2.1 Tender Process**

The contract was advertised in "The Age" newspaper on Saturdays 16 and 23 February 2008, and the "Knox Leader" on Tuesday 19 February 2008. Ten potential tenderers (including two councils) obtained a copy of the tender documents, and only one Schedule of Rates tender was received from BHS Catering (the Council's current contractor). Details of the Schedule of Rates submitted (for two alternative options) are provided in Appendix A of the Confidential Summary attached to this report. It should be noted that the comparable price for meals has risen 16.5% above the current year five (5) contract price (which was set in May 2006). This increase reflects the increases in foods (particularly meats and vegetables due to the prevailing drought conditions), labour and fuel for transport delivery.

The company has provided a very good detailed submission which addresses every item of the Council's Specification.



## 6. **Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

### **2.2 Tender Evaluation**

#### **2.2.1 Initial Assessment**

An initial assessment of the tender was undertaken of the following aspects:

- Schedule of Rates prices submitted for all tasks;
- Provision of all Schedules and Appendices information;
- Management, supervision and personnel resources;
- Use of sub-contractors;
- Processes, procedures and systems for implementation, management and reporting of tasks; and
- Status of Occupational Health and Safety Policy / Manual documentation.

As a result, the tenderer has stated in Schedule 4 that the tender was “non conforming” in a number of nominated areas relating to both the General Conditions of Contract and the requirements of the Specification. It did not acknowledge receipt of Addendum No. 1 in Schedule 6. The remainder of the submission fulfilled the requirements. These matters were referred to the Evaluation Panel for consideration.

#### **2.2.2 Detailed Assessment**

An Evaluation Panel comprising of Debbie Beal (Manager – Healthy Ageing), Michael Hill (Co-ordinator – Meals on Wheels) and Pat Meehan (Special Projects Officer) was formed to review the results of the initial assessment phase, and undertake the second phase, including the interview process.

In considering the nominated “non conforming” items, and following advice from other Council staff, the Panel agreed that the tender would be treated as a “conforming” tender (in accordance with the power under Clause 3.7 of the Tender Conditions), and negotiate on the items with the tenderer at the interview.

Prior to the interview, the Panel determined that the Council would waive the security deposit as BHS Catering is a Government Entity (as was also done on the current contract), but would retain the liquidated damages provision to protect Council's interests.

**6. Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

The Panel interviewed BHS Catering representatives at their facility in Ballarat on Friday, 4 April 2008. The following aspects were considered:

- Confirmation of tendered prices and supporting data in Appendices (including receipt of Addendum No. 1);
- Provision of documentation of OH&S Policy, Manual, Management Plan / Systems specific to this contract for review;
- Reporting processes and systems with matters to be covered in monthly reports;
- Work procedures and staff training;
- Management of contract, supervision and staff resourcing;
- Corrective action and dispute resolution processes and procedures; and
- Specific matters relating to menu production, meals ordering and changes, sandwiches, labelling and packaging, nutritional and dietary standards, food safety plan and meal delivery aspects.

The Panel determined that a number of minor matters raised in the tender documentation submitted were deemed “operational”, and would therefore only be addressed following the awarding of the tender and prior to the commencement of the contract. A listing of these was tabled for information at the end of the interview (refer to Confidential Summary Appendix B attached for details).

During the course of the interview, the company representatives advised that BHS Catering management would not sign a contract with liquidated damages clauses (note: it was pointed out that such clauses are part of the current documentation which had been formally signed by BHS Catering). An offer was made to provide a contingency plan should the production of meals at the company’s facilities cease for some unforeseen event. Details of the provisions to ensure continuous production and delivery of the meals service has now been provided to the Panel’s satisfaction in recent correspondence.

Prior to the calling of tenders, the Panel agreed to a set of evaluation criteria for assessment of tenders; however, as only one tender was received, and the company is well known to Council staff, and has performed very well on the current contract, no detailed evaluation / ranking of the criteria was deemed necessary.

The company is performing well on a similar contract with Manningham City Council, and has recently been successful in being awarded their replacement contract for the next five (5) years. It also supplies meals to four other Councils, hospitals and aged care facilities.

## 6. **Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

An independent financial report was also obtained, and the key results are presented in the Confidential Summary attached.

The company generally fulfils the Council's rigorous requirements for OH&S, and will submit a contract specific Safety and Risk Management Plan for approval within 28 days of the commencement of the contract.

The Panel has therefore concluded that BHS Catering should be recommended for the awarding of this contract.

### **2.2.3 Options for Meals Packaging**

As part of their tender submission, BHS Catering provided Schedules of Rates for two (2) options for meals packaging – one (1) being the currently delivered foil containers with cardboard lids, and another for a paper based or cardboard container with a clear lid. Samples of the latter were provided at the interview and later. The difference in price / meal is 29 cents (or 2.9%) more for the paper based containers. The price for these containers has reduced steadily from more than 80 cents above the foil containers five (5) years ago, and is now considered a viable option.

Council staff have compared the advantages and disadvantages of both options with the following outcomes:

#### **(a) Foil Containers**

- A major disadvantage of the foil container is that you cannot see the food and considerable time is wasted in removing the lid to check the meal;
- The thin foil distorts easily, particularly when hot, and can be unsafe for handling by older people;
- The lids have a plastic coating which can bubble and delaminate if not heated correctly, causing the lids to buckle, and in turn, expose food to spoilage;
- When heating food in a microwave, especially frozen food, the foil containers have the effect of making meals heat unevenly;
- The foil containers are prone to developing pin-point holes from acids in certain foods;
- Though laminated, the cardboard lids may still soak up liquids from foods and, apart from the appearance, this can render the labels unreadable; and
- Safety issues with foil containers being sharp and clients could cut their fingers on the edges. There are no sharp edges on paper based containers.

**6. Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

**(b) Paper Based (Cardboard) Containers**

- First and foremost, the presentation of the food will be immediately improved because clients will be able to see the meal they are receiving;
- During the meal packing process, (where soup, main meal, dessert and juice are assembled together for each client) staff will be able to check each meal without removing the foil/cardboard lid;
- The airtight seal placed over the container will assist in extending the keeping characteristics of the food;
- The sealed film “lid” will also reduce the risk of spillage during transport, both to the Bayswater Meals Centre, and during the delivery to residents by volunteers;
- The film is easy to peel off or cut, yet it is sturdy enough to allow for stacking for transport and delivery;
- Being made from recycled cardboard, the containers are environmentally biodegradable and rapidly break down once they have been heated and used;
- Cardboard is safer than the current foil container, with the cardboard being able to be handled safely at high temperatures directly from the oven, though a cloth is still recommended. While obviously hot, they will not burn the same way that foil will at 180°C. This will reduce the risk of burns when compared to foil containers;
- The cardboard containers are much more stable than the foil containers and do not distort and bend after heating. Several different configurations are available and will be provided to best suit the meal;
- There is a faster and more even heat transference when meals are heated in a microwave oven. This will be particularly important when reheating frozen meals; and
- The cardboard container is slightly deeper than the current foil containers and will be able to accommodate any anticipated future changes to the HACCC food portion weight guidelines.

As the advantages for the delivery of meals in paper based containers are considered significant, this option is supported for introduction in the new contract. The Schedule of Rates submitted for Council approval is based upon the meal prices for this option.

The company has advised that it currently anticipates it will be in a position to provide meals in the paper based containers from 1 July 2008.

6. **Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

**3. CONSULTATION**

Consultation has occurred during the tender preparation, advertising and evaluation phases with potential tenderers, the current contract administrator, referees and the relevant Council staff.

**4. ENVIRONMENTAL / AMENITY ISSUES**

The services provided under this contract will have no direct impact on the environment but will enhance the amenity and lifestyle for the residents receiving the services. Any waste materials are biodegradable within six weeks thus reducing the impact on the environment.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

The proposed new contract will cost \$713,300 in 2008/09 for 70,000 meals with a unit cost of \$10.19. Costs in subsequent years two (2) and (3) of this contract would then be based on the Melbourne Food CPI adjustment advised in the January – March quarters of 2009 and 2010. At this stage an estimated 4% increase will apply in these subsequent years but this will be dependent on the CPI adjustment factor.

The price for the proposed Provision of Meals contract has been factored into the Council's Draft 2008/09 Budget. The increase in price was not factored into the Long Term Financial Strategy.

The full price for the contract will be partly offset by client fees in line with Council's approved 2008/09 Fees & Charges Schedule and the small subsidy received from the Victorian Department of Human Services through the HACC Program (\$1.39 per meal in 2008/09).

**6. SOCIAL IMPLICATIONS**

The provision of food services for frail elderly people living within Knox is critical for supporting the quality of life and independence of our ageing residents.

**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN**

This report has relevance to the Community and Council Plan in the following areas of Caring and Safe Communities:

**Responsive Services**

- Planning, providing and facilitating a range of high quality accessible services for people that connect them with their local communities.

**Strong Communities**

- Continue the implementation of Council's Healthy Ageing Plan; and

**6. Contract No. 1715 – Provision of Meals for Delivered Meals Service (cont'd)**

- Improve the coordination of services for older people across Council.

**8. CONCLUSION**

The tender of BHS Catering for the three (3) year period, based on the Schedule of Rates prices submitted for the first (1<sup>st</sup>) year (refer to the Confidential Summary for details), is recommended for acceptance. The tenderer has provided the delivered meals service to Council for the last five (5) years, and has performed very well with only minor problems experienced during this period. Any issues have been resolved very quickly and with little fuss.

Both the interview and referee checks have revealed that the company would provide a high quality service with good relationships with Council management (in accordance with the requirements of the Specification). The company also adequately fulfils all the requirements of the tender documentation, including the Safety and Risk Management requirements.

**9. CONFIDENTIALITY**

A Confidential Summary relating to the capacity of the tenderer to undertake this contract is to be circulated separately to this report.

**RECOMMENDATION**

**That Council:**

- 1. Accept the tender of BHS Catering for the submitted Schedule of Rates for paper based containers (the Schedule of Rates will comprise a unit price of \$10.19 per meal in Year one (1) 2008/09 as outlined in the attached Confidential Summary Appendix A) for Contract No. 1715 – Provision of Meals for delivered Meals Service, for the three (3) year period from 1 July 2008 to 30 June 2011, with the option to extend for a further period of up to two (2) years at Council's discretion;**
- 2. Authorise the Chief Executive Officer to formalise the contract documentation and thereafter the documents be signed and sealed; and**
- 3. Notify the successful tenderer accordingly.**

MOVED: CR. FIELD  
SECONDED: CR. COOPER

That the recommendation be adopted.

CARRIED

**MEETING CLOSED AT 7.57PM**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on  
Tuesday 20 May 2008

.....  
Chairman