

# AGENDA

## Meeting of Council



To be held on

Monday 23 August 2021 at 7:00 PM

Please note that this Council meeting is being conducted in accordance with the Department of Health and Human Services COVID-19 guidelines.

Please refer to Council's website for the latest up to date information on the format and arrangements for this meeting.

This meeting will be streamed live on the internet and recorded.

The live stream and recording can be access via Council's website at [webcast.knox.vic.gov.au](http://webcast.knox.vic.gov.au)

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Ian Bell  
Acting 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 Meeting of Council held on Monday 26 July 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 City Strategy and Integrity Officers' Reports for consideration

### 6.1 Report of Planning Applications Decided under Delegation 1 July 2021 to 31 July 2021

**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 the planning applications decided under delegation reports (between 1 July 2021 to 31 July 2021) be noted**

#### **1. REPORT**

Details of planning applications decided under delegation from 1 July 2021 to 31 July 2021 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	5
Other	1
Subdivision	21
Units	14
Tree Removal / Pruning	11
Single Dwelling	4
Change of Use	2
Signage	1
Variation of Covenant	1
Dependent Persons Unit	1
<b>TOTAL</b>	<b>61</b>

#### **2. CONFIDENTIALITY**

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

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

**Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher**

## Knox City Council

### Planning Applications Decided - Council

1 July 2021 and 31 July 2021

Ward	No.	Address	Description	Decision
Baird	2020/6673	8/841 Mountain Highway BAYSWATER VIC 3153	Use of the land for the purpose of an office, alterations to the existing building and a reduction in car parking	29/07/2021 Approved
Baird	2020/6426	8 Conway Court BORONIA VIC 3155	The construction of six (6) three storey townhouses	30/07/2021 Notice of Decision
Baird	2021/6237	16 Burke Road FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling and 2 Lot Subdivision	27/07/2021 Notice of Decision
Baird	2020/6695	17 Narcissus Avenue BORONIA VIC 3155	Construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	27/07/2021 Notice of Decision
Baird	2021/9082	47 Valerie Street BORONIA VIC 3155	Two lot subdivision (approved development site)	7/07/2021 Approved
Baird	2021/6128	1A/881-887 Burwood Highway FERNTREE GULLY VIC 3156	Change of use to a Place of Assembly and a reduction in car parking spaces	26/07/2021 Notice of Decision
Baird	2021/6285	27 Corporate Boulevard BAYSWATER VIC 3153	3 Lot subdivision in accordance with permit P/2008/6423. Each lot contains a completed building & associated car parking bays in accordance with the endorsed plans for that permit.	26/07/2021 Approved
Baird	2021/6352	1/7 Rankin Road BORONIA VIC 3155	The removal of one (1) Eucalyptus ovata (Swamp Gum)	6/07/2021 Approved
Baird	2020/6730	50 Sinclair Road BAYSWATER VIC 3153	Construction of two (2) double storey and one (1) single storey dwelling	7/07/2021 Notice of Decision
Baird	2021/6256	1-2/6 Cypress Avenue BORONIA VIC 3155	Six lot subdivision (approved development site)	8/07/2021 Approved

<b>Ward</b>	<b>No.</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2021/6238	73 Commercial Road FERNTREE GULLY VIC 3156	4 lot subdivision (approved development site)	8/07/2021 Approved
Baird	2021/6235	1/46 Paton Crescent BORONIA VIC 3155	Three lot Subdivision (approved development site)	8/07/2021 Approved
Baird	2020/6737	10 Janville Street BORONIA VIC 3155	Construction of four (4) double storey dwellings and one (1) single storey dwelling at rear on the land	19/07/2021 Notice of Decision
Baird	2021/9092	15 California Crescent FERNTREE GULLY VIC 3156	Two lot subdivision (Approved development Site)	30/07/2021 Approved
Baird	2021/6346	51 Park Boulevard FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus obliqua (Messmate) and the pruning of one (1) Eucalyptus obliqua (Messmate)	30/07/2021A pproved
Chandler	2021/6355	334 Forest Road THE BASIN VIC 3154	Buildings and Works (Dependent Persons Unit)	29/07/2021 Approved
Chandler	2021/9085	142 Dorset Road BORONIA VIC 3155	Construct a fence	6/07/2021 Approved
Chandler	2021/6220	72 Stewart Street BORONIA VIC 3155	Construction of one (1) single storey dwelling	26/07/2021 Approved
Chandler	2021/6227	75 Torresdale Drive BORONIA VIC 3155	Building and Works (construction of an outbuilding used for accommodation)	5/07/2021 Approved
Chandler	2021/6097	46 Albert Avenue BORONIA VIC 3155	The construction of a single storey dwelling to the rear of the existing dwelling and removal of vegetation	27/07/2021 Approved
Chandler	2021/6312	1294 Mountain Highway THE BASIN VIC 3154	The removal of one (1) Eucalyptus obliqua (Messmate)	8/07/2021 Approved
Chandler	2021/6317	65 Basin-Olinda Road THE BASIN VIC 3154	Buildings and Works - Construction of a Garage	26/07/2021 Approved
Chandler	2021/6297	1/29 Stewart Street BORONIA VIC 3155	The removal of one (1) Eucalyptus obliqua (Messmate)	12/07/2021 Approved
Chandler	2021/6404	3 Biscay Court BORONIA VIC 3155	The removal of two (2) Cupressus sempervirens (Italian Cypress)	26/07/2021 Approved

Ward	No.	Address	Description	Decision
Chandler	2021/6246	7 Lyndon Road BORONIA VIC 3155	The removal of one (1) Alnus acuminata (Evergreen Alder), one (1) Pittosporum eugenioides 'Variegatum' (Lemonwood) and one (1) Pyrus communis (Common Pear)	12/07/2021 Approved
Collier	2021/6011	511 Boronia Road WANTIRNA VIC 3152	Development of six dwellings (4x3-storey and 2x2-storey) and Alteration of access to a road zone category 1	28/07/2021 Notice of Decision
Collier	2021/6300	83 Renou Road WANTIRNA SOUTH VIC 3152	Buildings and Works (construction of a double storey dwelling)	23/07/2021 Approved
Collier	2021/6208	22 Selkirk Avenue WANTIRNA VIC 3152	3 Lot Subdivision (Approved Development Site)	6/07/2021 Approved
Collier	2021/6153	8 Robin Court WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	21/07/2021 Notice of Decision
Dinsdale	2021/6118	110 Kanooka Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	22/07/2021 Approved
Dinsdale	2021/6209	7 Enfield Drive BAYSWATER VIC 3153	Variation of the restrictive covenant contained in transfer No. C706812 applicable to Certificate of Title Volume 9725 Folio 572 (7 Enfield Drive Bayswater) to replace the words 'building other than one dwelling house in brick or brick veneer' with the words 'buildings other than one or two dwelling houses'	14/07/2021 Approved
Dinsdale	2021/9090	80 Begonia Avenue BAYSWATER VIC 3153	Two Lot Subdivision (Approved Development Site)	23/07/2021A pproved
Dinsdale	2021/6392	21 Mareeba Crescent BAYSWATER VIC 3153	Two (2) lot subdivision (Approved Development Site)	26/07/2021A pproved
Dinsdale	2021/6139	20 Charlotte Road BORONIA VIC 3155	Development of the land for a double storey dwelling to the rear of the existing dwelling	27/07/2021 Approved
Dinsdale	2021/9097	8 Ash Grove BAYSWATER VIC 3153	2 Lot Subdivision (Approved Development Site)	30/07/2021A pproved
Ward	No.	Address	Description	Decision



Dobson	2021/6315	27 Clematis Avenue FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus goniocalyx (Long Leaved Box) and the pruning of one (1) Eucalyptus macrorhyncha (Red Stringybark)	7/07/2021 Approved
Dobson	2020/6678	10B Forest Road FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the side of the existing dwelling	19/07/2021 Approved
Dobson	2021/6267	19 Forest Road FERNTREE GULLY VIC 3156	The removal of one (1) Syzygium paniculatum (Magenta Lilly Pilly)	16/07/2021 Approved
Dobson	2021/6106	25 Logan Court LYSTERFIELD VIC 3156	Use and Development of the land for a single dwelling	16/07/2021 Approved
Dobson	2021/6314	36 Parkview Drive FERNTREE GULLY VIC 3156	The removal of one (1) Liquidambar styraciflua (Liquidambar) and the pruning of one (1) Cinnamomum camphora (Camphor laurel) and one (1) Fraxinus exelsior (European Ash)	13/07/2021 Approved
Dobson	2021/6163	27 Merricks Close FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling and the removal of a Callistemon citrinus	16/07/2021 Approved
Dobson	2021/6318	1-3/11 Talaskia Road UPPER FERNTREE GULLY VIC 3156	The removal of one (1) Cinnamomum camphora (Camphor laurel) and the pruning of one (1) Syzygium paniculatum (Magenta Lilly Pilly)	16/07/2021 Approved
Dobson	2021/6304	1 Finmere Crescent UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua (Liquidambar)	13/07/2021 Approved
Friberg	2021/9091	49 Rodney Drive KNOXFIELD VIC 3180	Two Lot Subdivision (Approved Development Site)	23/07/2021 Approved
Friberg	2021/6219	21 Conn Street FERNTREE GULLY VIC 3156	Four (4) Lot Subdivision (Approved Development Site)	7/07/2021 Approved
Friberg	2021/9087	68 Bryden Drive FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Development Site)	7/07/2021 Approved
Friberg	2021/6376	91 O'Connor Road KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Development Site)	23/07/2021 Approved
<b>Ward</b>	<b>No.</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>

Scott	2021/6199	81 David Street North KNOXFIELD VIC 3180	Six (6) Lot subdivision (Approved Development Site)	2/07/2021 Approved
Scott	2021/9084	94 Harley Street North KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Development Site)	2/07/2021 Approved
Scott	2020/6621	39 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Development of a double storey dwelling to the rear of the existing dwelling and two (2) lot subdivision	2/07/2021 Approved
Scott	2021/9098	20 Philip Road KNOXFIELD VIC 3180	2 Lot Subdivision (Approved Development Site)	30/07/2021 Approved
Taylor	2021/6426	21 Cardinia Way ROWVILLE VIC 3178	2 Lot Subdivision (Approved Development Site)	29/07/2021 Approved
Taylor	2021/9071	112 Oaktree Rise LYSTERFIELD VIC 3156	Construction of Alfresco and extension of dwelling	29/07/2021 Approved
Taylor	2021/6425	83 Dandelion Drive ROWVILLE VIC 3178	2 Lot Subdivision (Approved Development Site)	28/07/2021 Approved
Taylor	2021/6040	CB199 1395 Stud Road ROWVILLE VIC 3178	Buildings and works for the construction of clubrooms and storage shed, and alteration of access to a category 1 road	5/07/2021 Approved
Taylor	2021/6039	80 Major Crescent LYSTERFIELD VIC 3156	Development of two two-storey dwellings in front of existing dwelling and removal of vegetation	15/07/2021 Notice of Decision
Tirhatuan	2021/6176	32 Denver Crescent ROWVILLE VIC 3178	Development of a double storey dwelling to the rear of the existing dwelling	29/07/2021 Approved
Tirhatuan	2021/6184	8 Gulinya Crescent ROWVILLE VIC 3178	Construction of a verandah	30/07/2021 Approved
Tirhatuan	2021/6330	1352 Ferntree Gully Road SCORESBY VIC 3179	Change from business identification signage to floodlit business identification signage	7/07/2021 Approved
Tirhatuan	2021/6207	4 Elizabeth Court ROWVILLE VIC 3178	4 lot subdivision (Approved Development Site)	5/07/2021 Approved
Tirhatuan	2021/6369	12 Third Avenue ROWVILLE VIC 3178	2 Lot Subdivision (Approved Development Site)	5/07/2021 Approved

## 6.2 Revised Boronia Renewal Strategy and Proposed Amendment C192knox

**SUMMARY:** Senior Strategic Planner, Jo Liu

The *Draft Boronia Renewal Strategy 2019 (Draft BRS 2019)* was previously adopted by Council on 26 August 2019. The *Draft BRS 2019* has since been revised in response to comments from the Department of Environment, Land, Water and Planning (DELWP) as part of the request for authorisation, as well as feedback from Council's internal Project Working Group (PWG).

Subject to Council's re-adoption, the *Boronia Renewal Strategy 2019 (revised 2021)* (Attachment 1) will be re-submitted to DELWP to support Council's request for authorisation to prepare and exhibit Planning Scheme Amendment C192knox to introduce planning controls for the Boronia Major Activity Centre.

### RECOMMENDATION

That Council:

1. Adopt the following documents for the purpose of seeking Ministerial authorisation to prepare and exhibit Amendment C192knox to the Knox Planning Scheme:
  - a. *Boronia Renewal Strategy 2019 (revised 2021)*, (Attachment 1);
  - b. Updated background technical reports (Attachment 2), including *Boronia Economic Analysis 2021* and *Boronia Urban Structure Report 2021* to supersede their respective 2017 and 2019 versions.
2. Endorse the draft Amendment C192knox documents (Attachment 3) for the purpose of seeking Ministerial authorisation to prepare and exhibit the Amendment, and note they will be subject to further changes during the authorisation process prior to public exhibition;
3. Endorse the *Draft BRS 2019 Review Report (June 2021)* (Attachment 4) to provide the technical rationale underpinning the proposed changes to the *Draft BRS 2019*;
4. Write to the Minister for Planning seeking authorisation to prepare and exhibit Planning Scheme Amendment C192knox to the Knox Planning Scheme;
5. Subject to receiving authorisation from the Minister for Planning, place Amendment C192knox and the supporting documents on public exhibition in accordance with Section 19 of the *Planning and Environment Act 1987*; note the supporting documents include:
  - a. *Boronia Renewal Strategy 2019 (revised 2021)*, (Attachment 1 or as subsequently approved by the Director City Strategy & Integrity in accordance with resolution 6);
  - b. Updated technical background reports (Attachment 2);
  - c. *Draft BRS 2019 Review Report* (Attachment 4);
  - d. Other reports previously adopted or noted by Council (Attachment 5), including:
    - i. *Boronia Movement and Access Study (GTA Consultants, November 2018)*, adopted by Council on 26 August 2019;

- ii. ***Boronia Community Services and Facilities Review (June 2018)***, adopted by Council on 16 December 2019;
  - iii. ***Boronia Renewal Project Community Engagement Report (2019)***, noted by Council on 16 December 2019.
6. **Authorise the Chief Executive Officer or their delegate (Director City Strategy & Integrity) to approve any further changes to the *Boronia Renewal Strategy 2019 (revised 2021)* and the draft Amendment C192knox documents in response to further DELWP comments and/or authorisation conditions prior to public exhibition;**
7. **Seek a further extension of the existing Schedule 7 to the Design and Development Overlay whilst Amendment C192knox is being progressed through the planning scheme amendment process.**

## 1. INTRODUCTION

The *Draft BRS 2019* was prepared following extensive background research and community engagement over 2017 and 2018. On 26 August 2019, Council adopted the *Draft BRS 2019* for the purpose of seeking Ministerial authorisation to prepare and exhibit the proposed Amendment C178knox to the Knox Planning Scheme. The authorisation request was subsequently made in November 2019.

On 9 November 2020, DELWP provided a letter in response to Council's authorisation request, setting out a number of matters to be further addressed. These matters relate to the proposed activity centre boundary, built form controls (building heights and setbacks), application of zones and overlays and future alignment with the Planning Policy Framework (PPF) translation.

On 19 July 2021, DELWP provided a further letter confirming Council was not authorised to prepare and exhibit the proposed Amendment C178knox, on the basis that the issues outlined in their previous letter are best addressed through a new authorisation request (Amendment C192knox) with a revised approach to implement the *Draft BRS 2019*.

The *Draft BRS 2019* has been reviewed in response to DELWP's comments. Officers have also taken the opportunity to update/refine actions in the *Draft BRS 2019* given two years have lapsed since its adoption in 2019. The revised strategy, *Boronia Renewal Strategy 2019 (revised 2021)*, is provided at Attachment 1 for Council's re-adoption.

The review has been supported by the updated background technical reports (Attachment 2), including *Boronia Economic Analysis 2021* and *Boronia Urban Structure Report 2021*. The key changes are further discussed in section 2 below.

The draft amendment documents (Amendment C192knox, Attachment 3) to introduce the proposed planning controls have been prepared for Council's endorsement. They will be subject to further changes through the authorisation process.

## 2. DISCUSSION

Key recommended changes to the *Draft BRS 2019* are outlined below. Further details are provided in Attachment 4 – *Draft Boronia Renewal Strategy Review Report*.

### 2.1 Changes to the *Draft BRS 2019* in response to DELWP's comments

#### 2.1.1 Revised Boronia Major Activity Centre (MAC) boundary

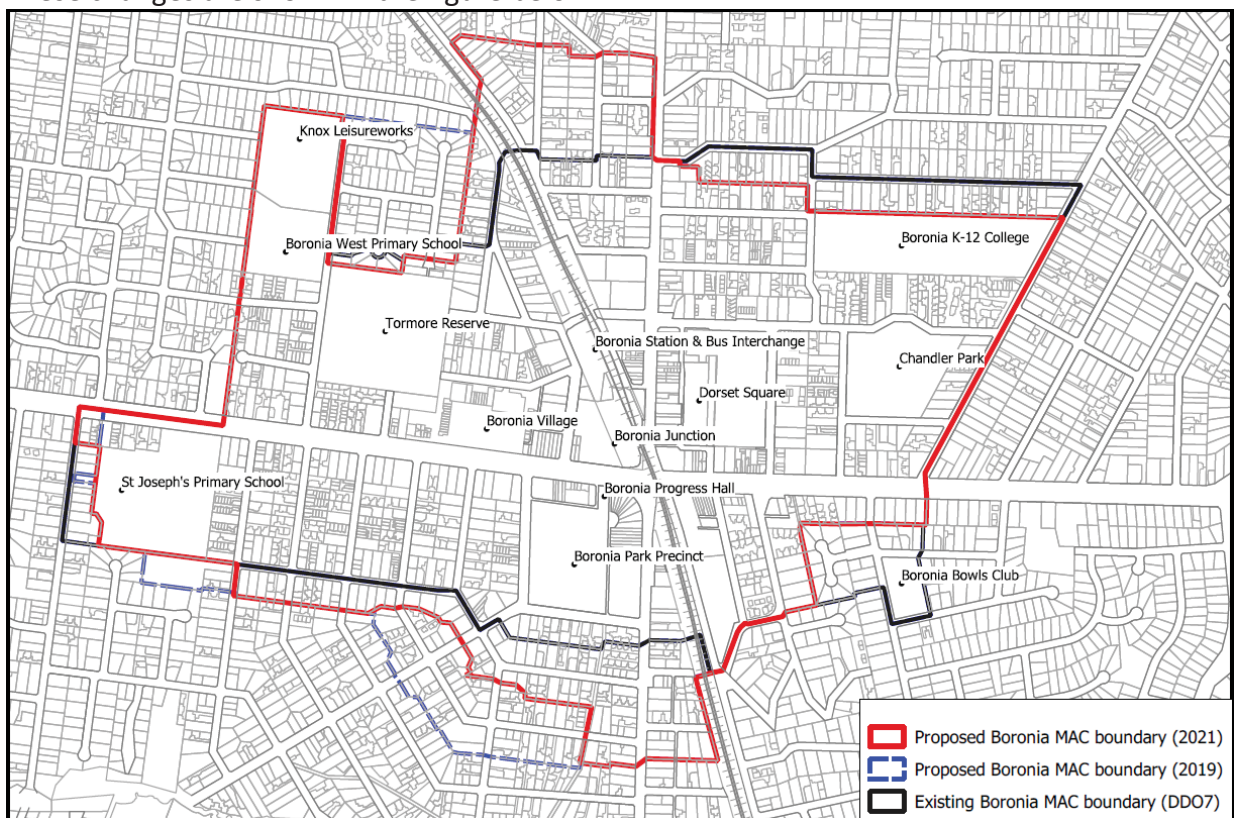
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The existing Boronia MAC boundary is defined within the Knox Planning Scheme as an area covered by the existing Design and Development Overlay (DDO7). The *Draft BRS 2019* made recommendations to expand the centre into the residential areas to the north and south, and remove some residential properties on the periphery.

However, following further analysis, it is considered that:

- a. The expansion into residential areas should be reduced as there is sufficient capacity within the revised Boronia MAC to accommodate future growth;
- b. Five properties along the northern edge of Tormore Reserve (30 Tormore Rd, and 7, 8, 9, 10 Lorikeet Court) should be removed from the existing centre boundary. These properties do not have public access to the Reserve and are not expected to substantially accommodate future growth; and
- c. Three properties previously recommended for removal from the existing centre boundary (226, 228 Boronia Rd and 1A Rankin Rd) should be retained in the centre. The junction of Rankin and Boronia Roads appropriately defines the edge of the centre.

These changes are shown in the figure below.



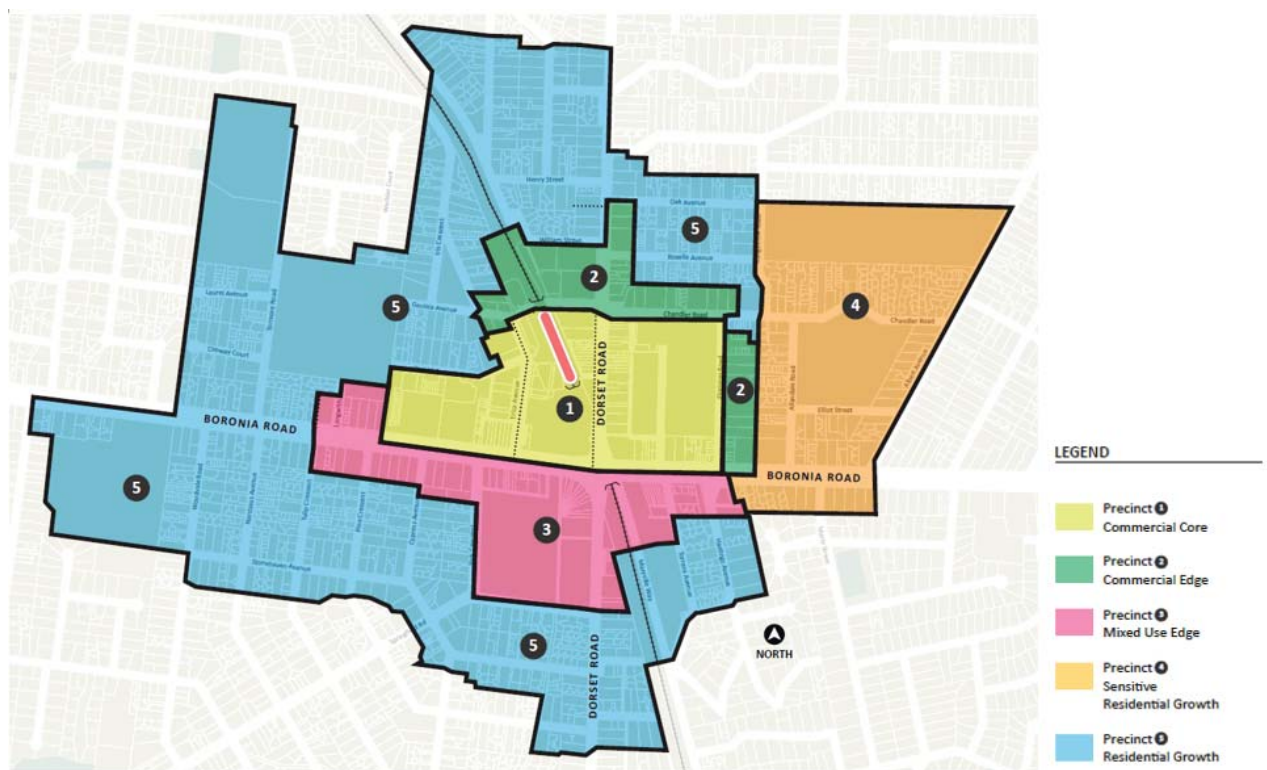
### 2.1.2 Revised Boronia MAC precincts

The Boronia MAC precincts identified in the *Draft BRS 2019* have also been reviewed to ensure that the precinct boundaries align with the revised Boronia MAC boundary and to better reflect the land use directions for the precincts. The recommended changes are:

- a. Expanding Precinct 1 (Commercial Core) to the west to incorporate both 159 and 163 Boronia Road (Dan Murphy's and Boronia Village) to recognise their significant retail function;

- b. Revising Precinct 2 (Commercial Edge) to remove residential properties to the north of Oak Avenue and on the western side of Dorset Road (275-289 and 286-290 Dorset Road) to recognise their residential development pattern and zoning;
- c. Revising Precinct 3 (Mixed Use Edge) to remove all properties to both sides of Boronia Road to the west of Tulip Crescent, to be consistent with their future residential land use directions; and
- d. Amalgamating the previous Precinct 5 (Intensive Residential Growth) and Precinct 6 (Residential Growth) as they are effectively the same in terms of existing and future land use directions. The amalgamated new residential precinct is defined as Precinct 5 (Residential Growth).

The revised Boronia MAC precincts are shown in the figure below.



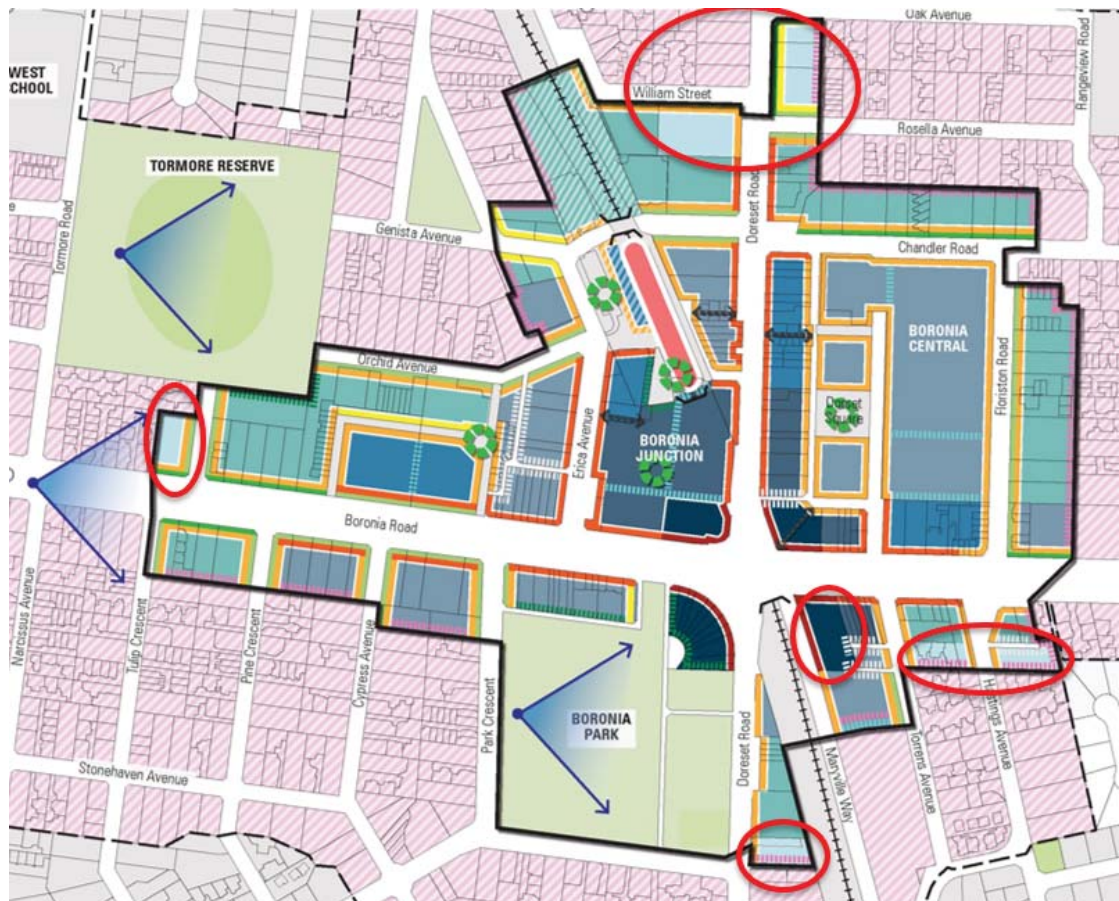
### 2.1.3 Revised Boronia MAC built form controls

Development in the Boronia MAC is currently subject to interim controls specified in the existing Design and Development Overlay (DDO7), with discretionary maximum building heights ranging from 1 storey to 4 storeys.

The *Draft BRS 2019* recommended maximum building heights ranging from 4 storeys in the residential precincts to 10 storeys in the commercial core (intersection of Dorset and Boronia roads).

However, following further analysis the key changes to the Draft BRS 2019 built form controls include:

- a. In the Boronia MAC Core area (Precincts 1, 2 and 3), increasing the maximum building height in the south-eastern corner of the Dorset/Boronia intersection from 8 storeys to 10 storeys, to create a uniform 10 storey maximum height on all four corners of the main junction; and reducing the maximum height on some edges from 5 to 4 storeys to provide a better transition to the adjoining residential areas;



- b. In the residential precincts (Precincts 4 and 5), reducing the maximum height from 4 storeys to 3 storeys, given there is sufficient capacity to meet future growth and to align with the mandatory heights of 3 storeys (11m) in the General Residential Zone.



The revised built form (as shown in the figures above) is supported by development feasibility tests taking into consideration the revised Boronia MAC boundary, view lines and the capacity of the centre to accommodate future growth.

It is also considered appropriate to request for mandatory overall height controls in the Boronia MAC Core through a new schedule 10 to the Design and Development Overlay (DDO10), on the basis that it:

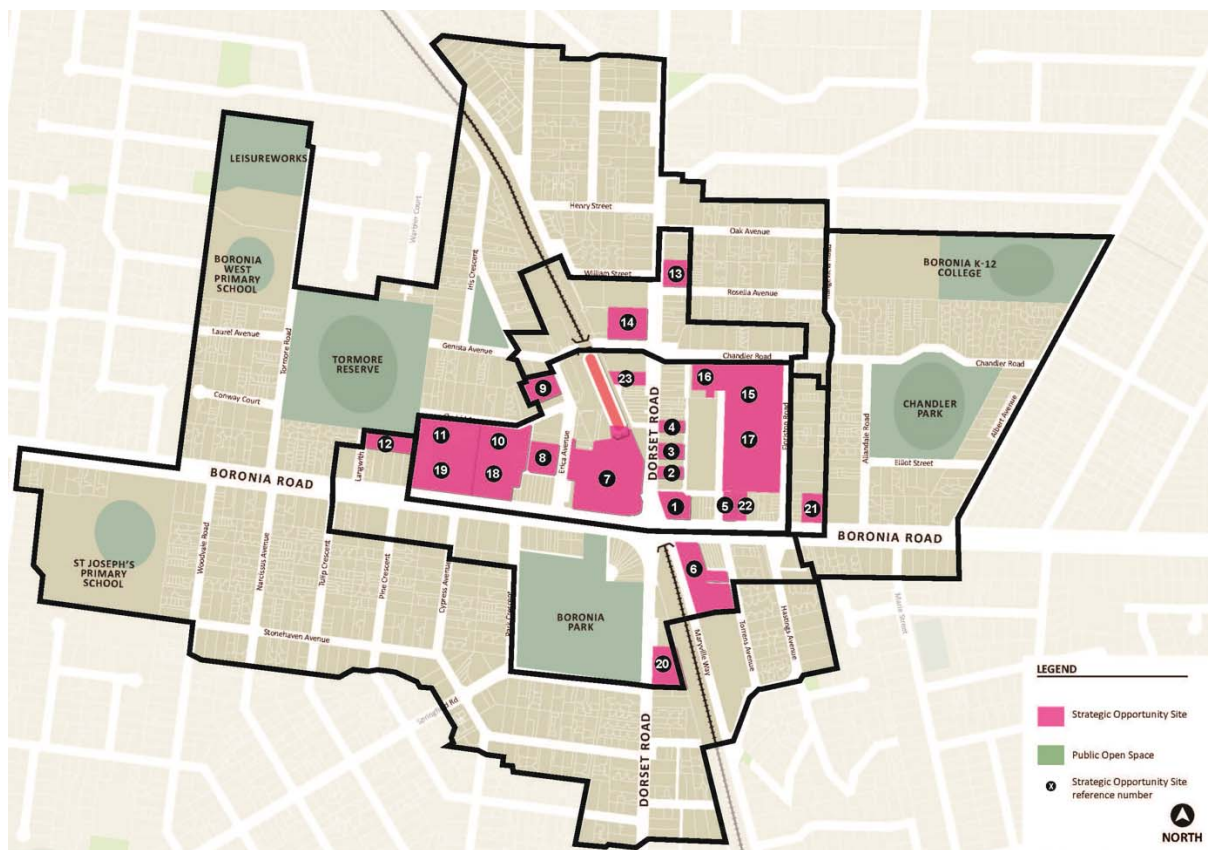
- is consistent with State and regional policy;
- is based on current strategic work;
- demonstrates there is sufficient capacity within the centre; and
- ensures protection of key public views to the Dandenong Ranges.

The interim controls in DDO7 are due to expire on 30 October 2021. A resolution is sought to seek a further extension of the existing DDO7 (or apply revised interim controls) whilst C192knox is being progressed through the planning scheme amendment process. Once approved by the Minister for Planning, the DDO10 will replace the current DDO7 to provide built form controls in Boronia MAC Core.

### 2.1.4 Revised Boronia MAC Strategic Opportunity Sites (SOS)

The SOS sites identified in the *Draft BRS 2019* have also been reviewed to confirm if any changes are warranted. A total of 23 SOS sites have been confirmed as appropriate.

These SOS sites are the larger, more prominent parcels located within the centre. An SOS designation indicates future development is encouraged and Council would be keen to collaborate with the landowners of these sites to realise the built form outcomes envisaged in the revised BRS.



### 2.2 Changes to the *Draft BRS 2019* in response to PWG’s feedback

Officers have also made other edits to the *Draft BRS 2019*, including changes to the draft actions in response to internal PWG feedback. The key changes include:

- Consolidating the ‘Digital Creative Hub’ big move project with the ‘Dorset Square Town Square and Community Infrastructure Investigation’ big move project. This is consistent



with the current scope of the project (Boronia Multi-purpose Community Facility Needs Analysis) being undertaken by the Community Wellbeing Department.

- Removing and/or consolidating repetitive or similar actions and revising actions throughout the Draft BRS 2019 to ensure they are succinct, realistic, and consistent with Council's service directions.
- Updating content as required throughout the Draft BRS 2019 following the further review.

### 2.3 Draft Amendment C192knox documents

To implement the land use and built form directions into the Knox Planning Scheme, the following planning controls as part of C192knox are recommended. The draft amendment documents for Council's endorsement are provided in Attachment 3.

Category	Recommended changes (proposed Amendment C192knox)
Boronia MAC boundary	Amend the Boronia MAC boundary as per the revised BRS.
Planning policies	<p>Make associated changes to the following local policies to reflect the revised BRS and changes to the Boronia MAC boundary:</p> <ul style="list-style-type: none"> <li>• C21.02 Vision – update the map in Figure 1. Strategic Framework Plan</li> <li>• C21.03 Environmental and Landscape Values – update the map in Figure 1. Environmental and Landscape Values Map</li> <li>• C21.04 Environmental Risks – update the map in Figure 1. Environmental Risks Map</li> <li>• C21.05 Built Environment and Heritage – update the map in Figure 1. Bush Boulevards and Gateways Map</li> <li>• C21.06 Housing – minor updates, and update the map in Figure 1. Housing Map</li> <li>• C21.07 Economic Development – minor updates, and update the map in Figure 1. Economic Map in relation to Boronia MAC</li> <li>• C21.10 Local Areas – update C21.10-3 Boronia Major Activity Centre, update the map in Figure 1 (Dandenong Foothills Precincts), and other edits as appropriate</li> </ul>
Zone and overlays	<p>Continue to apply the existing suite of zones and overlays within Boronia MAC. This approach will be the most straightforward and efficient in achieving Council's strategic objectives for the centre, and address many of DELWP's comments.</p> <p>The zones and overlays will be adjusted where required in accordance with the revised BRS to reflect the intended land use outcomes and built form controls. A key change will be to replace the DDO7 with DDO10. The extent of the new DDO10 will be the Boronia MAC Core (Precincts 1, 2 and 3) only.</p>

It should be noted that the draft amendment documents, after being endorsed by Council, will still be subject to further changes through the public exhibition and authorisation process. To streamline the process, a Council resolution is sought to authorise the CEO or their delegate, being the Director City Strategy and Integrity, to approve any further changes to the revised BRS and the proposed C192knox amendment documents in response to further DELWP comments and/or authorisation conditions before public exhibition.

## 2.4 Next steps

Subject to Council's adoption/endorsement, officers will submit the revised BRS and amendment documents to DELWP for authorisation. Supporting documents will include:

- Updated technical background reports (Attachment 2):
  - *Boronia Economic Analysis* (HillPDA, June 2021)
  - *Boronia Renewal Strategy Urban Structure Report* (Hansen Partnership, June 2021)
- Supporting technical and/or background reports previously adopted or noted by Council (Attachment 5):
  - *Boronia Movement and Access Study* (GTA Consultants, November 2018), adopted by Council on 26 August 2019
  - *Boronia Community Services and Facilities Review* (June 2018), adopted by Council on 16 December 2019
  - *Boronia Renewal Project Community Engagement Report* (2019), noted by Council on 16 December 2019
- *Draft BRS 2019 Review Report by Hansen Partnership* (June 2021) (Attachment 4).

Subject to authorisation by the Minister for Planning, the revised BRS, amendment documents and supporting reports will be placed on public exhibition, which is likely to be in early 2022. The exhibition outcomes will be reported back to Council.

Council can subsequently determine whether to make any changes to the amendment and the revised BRS in response to submissions, refer the submissions to an independent Planning Panel, or abandon the amendment at that time.

## 3. CONSULTATION

Insights gained from community views have played an important part in shaping the long-term vision for Boronia. Previous community consultation and engagement undertaken has been summarised in the Boronia Renewal Strategy Community Engagement Report (Attachment 5).

During the review of the Draft BRS 2019, internal consultation through the Project Control Group and Project Working Group has also been undertaken to ensure internal feedback has been considered, particularly in relation to the BRS objectives, strategies and actions.

Subject to Ministerial authorisation, the revised BRS, amendment documents and supporting reports will be placed on public exhibition. Notices of the amendment will be given in accordance with Section 19 of the *Planning and Environment Act 1987*. The community and relevant stakeholders will have an opportunity to make a formal submission to the amendment.

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

The revised BRS includes strategies and actions that seek to protect environmental values and improve the amenity of the public realm in Boronia.

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

Funding to progress the amendment can be accommodated within the existing City Futures department budget.

The Project Control Group currently oversees the implementation of a number of priority projects identified in the Draft BRS 2019. Council has also received funding from Victorian Government to deliver a number of projects through the Suburban Revitalisation Fund (SRF).

Future implementation of projects identified in the BRS 2019 (revised 2021) will be subject to operational budgets and, where required, further resourcing including from external stakeholders.

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

The renewal of Boronia MAC aims to increase the vibrancy and amenity of the centre, attract new businesses, and make a positive contribution to Boronia MAC as the social and community heart of Boronia.

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

##### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

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

##### **Goal 2 - We have housing to meet our changing needs**

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

Strategy 2.2 - Encourage high quality sustainable design

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

##### **Goal 3 - We can move around easily**

Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure

Strategy 3.2 - Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places

##### **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

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

**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 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

**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**

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

**9. CONCLUSION**

The Draft BRS 2019 adopted by Council in August 2019 has since been revised in response to comments from DELWP and Council's internal PWG.

Subject to Council's re-adoption, the Boronia Renewal Strategy 2019 (revised 2021) (Attachment 1) will be submitted to DELWP to support Council's request for authorisation to prepare and exhibit Planning Scheme Amendment C192knox to introduce planning controls for the Boronia Major Activity Centre.

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Strategic Planner, Jo Liu

**Report Authorised By:** Director, City Strategy and Integrity, Matt Kelleher

**Attachments**

1. Attachment 1: Boronia Renewal Strategy 2019 ( Revised 2021) - for re-adoption on 23 Aug 2021 [6.2.1 - 141 pages]
2. Attachment 2: Updated technical reports for re-adoption [6.2.2 - 123 pages]
3. Attachment 3: Draft C192knox amendment documents for endorsement [6.2.3 - 114 pages]
4. Attachment 4: Boronia Renewal Strategy Review Report 15 June 2021 [6.2.4 - 51 pages]
5. Attachment 5: Previously adopted or noted reports [6.2.5 - 640 pages]

## 6.3 Amendment to Minutes - 24 August 2020 Meeting - Item 6.6 Public Transparency Policy

**SUMMARY:** Senior Administration Officer, Joanne Ellis

**An error has been identified in the Minutes of the 24 August 2020 Council meeting and this report is presented to facilitate Council's consideration and endorsement of revised Minutes for that meeting, relating to Item 6.6 - Public Transparency Policy.**

**The error was caused by a production issue in the assembly of the Minutes, which resulted the minutes relating to Item 6.6 - Public Transparency Policy being deleted and replaced by a single page from the report relating to that item.**

### RECOMMENDATION

**That Council:**

- 1. Note that page 20 of the previously confirmed and published minutes of the Council meeting held on 24 August 2020 is incorrect.**
- 2. Replace page 20 of the previously confirmed Minutes of the Council meeting held on 24 August 2020 with the revised Page 20 as set out in Attachment 1 to this report, and confirm the Minutes as amended.**

### 1. INTRODUCTION

The Minutes for the 24 August 2020 Council meeting were confirmed at the 21 September 2020 meeting and subsequently signed and finalised.

It has since been identified that a processing error during the assembly of the minutes resulted in the minutes relating to Council's consideration of Item 6.6 - Public Transparency Policy being deleted from the document, and replaced by a single page from the report relating to that item.

It is proposed to replace page 20 of the minutes to correct the error, and the proposed revision is included at Attachment 1

An extract of pages 19-21 of the adopted minutes is included as Attachment 2 to this report. A full copy of the minutes as confirmed on 21 September 2020 has not been included as an attachment to this report due to their length (in total, 651 pages) but is accessible on Council's website at [2020-08-24-minutes-council.pdf \(knox.vic.gov.au\)](https://www.knox.vic.gov.au/2020-08-24-minutes-council.pdf).

### 2. DISCUSSION

In order to provide a true and correct record of the meeting, the Minutes of the 24 August 2020 meeting need to be updated to reflect Council's decision with respect to Item 6.6 - Public Transparency Policy. The revised page 20 as set out in Attachment 1 accurately reflects Council's decision, which has been confirmed by reviewing the both the document history, and the archived recording of the meeting livestream.

To promote transparency, the amended page of the minutes has been annotated to reflect the correction that has been made.

Officers have investigated the origin of the error in conjunction with the relevant software vendor and determined the error was caused by an administrative, rather than a systemic issue. Process changes have been discussed with the software vendor and implemented, which will mitigate the risk of the same error being repeated in the production process.

**3. CONSULTATION**

Nil

**4. ENVIRONMENTAL/AMENITY ISSUES**

Nil

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil

**6. SOCIAL IMPLICATIONS**

Nil

**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**

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

**9. CONCLUSION**

In order to have a correct record of the Council Meeting held on 24 August 2020 it is necessary to update the confirmed minutes.

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Joanne Ellis, Senior Administration Officer and  
Andrew Dowling, Coordinator, Governance

**Report Authorised By:** Director, City Strategy and Integrity, Matt Kelleher

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### **Attachments**

1. Attachment 1 - Revised Page 20 for Council Minutes 24 August 2020 [**6.3.1** - 1 page]
2. Attachment 2 - Extract from the Council Minutes of 24 August 2020 [**6.3.2** - 3 pages]

2020-08-24 - Ordinary Meeting Of Council

## 6.6 Public Transparency Policy

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

The *Local Government Act 2020* (the Act) requires each Council to adopt a Public Transparency Policy (PTP) by 1 September 2020.

The purpose of the draft PTP presented to Council for consideration is to give effect to the Public Transparency Principles set out in the Act and formalise Council's support for transparency in its decision making process, specifying which information will be made available, categories of information that will be made unavailable, and describe the ways this information will be provided.

### **RECOMMENDATION**

That Council resolve:

1. Pursuant to section 57 of the Local Government Act 2020 adopt the Public Transparency Policy as set out in Attachment 1; and
2. To write to the submitter to thank them for their input and inform them of Council's decision.

### **RESOLUTION**

**MOVED: Councillor Holland**

**SECONDED: Councillor Mortimore**

That Council resolve:

1. Pursuant to section 57 of the Local Government Act 2020 adopt the Public Transparency Policy as set out in Attachment 1; and
2. To write to the submitter to thank them for their input and inform them of Council's decision.

### **CARRIED**

Due to an error identified in the previously confirmed and published minutes, this amended page was inserted to correct the Minutes, in accordance with a resolution of Council at the Council meeting on

.....  
Chairperson



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2020-08-24 - Ordinary Meeting Of Council

## 6.5 Governance Rules

### **SUMMARY: Governance Officer, Kirstin Ritchie**

Section 60 of the Local Government Act 2020 (LGA 2020) requires Council to adopt and apply governance rules that describe the way Council will conduct meetings and make decisions.

The proposed Governance Rules ensure good governance by using incorporating the overarching governance principles as well as the other supporting principles within the LGA 2020. The Governance Rules are also required to incorporate Council's Election Period Policy.

Following adoption of the Governance Rules, Council's Meeting Procedure and Use of Common Seal Local Law 2018 will be redundant. A process will be commenced, in due course, to revoke the local law and to make a replacement local law to regulate the use of the common seal.

### **RECOMMENDATION**

That Council:

1. Pursuant to section 60 of the Local Government Act 2020, resolve to adopt the Governance Rules (inclusive of the Election Period Policy at attachment 2), as set out in Attachment 1 (subject to acceptance of the tracked changes).
2. Note the Governance Rules come into operation on 1 September 2020.
3. Write to all submitters to thank them for their input and inform them of Council's decision.

### **RESOLUTION**

**MOVED: Councillor Lockwood**

**SECONDED: Councillor Pearce**

That Council:

1. Pursuant to section 60 of the Local Government Act 2020, resolve to adopt the Governance Rules (inclusive of the Election Period Policy at attachment 2), as set out in Attachment 1 (subject to acceptance of the tracked changes).
2. Note the Governance Rules come into operation on 1 September 2020.
3. Write to all submitters to thank them for their input and inform them of Council's decision.

### **CARRIED**

Survey Name	RESPONSES
Public Transparency Policy	<p><b>Q3 - After reviewing the proposed Public Transparency Policy, do you believe it will improve the level of transparency of Council's decision-making for community members?</b> A: Yes</p> <p><b>Q4 - Please explain your answer</b> I sure hope it does!! How does the council propose to deliver improved transparency and accessibility of information to Knox City council residents ? How easy will council make the information accessible, will it be all online or will residents have to go into council to view information?</p> <p>Social media- I hope council review their policy about stop blocking residents who ask questions while engaging in a meaningful and respectful way while having their questions replied to in a detailed manner.</p> <p>In relation to 9. Publications and social media-I feel councillors social media pages co-managed by KCC to ensure transparency and compliance with Councillor codes of conduct. Currently there is no form of regulation with their pages and this needs to be addressed and moderated for an improved community engagement, transparency and decision making for community members.</p> <p>Consider residents viewpoints and explore further to improve community engagement and outcomes.</p> <p>In relation to "Access to information by councillors "- page 12. I feel further clarification is required. Will this information be used appropriately and how will be monitored to ensure privacy etc will be met and not for personal gain? Will residents be notified of any personal information being accessed by a councillor and will permission be accessed by the resident before CEO approval is given for information provided? Will residents be informed if found their information has been accessed inappropriately for example?</p> <p><b>Q5 - Provide any additional feedback</b> See above comment</p>

2020-08-24 - Ordinary Meeting Of Council

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## 6.7 Audit and Risk Committee and Charter 2020

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

The *Local Government Act 2020* (the Act) requires Council to adopt an Audit and Risk Committee (Committee) Charter with prescribed matters and appoint members to the new Committee.

This report recommends to Council a draft Charter and the proposed membership for the Committee.

### **RECOMMENDATION**

That Council resolve:

1. To dissolve the Audit Committee established by Council under section 139 of the Local Government Act 1989.
2. To establish an Audit and Risk Committee pursuant to section 53 of the Local Government Act 2020, comprising two Councillor members and three independent members;
3. Adopt the Audit and Risk Committee Charter 2020 as set out in Attachment 1;
4. Appoint Ms Lisa Tripodi and Mr Homi Burjorjee to the Committee as Independent Members, concluding 31 May 2023 and 30 June 2022 respectively;
5. Note that an Expression of Interest is currently underway for the third Independent Member, with an appointment report to be submitted to Council in November 2020;
6. Note that two Councillor Members will be appointed to the Committee following the 2020 Council Election; and
7. To write to the submitter to thank them for their input and inform them of Council's decision.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Holland**

That Council resolve:

1. **To dissolve the Audit Committee established by Council under section 139 of the Local Government Act 1989.**
2. **To establish an Audit and Risk Committee pursuant to section 53 of the Local Government Act 2020, comprising two Councillor members and three independent members;**
3. **Adopt the Audit and Risk Committee Charter 2020 as set out in Attachment 1;**
4. **Appoint Ms Lisa Tripodi and Mr Homi Burjorjee to the Committee as Independent Members, concluding 31 May 2023 and 30 June 2022 respectively;**
5. **Note that an Expression of Interest is currently underway for the third Independent Member, with an appointment report to be submitted to Council in November 2020;**
6. **Note that two Councillor Members will be appointed to the Committee following the 2020 Council Election; and**

## 7 Public Question Time

### 7.1 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 Infrastructure Officers' Reports for consideration

### 8.1 Waste Kerbside Reform Plan

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

In March 2020, the Victorian Government released 'Recycling Victoria' policy outlining a major reform program for waste and recycling services across the State. Council has a key role in implementing reforms, which include aligning bin lids to conform with Australian Standard bin lid colours, implementing a food organics and garden organics service and a separate glass collection service by mandated dates.

This report outlines the service options available to Council to comply with this policy and recommends priority initiatives, including indicative implementation timeframes.

#### RECOMMENDATION

**That Council:**

- 1. Endorse the key kerbside reform proposals for waste management services provided by Council including alignment of bin lid colours to the Australian Standard, implementing a food and garden waste service and the future provision of glass collection service.**
- 2. Endorse the draft timeline for implementation of changes to kerbside services, as presented in Attachment 1 of this report.**

#### 1. INTRODUCTION

In March 2020, the State Government released the '*Recycling Victoria - A new economy*' policy, aimed at reforming the waste management and recycling supply chain. Included are a number of actions to significantly reform Council kerbside waste collection services over the next 10 years.

For Knox City Council, the required changes to waste services include aligning bin lid colours to the Australian Standard (Knox is not currently compliant for any bin lid colours), transitioning to a food and garden waste service, and introducing a separate glass collection service.

The proposed changes have been driven by the Victorian State Government through its recently released Recycling Victoria policy. The transitioning of Council kerbside waste collection services will require a significant education and behavioural change campaign within the community, and will result in increased service costs over a multi-year implementation period.

## **2. DISCUSSION**

### **2.1 Background**

#### **POLICY CONTEXT**

Council's work in the waste and resource recovery space is guided by State and Federal policies, including alignment to the Environment Protection Act, and many existing and new legislative requirements. Since waste sector challenges arose in 2018, a number of Government reviews and Policy releases related to waste and recycling have occurred. Achieving real progress in alignment with new policy settings will require a joint effort, involving the Private and Commercial sectors, State, Federal and Local Governments and the wider community.

#### **SERVICE PLANNING FOR KNOX CITY COUNCIL**

##### **Standardisation of bin lid colours**

The need for bin lid colours to comply with the Australian Standard is included in key commitment 5.1 of the Recycling Victoria Policy, and is the position outlined in the Parliament of Victoria's Inquiry into Recycling and Waste Management.

Standardisation of bin lid colours across the State is seen as essential because it ensures consistency across all Councils and enables promotional and education efforts to align across the State. Unfortunately, Knox's waste service bin lid colours are unique, noting that none currently comply with the Australian Standard (introduced in 2006).

It is recommended to change bin lids only where possible (not entire bins) at each residential and commercial property with a Council collection service (residual garbage changed from yellow to red lid, recycling changed from blue lid to yellow lid and garden waste changed from red lid to light green lid). Flexibility will be required within the procurement phase to determine the best approach to implement the bin lid change. Factors including cost, communications, availability of product and availability of teams to conduct changeovers will determine the best approach.

Due to the complexity of the communication and messaging, the garden waste bin lid change (from red lid to light green lid) at Knox should be the first of the multiple mandated changes. The new light green bin lid for residents would also signify the availability of the food and garden waste service, and would be simple to communicate. Once embedded, the next phase of bin lid changeover would occur for the residual garbage (from a yellow lid to red lid) and recycling bins (from blue lid to yellow lid).

##### **Food and Garden Waste Service**

A food and garden waste service allows unpackaged food waste to be placed, along with garden waste into the current 240L garden waste bin. The mandatory rollout of food and garden waste services/bins by 2030, and the overall diversion of organic waste from landfill is included in key commitment 5.1 of Recycling Victoria Policy and is a key action in the National Waste Policy.

Council's most recent waste audit undertaken in February 2021 shows that, on average 41.5% of our residual garbage stream comprises of food/kitchen waste. Council's current contract for green waste processing already has the capacity to accommodate food waste. The material is processed

into garden products including compost, which is resold within the garden and landscaping sector and agriculture and horticulture industries.

A successful food and garden waste service should strive for a high participation rate, high diversion of food waste from landfill, and low contamination. Food and garden waste services have been successfully implemented across several metropolitan and regional Councils in Victoria.

It is recommended to:

- Stage a universal rollout of food and garden waste services, resulting in a compulsory food and garden waste service for all residential properties serviced by Council. The first stage of rollout would be to properties with 5 or less dwellings, as these properties do not have shared bin arrangements, or niche collection services. The second stage of rollout would be to multi-unit developments of 6 or more. Within this rollout option, Council could prioritise multi-unit developments who want the service first. After the food and garden waste roll out to all residential properties, Council would work with the commercial bin offerings and user groups to assess and facilitate service options.
- Implement a garden bin lid swap (from red lid to light green lid) at the same time as introducing a food and garden waste service.
- Include food and garden waste in the standard Council waste collection service to all eligible residential properties, included as part of the residential garbage charge.
- Provide kitchen caddies and compostable liner bags to residents to aid with participation and uptake of the service.
- Roll-out a considerable awareness and behaviour change program in the lead up to the service change, with on-going promotion to reduce contamination and increase diversion from landfill.
- Maintain collection frequency of food and garden waste to fortnightly, and residual garbage to weekly. Consider review of collection frequency if supported, following on from community consultation in 2025.

Initial estimated start time for rollout is mid 2023, however flexibility within this date would be required to allow for factors including procurement requirements, availability of contractors and goods.

### **Other service implications**

In considering the new waste services to be delivered under the Recycling Victoria Policy, a holistic review of waste services provided in Knox should be undertaken to avoid duplication, provide cost savings where possible and benchmark against services provided by other Councils.

### **Container Deposit Scheme (CDS) - delivered by the State Government**

The Victorian Government's Recycling Victoria policy is proposing the implementation of a Container Deposit Scheme by 2023 aimed at increasing beverage container recycling and reducing litter. This is a State Government scheme and will include some glass beverage containers. Full

details of this initiative and its implementation are not yet known but will likely include the provision of receiving vessels at a local neighbourhood level at which glass and other containers will be received. Council is currently awaiting advice from the State Government on how this service will be implemented, and any implications it may have on Council's future glass collection service.

### **Councils Future Glass Service**

The mandatory rollout of a separate glass collection service by Local Government Councils by 2027 is included in key commitment 5.1 of Recycling Victoria policy. Options available to provide this Council glass service could include an entirely new bin and kerbside collection service, or drop off points established by Council (likely co-located near existing CDS drop-off locations).

It is recommended the decision on a future Council glass service is deferred until the CDS is rolled out and embedded within the community. This will allow Council to properly understand of the volumes of glass material not included in the CDS requiring collection. By delaying any decision on this service until at least 2024, and potentially rolling this out as the last mandated service change in 2026.

### **Resourcing**

Taking into consideration the number and extent of changes mandated as part of kerbside reform, there will be significant additional resources required to roll-out the project. The importance of a comprehensive behaviour change and promotional campaign should not be understated. The overall key performance indicators measuring successful implementation for all services being on-going high diversion rates from landfill and low contamination rates.

Project resources have been included in the 2021-22 budget and long term financial plan to support the proposed service changes outlined in this report. It will be important to be able to be flexible and dynamic so that Council can support the community through these changes and continue to adapt to industry challenges and opportunities.

## **3. CONSULTATION**

There is limited opportunity to consult the community on the specific mandated changes to services in the Recycling Victoria Policy. There will be opportunities to consult prior to any service changes on the ways and how to best provide relevant communications to the community throughout the transition.

Future community consultation opportunities will likely arise prior to planning and finalising a separate glass service, and gauging interest in collection frequency changes.

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

Reducing the tonnes of 'residual' waste to landfill to be managed into the future not only aligns with Federal and State policy settings, it aligns with the draft Knox Climate response plan identifying organic waste as a major contributor of greenhouse gas emissions.



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

The State has provided an indicative funding allocation to Council to implement these mandated reforms, but it represents a small percentage of additional overall costs.

Project resources to support the implementation of all kerbside reform changes (excluding a future glass collection service) have been incorporated into the 2021/22 budget and forward budgets across the long term financial plan. The cost of kerbside reform programs will be incorporated into the annual setting of the residential waste charge, noting that the net cost to Council will be zero on an annual basis.

As is currently the case, implementation costs for waste services across future years will be reviewed annually through Council's budget process.

An existing long term collaborative contract has been entered into for organics processing, which includes rates for the collection of garden waste both with and without food waste (via the current bin based green waste collection service).

## **6. SOCIAL IMPLICATIONS**

The collapse of the recycling sector in recent years has shone a light on a number of waste issues, with the community being more engaged about the topic in general. The change to kerbside waste collections will require considerable resourcing and Statewide education and behaviour change program. For some residents these mandated changes will be confusing, and it will be important for consistent and clear messaging and the inclusion of CALD communications to help manage and support the changes.

The mandated changes cannot be implemented without an increase in the annual residential garbage charge, and these increased costs will have a financial impact on some residents.

## **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 2 - We have housing to meet our changing needs**

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

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

### **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

### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Enable the community to participate in a wide range of engagement activities

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:**                    **Acting Coordinator – Waste Management – Marissa France**

**Report Authorised By:**            **Director, Infrastructure, Grant Thorne**

1. Attachment 1 Kerbside reform Council report August 2021 [**8.1.1** - 1 page]

**Attachment 1: Knox waste services - Kerbside reform key timelines**

<b>Task</b>	<b>Timing</b>
Bin lid change for garden waste bin (Stage 1)	Mid 2023 – Late 2023
Staged introduction of food and garden waste service for all residential properties (with second stage of multi-unit developments rolled out until late 2024)	
Container Deposit Scheme (State Government)	2023
Consultation – Council glass service options	Early 2024
Bin lid change for waste and recycling bins (Stage 2)	Late 2024
Consultation – Potential change to collection frequency ie weekly food/ garden waste and fortnightly garbage	Early 2025
Rollout glass collection service	Mid 2026

## 8.2 Capital Works Program Delivery Report

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

**This report informs Council of the delivery outcomes of the 2020/21 Capital Works Program, as well as progress towards strategic objectives of asset renewal, sustainability initiatives, Economic and Environmentally Sustainable Development (EESD) initiatives and the Integrated Stormwater Solutions Program in 2020/21.**

### **RECOMMENDATION**

**That Council receive and note the Capital Works Delivery Report for 2020/21.**

### **1. INTRODUCTION**

The Capital Works Program is essentially the biggest service Council delivers to the community. The outcomes delivered through the Capital Works Program support service delivery and improve the health and wellbeing of the Knox community. To ensure this program is administered appropriately and that good governance and project management practices are observed, this report documents the outcomes of the 2020/21 Capital Works Program and Council's progress in actioning a number of associated policies.

Council's Sustainable Buildings and Infrastructure Policy 2019 requires that:

- the Director – Infrastructure demonstrate achievements in EESD as part of the annual reporting on the delivery of the Capital Works Program; and
- a report is prepared on the achievements of EESD within Council facilities and infrastructure as part of Council's report on achievements on the Sustainable Water Use Plan and Climate Change Response Plan.

Further, Council adopted a policy for Water Sensitive Urban Design (WSUD) (revised 2015). This policy also requires that achievements in WSUD be incorporated as a part of the annual report on the delivery of the Capital Works Program. The achievements for 2020/21 are provided in this report.

This report is seen as a framework for not only reporting on the delivery of the program but also as a means of improving the efficiency and effectiveness of future program delivery.

### **2. DISCUSSION**

#### **2.1 2020/21 Capital Works Outcomes and Achievements**

The 2020/21 Key Result Area (KRA) measurement for Capital Works - as with previous years - aims for delivery of 100% of the Legal Compliance program, 95% of the Renewal program and 80% of the New and Upgrade program. In the early part of the 2020/21 year, noting the impacts COVID was having on the ability to deliver projects under COVID restrictions, revised KRA's were agreed upon through consultation between the CEO and the Mayor, targeting 100% of the Legal Compliance Program, 80% of the Renewal program and 60% of the New and Upgrade program.

The Capital Works Program Adjusted Budget totalled \$126.10M after additional out of budget funding of \$6.21M from various grants, contributions and trust fund transfers becoming available after the Quarterly Budget Update and savings of \$9.25M were achieved.

Out of 222 projects, 85.1% or 189 projects of the total projects were completed or committed (commenced or tendered) in 2020/21. A number of projects were in progress at year-end and carry through into the 2021/22 year. Five additional projects were included in the program during the course of the year, with an extra \$1.125M unscheduled, out of budget funding.

In overall financial terms, 53.4% of the Capital Works Adjusted Budget was committed in 2020/21.

The total expenditure for the 2020/21 year was \$41.03m, representing 35% of the adjusted budget for the year. In previous years, Council's strongest expenditure performance reached nearly \$58m. Given the challenging operating environment over the last financial year due to COVID 19 (the 20/21 year included an early period where Council halted the majority of construction activity associated with its projects, including its renewal program), the result represents a reasonable demonstration of the efforts by officers to meet their delivery obligations for the capital works program, however it highlights the challenges of an ever-increasing carry forward program. Table 1 below shows the year on year growth in the capital works program over the last 10 years.

**TABLE 1 - CAPITAL WORKS PROGRAM PERFORMANCE**

	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Adjusted Budget (million)	\$29.9	\$29.2	\$31.3	\$35.5	\$34.5	\$37.5	\$49.5	\$68.5	\$95.2	\$98.3	\$101.5	\$126.1
Budget expended (%) (million)	94%	81%	87%	79%	81%	82%	63.9%\$31.6	53%\$36.3	52.5%\$50	58.7%\$57.7	55.3%\$56.1	35.1%\$41
Projects Committed (%)	100%	97%	93%	98%	96%	98%	98%	89%	84%	89%	90%	85.1%

## 2.2 Key Program delivery challenges

The above table highlights the continued expansion in the overall program budget over the last 12 years, once carry forwards are taken into account. It also highlights that as the program grows, overall project completion performance is adversely affected.

A number of key factors are influencing this position. Council has endorsed a significant investment program in major projects in recent years, having delivered two Early Years hubs, the Henderson Road bridge and Stamford Homestead, among others. In addition, Council has an active roster of current major projects including the Stamford Park wetlands, the Knox Regional Netball Centre, Fairpark Reserve and Lewis Park.

The additional workload generated from the various Major Projects has placed considerable demand on Council's Capital Works delivery resources and each project typically requires significant scoping and design development prior to moving through to a construction phase. Council's current capital program has also been influenced by considerable external grants investment/financial support from both State and Federal Government levels to support economic growth. It is to be noted that many of the grants also come with expectations of expedited delivery.

Program delivery is being and could continue to be, adversely affected by the difficulty in recruiting suitably qualified replacements, the strength of the private sector, resulting from considerable State and Federal Government investment in infrastructure and the effects of working under State Government restrictions and challenges with supply chain materials and products, as impacted by COVID 19. Other factors experienced during the 20/21 year included the need for extensive consultation with key stakeholder groups, service and statutory authorities.

### **2.3 Continuous Improvement Initiatives**

In view of the burgeoning Capital Works budget, the Infrastructure Management Team have pursued opportunities to enhance capital works delivery, including place - based program delivery, bundling of similar projects where possible, provision of additional resources to support project management and resourcing sharing - where appropriate - to enhance Knox's learning environment. Key objectives of these improvements are to enhance staff capacity, provide role clarity, creation of mentoring opportunities and the sharing of resources where appropriate to advance learning and growth across the organisation.

It is acknowledged that as the overall program becomes increasingly large and complex, there exist some ongoing impacts on program delivery risks that need to be considered by Council. These include:

- Council's capacity to deliver all program elements within required timeframes;
- Increasing community expectations associated with delivery of the program;
- The current state of the construction market.
- Ongoing impacts of COVID 19.

Significant inroads have been made into refining systems and processes such as pre-planning and preparation to support timely delivery of capital works projects. Over recent years, the following initiatives have been introduced and are being continually improved upon:

- Ranking of projects within each program based on relevant criteria which are reviewed by Program Coordinators and endorsed by Council annually.
- Program Business Cases are prepared including 5-year programs to reflect revised project priority lists and based on the current Long Term Financial Forecast (LTFF).
- Pre-planning (scoping and design phases) to identify complex projects and where necessary, allow for staging over two or three years. Complexities include extensive ongoing consultation with stakeholders, investigation with external authorities, acquisition of land and permits, preparation of concept and detailed plans and preparation of contract documentation to allow adequate time for efficient and economic project delivery at minimum disruption to the community.
- Program and Project Delivery Coordinators with their Managers continually liaise to share knowledge of proposed programs, understand priorities, and check for synergies between projects and investigate opportunities to combine or coordinate works.
- Discussions with Councillors are held through the business planning cycle regarding project priority lists early in the program development process to allow Program Coordinators time to undertake initial investigations to establish the scope and deliverability of each prospective project prior to the commencement of the budget process.

- Monitoring and reporting with the Projects PRO Capital Works reporting system which allows ongoing feedback to assist project management.
- Improved management reporting including monthly progress briefings with the Executive Management Team and regular meetings of Program and Project Delivery Coordinators to actively facilitate the delivery of the Capital Works Program.
- Streamlining the process to develop lifecycle costings for each new/upgrade project to assist Council to make an informed decision as to the true cost of the proposed works and impact on the operational maintenance budget.
- Regular condition audits over all significant asset categories.
- The establishment of the dedicated Major Initiatives Unit to project manage the planning and implementation of the major and complex project initiatives and deliver the more challenging projects.
- Presentation of a Major Initiatives Program to Council as part of the Capital Works Planning process.
- Capital Works Delivery Managers providing timely input and influence to Delivery Coordinators in the planning and delivery of Programs.
- Enhance capital works delivery, including place-based project delivery, bundling of projects where possible, additional resources to support project management and resourcing sharing where appropriate to enhance Knox's learning environment.

These initiatives and the capital works process, in its entirety, are reviewed on an ongoing basis in the pursuit of continuous improvement and integrated program delivery.

#### **2.4 Asset Renewal Program Performance**

The Asset Renewal Program Adjusted Budget for 2020/21 totalled \$37.51M, of which \$24.50M or 79.8% was expended or committed. The expenditure was affected by the need to carry forward \$6.21M to 2021 for the completion of various asset renewal works committed and underway.

Renewal projects and programs that were undertaken during the year include the following:

- Road reconstructions of Cathies Lane and Lewis Road, Wantirna South, Lydford Road and Commercial Road, Ferntree Gully, Barry Street and Malvern Street, Bayswater, Laser Drive, Rowville and Albert Street, Upper Ferntree Gully and numerous designs for future works.
- In excess of 100 streets have been treated under the 2020/21 Road Resurfacing Program to the value of \$5.57M.
- Rehabilitation programs for footpaths, to the value of \$2.45M.
- Shared path rehabilitation has been undertaken to the value of \$702K
- Improvements to buildings, road surfaces, bridges, playgrounds, open space and reserves.
- Replacement of various fleet vehicles.
- Street Tree Renewal Program.
- Drainage Pit and Pipe Renewal Program.

The Active Open Space program included the following works:

- Oval renewal works at Milpera Reserve, Wantirna, Templeton Reserve, Wantirna South, Knox Park Reserve, Knoxfield, Batterham Reserve, The Basin, Kings Park, Ferntree Gully and works at Knox Regional Netball Courts.
- Cricket Net renewals at Eildon Park Reserve and Carrington Park.
- Tennis court renewals at Wantirna Reserve, Templeton Reserve, Eildon Park Reserve, Scoresby Reserve and works on public courts.
- Internal and external repairs and painting at multiple community facilities.

There are six (6) key Asset Renewal Programs which are the focus of this report (see table below). Asset Management Plans adopted by Council inform these programs and subsequent forecasting has been undertaken. During the development of each of these Asset Management Plans, extensive audits were undertaken to establish the condition rating, life expectancy and the amount of funding required to deliver these assets to the community at the desired service level.

Each adopted Plan outlined service level targets to renew the worst condition assets (condition 5 – very poor, and condition 4 – poor) in the optimum achievable time to optimise service delivery, mitigate risk to Council, minimise maintenance costs and establish sustainable rehabilitation programs.

While the initial focus was ensuring that sufficient renewal funding was available to address the initial backlog, it was also recognised that a sustainable level of ongoing funding would be required into the future to ensure Council's asset network continued to remain at an acceptable condition level.

**TABLE 2 - ASSET MANAGEMENT PLAN – CAPITAL RENEWAL PROGRESS**

Renewal Program	Asset Category	Year Started	% Network in condition 4 & 5 at <b>initial</b> audit	Initial target year for elimination of condition 4 & 5 assets	Year of most recent audit	% Network in condition 4 & 5 at <b>most recent</b> audit	Next audit data due	Comments on progress of renewal program against service targets
1001 Road Sub-Structure and Kerb & Channel	Road Pavement	2005/06	7.8%	2016	2019	1.3%	2023	Initial target achieved in 2015*. Funding has been maintained at this level to match deterioration. 2019 Road audit assisted in validating this forecast.
	Kerb & Channel		0.1%	2016	2019	0.38%	2023	Initial target achieved in 2015*. Funding now maintained at a level to match deterioration. 2019 Road audit assisted in validating this forecast.



Renewal Program	Asset Category	Year Started	% Network in condition 4 & 5 at initial audit	Initial target year for elimination of condition 4 & 5 assets	Year of most recent audit	% Network in condition 4 & 5 at most recent audit	Next audit data due	Comments on progress of renewal program against service targets
1002 Road Surface	Road Surface	2006/07	19.9%	2021	2019	10.3%	2023	Initial target achieved in 2012*. The 2019 condition audit results and improved methodology for calculating road surface condition produced outcomes subtly different to the three previous audits.  The objective to achieve a minimum condition of 2 for Collector and Link roads and a minimum condition of 3 for all other road hierarchies by 2022, in accordance with the endorsed Road Asset Management Plan - 2019, remains achievable.
1004 Footpaths	Footpaths	2005/06	6.1%	2011	2018	0.52%	2023	Initial target achieved in 2012*. Funding now maintained at a level to match deterioration. 2019 Footpath Audit assisted in validating this forecast.
1005 Bicycle/ Shared Paths	Shared Paths	2005/06	51.6%	2020	2017	0.6%	2022	Initial target achieved in 2011*. Funding now maintained at a level to match deterioration. Future audits will assist in validating this.
1007 Buildings	Buildings	2008	2%	2028	2018	7.9%	2022	Building Asset Management Plan – 2019 provides renewal methodologies and investment scenarios to address the gradual decline in building asset condition.
1012 Carparks	Carparks	2007	48.4%	2027	2020	0.69%	2024	Initial target achieved in 2015*. Funding now maintained at a level to match deterioration. Carpark Pavement and K&C both have 0% condition 4-5 rated assets.
1000 Bridges & Culverts	Bridges	2007	86%	2016	2020	7.14%	2022	Significant renewal maintenance allocations made in 2010-2013 significantly improving bridge condition & performance. Initial target was almost achieved in 2016. The percentage of condition 4 & 5 is representative of the small dataset.

\* Given the timing of audits relative to the programs of renewal, a result of less than 4% effectively means Council has addressed and contained its backlog assets

The above table indicates progress to date with these programs and suggests when the initial backlog of condition 5 (very poor) and 4 (poor) assets may be eliminated based on current projected funding and forecasted deterioration rates. In general, Council is maintaining good progress in meeting the target timeframes.

Progress for other asset categories (Drainage, Street trees, Open space and Playgrounds) will be reported in future years once multiple condition audits have been completed, to validate impact.

There is also the opportunity to incorporate a number of key asset renewal programs as a part of the Developer Contribution Plan Policy work – currently being progressed by Council. This may provide an opportunity to secure an alternative funding source for the management and renewal of some of Council's asset base.

## **2.5 New/Upgrade Program Performance**

The Asset New/Upgrade program Adjusted Budget totalled \$22.60M (up from \$12.40M three years ago) of which \$11.60M or 51.3% was expended or committed. The expenditure percentage is impacted upon by the need to carry forward \$9.65M to 2021/22 for the completion of various asset New/Upgrade works committed and underway.

New/Upgrade and Expansion Asset projects and programs that were continued, commenced or completed during the year included the following:

- Energy performance contract endorsed by Council - Implementation phase underway.
- Solar in Community Facilities Program - Panel installations in progress.
- New footpaths at Boronia Road, Bayswater, Wellington Road, Rowville, Glenfern Road and Myrtle Crescent, Ferntree Gully and others under design and in consultation with stakeholders.
- New shared paths at Napoleon Road, Lysterfield, Kelletts Road, Rowville, Mountain Hwy, Boronia, Ferntree Gully Road Knoxfield and intersection safety improvements at Renou Road, Wantirna South and Coleman Road, Boronia.
- Open-space upgrades at Rumann and Benedikt Reserves, Scoresby, Marie Wallace Reserve Bayswater, Talaskia Reserve, Upper Ferntree Gully, Scoresby (Exner) Reserve, Scoresby, HV Jones Reserve, Gilbert Park Reserve, Quarry Reserve, and Picketts Reserve, Ferntree Gully, and Llewellyn Reserve, Wantirna South.
- Drainage works - 1825 Ferntree Gully Road, ongoing Flood Mitigation Reactive Complaint Upgrades and stormwater harvesting upgrades at several reserves.
- New floodlighting at Knox Gardens Reserve - Oval 1, Wantirna South, Milpera Reserve, Wantirna and Talaskia Reserve, Upper Ferntree Gully.

Buildings and facilities New/Upgrade works included the following:

- Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change) and Pavilion Refurbishment completion.
- Knox Skate and BMX Track - New youth Pavilion.
- Rowville (Seebeck) Reserve - Multipurpose Community Facility.
- Heany Park, Rowville - Scout/Community Pavilion Upgrade Design.
- Boronia Progress Hall – Upgrade.
- Verandah Extensions at Flamingo, The Fields and Berrabri Kindergartens.

## 2.6 Major Projects Program Performance

The Major Projects Program Adjusted Budget totalled \$65.77M of which \$23.63M or 35.9% was expended or committed.

During 2020-21 the Major Project works included the following:

- Stamford Park - Lake/Ephemeral precinct plan and approvals being finalised.
- Knox Regional Sports Park – Procurement process for expansion works in the final stages, with the project being handed over to the State Government.
- Henderson Road Bridge – Drainage upgrade works complete.
- Boronia Precinct Planning – Review of Draft Boronia Renewal Strategy underway.
- Modular Building Program – Liberty Reserve and Seebeck Reserve pavilions complete and Lakesfield Reserve pavilion underway and Bayswater Oval No. 2/Marie Wallace Reserve pavilion being designed.
- Knox Operations Centre Remediation – Works complete.
- Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension) – Design underway and consultation continuing.
- Lewis Park, Wantirna South Masterplan – Design of waterways and sport and play features underway.
- Carrington Park Muti Purpose Centre - Construction nearing completion.
- Knox Regional Netball Centre Extension – Construction commenced.

Major Projects account for just on \$60M of the \$76M carry forwards. Within this \$60M carry forward figure is funding required for the Knox Central Development Package projects (including library elements).

## 2.7 Environmentally Sustainable Development (ESD) Achievements

As required by Council’s Sustainable Buildings and Infrastructure Policy 2019, a summary of ESD projects addressing the policy in the 2020/21 capital works program is provided below.

<b>Sustainability Initiatives Capital Works Program 20/21</b>	
<ul style="list-style-type: none"> <li>o <b>Energy Performance Contract</b></li> </ul>	<p>Solar Panel installations completed as part of the Energy Performance Contract (EPC) projects:</p> <ul style="list-style-type: none"> <li>• 99kW at Rowville Community Centre</li> <li>• 83kW at Knox Leisureworks</li> <li>• 15.2kW at Knoxfield Children and Family Centre</li> </ul> <p>In addition, the following energy efficiency projects were completed as part of the EPC</p> <ul style="list-style-type: none"> <li>• Replacement of inefficient Boilers with High-efficiency alternatives and upgrades to pumping controls at Knox Leisureworks</li> <li>• LED lighting replacement at Leisureworks, Rowville Community</li> </ul>

	<p>Centre, Knox Arts Centre and Netball Centre</p> <ul style="list-style-type: none"> <li>• Upgrades to Building Management System and replacement of air conditioning units at Knox Leisureworks and Rowville Community Centre</li> </ul> <p>LED Lighting upgrades at:</p> <ul style="list-style-type: none"> <li>• Knox Civic Centre</li> <li>• Coonara Community School</li> <li>• Murrindal Childrens Centre</li> <li>• Knoxfield Children and Family Centre</li> <li>• Carrington Park Senior Citizens' Centre</li> </ul>
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## 2.8 Integrated Stormwater Solutions Program Achievements 2020/21

In accordance with Council's WSUD Policy (revised 2015), the WSUD & Stormwater Management Strategy (2010); the Sustainable Water Use Plan (2008-2015); the Drainage Asset Management Plan (2010); and the Flood Modelling and Mapping work being undertaken since 2014, stormwater management programs are more integrated to provide the greatest overall benefit to the Knox community.

Projects are planned strategically as 'Integrated Stormwater Solutions' that incorporate water sensitive urban design, best practice techniques and innovations to provide a suite of multi-outcome focussed, blue-green infrastructure solutions that provide for:

- Increased capacity of the landscape to hold stormwater during storms to relieve pressure on the stormwater network and creeks (flood mitigation).
- Capture and treatment of urban stormwater runoff before it enters local creeks (water quality treatment).
- Aquatic habitats to support and recover aquatic flora and fauna in the city, including the nationally threatened native fish species - Dwarf Galaxias and Yarra Pygmy Perch, and other wildlife such as frogs and waterbirds.
- Enhanced diversity of local flora (plants) to improve natural cooling mechanisms across the city (canopy cover and reduction in urban heat islands) for improved community wellbeing during summer extremes.
- Capture, treatment and reuse of stormwater for irrigation of public open spaces and sports fields to ensure year-round use.
- Creation of "desirable destinations" for people to visit, connect, discover nature close to home, and enjoy safe water interactions.

The following is a summary of achievements

- Completed a redesign and construction of the stormwater harvesting systems at Eildon Park, Batterham Reserve, Fairpark and Knox Gardens. This ensures that the optimum stormwater is harvested for oval irrigation, without dependence on potable (drinking) water supplies (conserving water and irrigation costs).

- Completed a construction of a new wetland for Manson Reserve (Wantirna) - this wetland will enhance the vegetation in this site, provide an aquatic habitat for both flora and fauna, and treat urban stormwater runoff to protect the downstream waterway (Dandenong Creek) from urban pollution.
- Completed Stage 1 drainage upgrade works at Commercial and Wattle Tree Rd, Ferntree Gully as part of 1825 Ferntree Gully – flood mitigation works. While the primary driver of this project is to mitigate the impacts of flooding, there are a range of broader benefits to be gained across project stakeholders and the community such as integrated water management, improving waterway quality, urban cooling and greening.
- The outcome of community consultation and feedback from the Koolunga Reserve wetland project has identified the need to better establish, with the community, the future uses of the various spaces at reserve. The commencement of a wetland has been put on hold while further community engagement is planned for in 2021/22 to facilitate a masterplan process.
- Melbourne Water completed the construction of Blind Creek Daylighting initiative in collaboration with council, South East Water and Department of Environment, Land, Water and Planning (DELWP). A section of the creek was brought back to life in Boronia which had been hidden underground for more than 50 years improving the natural cooling mechanisms across the city.
- Completed resetting of the Koolamara Waters Wetlands which include desilting of the Sediment Ponds and removal the weeds within the swale - this will enhance the aquatic habitat for flora and fauna in addition to the water quality benefits.
- Completed detailed investigation to provide potential flood mitigation for new wetlands at Egan Lee Reserve – this wetland will bring water back into this landscape and promote the survival of the swampy vegetation community and associated wildlife, to prevent their decline and loss from the area, while also treating urban stormwater runoff to protect the downstream waterway from urban pollution. Construction scheduled for 2022-2023.

### **3. CONSULTATION**

Communication and decision making is aided by monthly progress briefings with the Executive Management Team and regular liaison with Program and Delivery Coordinators.

Also, timely and ongoing liaison between Council staff and stakeholders is an integral task required to prepare and deliver Council's Capital Works Program.

For new projects, Program and Delivery Coordinators will engage with the Community Engagement Lead and/or Communications Team, as appropriate, to assist with the development of engagement and communication plans, and the implement of such plans. For multi - year projects, initial consultations and communications may have been developed and commenced years prior to construction phases.

Prior to the construction phase of the projects, letter drops to affected residents informing of impending works and a Council contact have proven invaluable to inform local residents about upcoming works and to minimise inconvenience.

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

A long - term strategic approach to sporting surface maintenance, renewal and construction has continued with the continued use of warm season grasses conversions and the establishment of an ongoing Capital Works Program focussed on delivering sustainable outcomes for structured sports (water harvesting).

Through the introduction of Council's Sustainable Buildings and Infrastructure Policy in 2019, Council has the ability to reduce its consumption of valuable natural resources. The reduction in consumption has a longer lasting effect in that it will reduce Council's operating costs into the future, reduce carbon emissions, protect local waterways and biodiversity values, reduce the use of potable drinking water and assist in Council delivering on many of its established strategies. Council is also progressing trials for the specification and use of recycled materials in both road and shared path projects.

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

The 21/22 budget will include \$71.28M in new works in addition to \$75.82M in carry forward works, resulting in a total program budget of \$147.10M.

The challenges of carrying forward of \$75.82m into the new financial year are readily apparent, and it is likely that even with an uninterrupted year for delivering the program, there will likely still be a significant carry forward come year end, based on previous performance. This may lead to consideration of a reduced capital works program being presented to Council to support the reduction of carried forward projects into future year budgets

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

As with other levels of Government, Council's commitment to its investment in the Capital Works program has economic benefits through the provision of both direct and indirect employment opportunities for local businesses and the local community. Council's ongoing investment in capital works continues to enhance the social fabric across Knox through the direct provision of community infrastructure and the services they support.

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

The Capital Works Program and its management are consistent with the goals of the Knox Community and Council Plan 2017-2021:

- Goal 1 – We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 6 – We are healthy, happy and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity

- Goal 8 – We have confidence in decision making

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

At the conclusion of 2020/21, Council staff, under the aforementioned adversities, completed, committed or commenced 85.14% of capital works projects (of the total program of projects). Council performed well in the Renewal and Legal Requirements Programs where 80% and 100% of the adjusted revised budget was expended or committed respectively.

The Asset New/Upgrade program Adjusted Budget totalled \$22.60M (up from \$12.40M three years ago) of which \$11.60M or 51.3% was expended or committed.

The establishment of the dedicated Major Initiatives Unit to project manage the planning and implementation of the increasing number of major and complex project initiatives, is assisting greatly in delivering projects.

The continuation of Council's inroads into environmental and sustainability measures have placed an important and challenging dimension on future Capital Works Programs.

Finally, it is noted that there has been minimal increase in staff resources over recent years to support the delivery of the expanded capital works program, burgeoning in 5 years from \$49.5M in 2015/16 to \$126M in 2020/21.

A team of managers involved in Capital works delivery continue to pursue opportunities to enhance capital works delivery.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:           Coordinator Capital Works, Gene Chiron**

**Report Authorised By:       Director - Infrastructure, Grant Thorne**

## **Attachments**

Nil

## 9 Connected Communities Officers' Reports for consideration

### 9.1 Minor Grants Program 2021-22 Monthly Report

**SUMMARY:** Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in August 2021 for the 2021-22 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 within the current financial year.

#### RECOMMENDATION

That Council:

1. Approve nine applications for a total of \$17,007.90 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
St Simons Catholic Church Rowville	St Simons 2021 Fete	\$3,000.00	\$3,000.00
ISOMER (Islamic Society of Melbourne Eastern Region)	Greenhouse and Mulcher	\$2,000.00	\$2,000.00
Rotary Club of Boronia	Anzac Service for Knox primary School Children 2022	\$2,600.00	\$2,600.00
Melbourne Electronic Sound Studio (MESS)	MESS Yooralla Electronic Sound Workshop	\$2,940.00	\$2,940.00
St Johns Ambulance Australia	IPads for St Johns Ambulance First Responder Volunteers (Knox Div)	\$1,971.00	\$1,971.00
Knox Football Netball Club	Treasurer's Laptop - Supplementary Grant	\$2,684.00	\$1,479.50
Lions Club of Rowville	Renewal Insurance for club general property	\$442.20	\$442.20
Lions Club of Rowville	Members' dues	\$625.20	\$625.20
Boronia Hawks Football Netball Club	Defibrillator for Miller Park	\$1,950.00	\$1,950.00
<b>TOTAL</b>		<b>\$18,212.40</b>	<b>\$17,007.90</b>

2. Note that the following application below requesting under \$500 has been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy:

Applicant Name	Project Title	Amount Requested	Amount Approved
Dream Bridge Foundation	Rajesh Khanna Zindagi Kaisi Hai Paheli – musical Bollywood show	\$500.00	\$500.00



- 3. Note that inclusive of the above recommended grants, totalling \$17,507.90, a total of \$46,407.89 has been awarded to date under the 2021-22 Minor Grants Program supporting 32 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 be 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.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in 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 2020.

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.

Ten complete grant applications were received since the Council meeting on 26 July 2021, requesting grants totalling \$18,712.40. All the applicant groups are eligible to apply.

One of the applicants, Knox Football Netball Club has requested more than they are eligible to receive under Cl 6.21 of the Minor Grants Program Policy. The club has requested further assistance to purchase a laptop, as they were ineligible to receive the amount needed in the 2020-21 financial year. To remain within the \$5,000 limit over three years they are eligible to receive \$1,479.50.

Another applicant, the Lions Club of Rowville, with two small applications, has requested funding for items usually not supported under Cl 6.22 of the Minor Grants Program Policy. They have requested assistance with insurance and registration fees based on the impact of COVID on their small membership and club fundraising efforts. Given their work in supporting local community

initiatives during COVID, it is considered an appropriate application of Cl.7 to waive Cl.6.22 in this instance.

The other applications are summarised as follows:

- St Simon's Parish in Rowville is seeking support for hire of amusement rides for its annual fete cautiously being planned for a COVID safe event in November. Last year's event was cancelled;
- ISOMER Aged Care facility is seeking equipment for their residents' gardening activities;
- Rotary Club of Boronia requests assistance with the bus transport of school children to their 2022 ANZAC Day event;
- Melbourne Electric Sound Studio is seeking a contribution to trialling a music therapy workshop with Yooralla for people with disabilities in Knox;
- St Johns Ambulance seeks support for 3 iPads for first responder volunteers in Knox Division;
- Boronia Hawks Football Netball Club seeks a grant to update the defibrillator for Miller Park club users; and
- Dream Bridge Foundation is an Indian cultural and welfare organisation seeking a contribution to a musical performance event for Indian community members. Dream Bridge had applied for a Minor Grant earlier in the year but had not been able to provide confirmation of incorporation status at the time which has now been resolved.

Application details are provided in Attachment 1.

### **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 2021-22 budget provides \$193,729 for the Minor Grants Program (comprising the annual allocation of \$150,582 plus an additional \$43,147 carried forward from the 2020-21 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the August period total \$17,507.90. If approved as recommended, the remaining Minor Grants budget for 2021-22 will total \$147,321.31 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. Council's Minor Grants are 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

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

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

Strategy 4.5 - Support the provision of emergency services

### **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 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

### **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**

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

## **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Minor Grant Applications - August - 2021-8-23 [9.1.1 - 62 pages]

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
 Form Submitted 13 Jul 2021, 10:48am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

St Simons Catholic Church Rowville

#### Organisation Address \*

[REDACTED]

ate/Province, Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
 Form Submitted 13 Jul 2021, 10:48am AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

54 220 917 291

Information from the Australian Business Register	
<b>ABN</b>	54 220 917 291
<b>Entity name</b>	St Simons Catholic Church Rowville
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3178 VIC
<i>Information retrieved at 6:31am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Auspice Details****Auspice Organisation Name \***

Roman Catholic Trust Corporation for the Diocese of Melbourne

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
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**Auspice ABN**  
52 768 159 282

Information from the Australian Business Register	
<b>ABN</b>	52 768 159 282
<b>Entity name</b>	The Roman Catholic Trusts Corporation For The Diocese Of Melbourne
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3002 VIC

*Information retrieved at 6:59am today*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

Parish Support Officer

**Auspice Phone Number \***

[REDACTED]

Australian phone number.

**Auspice Email \***

[REDACTED]

**Signature of auspice representative - permission required \***

Filename: Archdiocesan Trust Details.pdf

File size: 36.6 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

St Simon's 2021 Fete

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
 Form Submitted 13 Jul 2021, 10:48am AEST

**Project Start Date \***

20/11/2021

Must be a date.

**Project End Date \***

20/11/2021

Must be a date.

**(a) Briefly describe details of the request: \***

St Simon's Parish has a tradition of running an annual fete. This was obviously cancelled in 2020 due to COVID, and we are currently planning (cautiously) for a fete in November 2021. This will have a COVIDSafe event plan prepared and registered, and will only proceed if allowed at the time and subject to this registered event plan.

We are seeking support to help us cover the cost of hiring our amusement rides. The total cost is \$12,245.00. We have paid a deposit of \$2,249 in February 2020 (for the cancelled 2020 Fete), with the balance due on the day of the fete. We are requesting \$3,000 to help us with this large expenditure, which is our biggest expense for the fete.

**(b) What community benefit is gained from this project / activity? \***

St Simon's Fete is normally the largest community event in Rowville after the Stringy Bark Festival. It normally attracts 3,000 plus guests who enjoy a variety of stalls as well as an international food fair. We host a free activity zone for children that include face painting, cookie decorating and various other activities. The funds are shared with our Primary school to help purchase equipment for our 450 students. The Parish supports numerous programs and participation is non-denominational inviting (and achieving) attendance from the wider community. Subject to COVID restrictions at the time, we believe it essential to reanimating our local community to reinstate such community and social events to encourage participation and re-engagement with the broader society.

**How many people will directly benefit from or participate in your project / activity? \***

2500

Must be a number

**How many of the above are Knox residents? \***

2250

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$11,245.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
 Form Submitted 13 Jul 2021, 10:48am AEST

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Contribution towards the rides and amuse-ments	\$3,000.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: invoice\_649.pdf

File size: 378.1 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: 4126 - PLG COC 2020-21.pdf

File size: 144.4 kB

**Public Liability Expiry Date \***

31/10/2021

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 10- MGP - 2021-22 From St Simons Catholic Church Rowville**  
Form Submitted 13 Jul 2021, 10:48am AEST

Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Archdiocesan Trust Details.pdf  
File size: 36.6 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Business Manager, St Simon the Apostle Parish Rowville

**Declaration Date \***

25/06/2021

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
 Form Submitted 23 Jul 2021, 4:20pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Isomer

#### Organisation Address \*

[REDACTED]

Australia

Town, State/Province, Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
 Form Submitted 23 Jul 2021, 4:20pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

e/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

Australian phone number.

**Mobile Phon**

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

36 974 270 612

Information from the Australian Business Register	
<b>ABN</b>	36 974 270 612
<b>Entity name</b>	Islamic Society Of Melbourne Eastern Region Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 3:25am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0000943U

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
Form Submitted 23 Jul 2021, 4:20pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Greenhouse +Mulcher

**Project Start Date \***

01/10/2021

Must be a date.

**Project End Date \***

01/12/2021

Must be a date.

**(a) Briefly describe details of the request: \***

We would like to ask for grant of 2,000 dollars to buy greenhouse to raises our own seedling for raised garden beds +a mulcher to make our own compost.

**(b) What community benefit is gained from this project / activity? \***

Gardening is a natural stress reliver and being outside in the fresh air and sunshine can improve our residents mood and health. Growing your own produce also gives our residents a great sense of accomplishment, opportunities to connect with nature, and provision of multi-sensory experience.

Allows our residents to feel more at home and gardening has many health and therapeutic benefits for residents knowing that some of produce was grow by them.

**How many people will directly benefit from or participate in your project / activity? \***

All Residents

Must be a number

**How many of the above are Knox residents? \***

All resident who live here

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
 Form Submitted 23 Jul 2021, 4:20pm AEST

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Greenhouse	\$1,100.00
Mucher	\$900.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: ISOMER - MG explanation.docx  
 File size: 17.7 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## Other Fund Details

### Year of Application:

2019-2020

### Grant Program:

Smarty grant

### Amount:

\$3,000.00

Must be a dollar amount.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
Form Submitted 23 Jul 2021, 4:20pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: ISOMER - MG explanation.docx  
File size: 17.7 kB

**Public Liability Expiry Date \***

02/07/2021  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Lifestyle Co-ord

**Declaration Date \***

02/07/2021  
Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 14- MGP - 2021-22 From Isomer**  
Form Submitted 23 Jul 2021, 4:20pm AEST

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
 Form Submitted 5 Aug 2021, 10:19am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Rotary Club of Boronia

#### Organisation Address \*

[REDACTED]  
 [REDACTED]

1, State/Province, Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
 Form Submitted 5 Aug 2021, 10:19am AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

State/Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

48 952 056 345

Information from the Australian Business Register	
<b>ABN</b>	48 952 056 345
<b>Entity name</b>	Rotary Club Of Boronia Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC
<i>Information retrieved at 4:58am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

18626A

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
 Form Submitted 5 Aug 2021, 10:19am AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

ANZAC Service for KNOX Primary School Children - Yrs 5-6

**Project Start Date \***

01/02/2022

Must be a date.

**Project End Date \***

21/04/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The Rotary Club of Boronia has for the past 6 years organised a commemorative service close to the ANZAC day for primary school students in the KNOX council area at the Tim Neville Arboretum cenotaph . The Service has a guest speaker on a topic and music and choral items are presented by local schools. The Knox Mayor, and Councillors, are invited guests as are local Politicians, Rotary District Governor and Boronia RSL members who also take part in the service. (Mayor Cr. Cooper suggested that the Club apply for Council support for the 2022 service) The Students are bused to and from the Service and the Club was hoping that we could receive a minor grant to assist with movement of the students to the venue and back, see attached spreadsheet.The Club has funded the service every year since it beginning and has grown from an event of under 100 students to this years 425 plus teachers and parents.

**(b) What community benefit is gained from this project / activity? \***

The Club started this Service to celebrate the 100th anniversary of the Gallipoli landing and there was no other service for KNOX Primary schools and the theme each year has been" What ANZAC means to me". Invited speakers over the years have all spoken about ANZAC or related war experience and students leave the service with an understanding of this significant event in Australian history. Before there event, participating schools are provided with a synopsis of the guest speaker so that each school can prepare the students with additional work before and after the event. The club obtains feedback from each school after the event and this then assist with the planing for the following year.

**How many people will directly benefit from or participate in your project / activity? \***

450 +

Must be a number

**How many of the above are Knox residents? \***

450

Must be a number

## BUDGET

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
 Form Submitted 5 Aug 2021, 10:19am AEST

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$4,916.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,600.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Assist with Bus transport to and from Servi	\$2,600.00
	\$2,600.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$5,200.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Bus quote ANZAC 2022.pdf

File size: 157.0 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
Form Submitted 5 Aug 2021, 10:19am AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: Rotary\_9810\_GPL\_CoC\_2021-22\_Boronia.pdf  
File size: 143.2 kB

### Public Liability Expiry Date \*

22/06/2022  
Must be a date.

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

---

Filename: ANZAC costs MInor Grant 2022.xlsx  
File size: 9.5 kB

---

Filename: ANZAC PROGRAM 2022 - DRAFT.docx  
File size: 42.8 kB

---

Filename: ANZAC Project Plan - 2022.docx  
File size: 29.4 kB

---

Filename: Rotary Boronia Incorporation doc.pdf  
File size: 74.5 kB

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Coordinator ANZAC Service, Rotary Club of Boronia

**Declaration Date \***

21/07/2021  
Must be a date.

## Privacy Statement

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 24- MGP - 2021-22 From Rotary Club of Boronia**  
Form Submitted 5 Aug 2021, 10:19am AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 27- MGP - 2021-22 From Dream Bridge Foundations**  
 Form Submitted 14 Jul 2021, 4:18pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Dream Bridge Foundations

#### Organisation Address \*

[REDACTED]

te/Province, Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 27- MGP - 2021-22 From Dream Bridge Foundations**  
 Form Submitted 14 Jul 2021, 4:18pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

te/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

72 598 227 517

Information from the Australian Business Register	
<b>ABN</b>	72 598 227 517
<b>Entity name</b>	Dream Bridge Foundation INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3180 VIC

*Information retrieved at 2:00am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Auspice Details****Auspice Organisation Name \***

Maharashtra Business and Professional Council Inc



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 27- MGP - 2021-22 From Dream Bridge Foundations**  
 Form Submitted 14 Jul 2021, 4:18pm AEST

**Auspice ABN**  
 45 816 621 248

Information from the Australian Business Register	
<b>ABN</b>	45 816 621 248
<b>Entity name</b>	Maharashtra Businesses And Professionals Council Australia Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3029 VIC

*Information retrieved at 4:20am yesterday*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

President

**Auspice Phone Number \***

[REDACTED]

Australian phone number.

**Auspice Email \***

[REDACTED]

**Signature of auspice representative - permission required \***

Filename: knox.pdf

File size: 338.2 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Rajesh Khanna Zindagi kaisi Hai Paheli

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**Project Start Date \***

17/07/2021

Must be a date.

**Project End Date \***

17/07/2021

Must be a date.

**(a) Briefly describe details of the request: \***

This is Musical Bollywood show based on life of rajesh Khanna first super star of Bollywood.

This is musical event put up by Local Artists

This event let the audience enjoy old yet melodious Bollywood Music

**(b) What community benefit is gained from this project / activity? \***

1] Opportunity for new person to groom their musical talent. As training specific to program is offered.

2] Out of 375 attendees approximately 250 are from Knox council or near by area.

3] People from Indian subcontinent living in Knoxfield/ Rowville/ Scoresby/ Funtreegully/ Dandenong/ Glen Waverley/ Wantirna/ Boronia/Bayswater. Approximately 35 Participants will get opportunity to showcase their talent.

4] This program will also help local Business and Professionals to promote their business

5] This is cost effective family entertainment for attendees as usually this quality will usually cost double the cost

6] This show is suitable for family audience

7] We use local community hall and services provided by them

8] This show offers opportunity from beginners to pro level participants.

9] This event provide stage for upcoming local talent in Music / Dance/ Drama/ Singing and communication

10] This is a charity program. proceeds will be spent to built a facility in School of underprivileged

**How many people will directly benefit from or participate in your project / activity? \***

35

Must be a number

**How many of the above are Knox residents? \***

22

Must be a number

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$3,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2021 - 2022**  
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**(c) What amount is being requested? \***

\$500.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Hall hire for practises	\$945.00
Hall hire program	\$1,100.00
Sound system	\$650.00
Sundry	\$500.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$3,195.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Invoice INV-0115.pdf

File size: 27.9 kB

Filename: Invoice INV-0117 MPC.pdf

File size: 27.9 kB

Filename: Invoice INV-0118.pdf

File size: 27.9 kB

Filename: Invoice INV-0121.pdf

File size: 31.2 kB

Filename: Quote 3226.pdf

File size: 243.2 kB

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION**

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
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Form Submitted 14 Jul 2021, 4:18pm AEST

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of Currency (2).pdf  
File size: 59.8 kB

**Public Liability Expiry Date \***

14/07/2022  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: knox.pdf  
File size: 338.2 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Dream Bridge Foundations

**Declaration Date \***

14/07/2021  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
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**EFT PAYMENT CONSENT**

**\* indicates a required field**

**Payment of Grant**

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Account Name:

[Redacted] Australian [Redacted] bank account format.

**Contact Name \***

[Redacted]

**Position \***

President

**Organisation \***

Dream Bridge Foundations

**Email Address \***

[Redacted]

Must be an email address.

**Contact Phone Number \***

[Redacted] phone number.

**Date \***

14/07/2021

Must be a date.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 30- MGP - 2021-22 From Melbourne Electronic Sound Studio**  
 Form Submitted 3 Aug 2021, 1:48pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Melbourne Electronic Sound Studio

#### Organisation Address \*

[REDACTED]

Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
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**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

76 607 434 060

Information from the Australian Business Register	
<b>ABN</b>	76 607 434 060
<b>Entity name</b>	Melbourne Electronic Sound Studio Limited
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3051 VIC

*Information retrieved at 3:41am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

607 434 060

**Minor Grants Program - 2021 - 2022**  
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## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

MESS Yooralla Electronic Sound Workshop

**Project Start Date \***

20/09/2021

Must be a date.

**Project End Date \***

12/11/2021

Must be a date.

**(a) Briefly describe details of the request: \***

Melbourne Electronic Sound Studio (MESS) is proposing to conduct a half-day workshop in electronic sound creation at Yooralla Community Hub (Ferntree Gully) for up to 10 people with a range of physical and intellectual disabilities.

The idea for the workshop was initiated by one of the parents of Yooralla's customers, who could see how much his daughter would enjoy 'playing with air' to make music using a theremin, one of the many extraordinary electronic instruments in the MESS collection (Don's support letter is attached). MESS has one of the most significant collections of electronic instruments in the world and is dedicated to supporting the creation of all forms of electronic sound and providing access to our collection to diverse individuals and communities.

The MESS collection includes an array of both movement and motion-responsive and hands-on electronic instruments. These instruments present an ideal resource and pathway to provide Yooralla's customers with accessible, exploratory sound creation that engages a range of abilities and motor skills in a safe and supportive environment. The workshop is strongly supported by Yooralla who can see how such a workshop can be tailored to support NDIS goals for participants (Yooralla support letter attached). MESS will design the workshop by working closely with the Yooralla Hub to ensure that the session is well-equipped and structured in the most accessible and inclusive way possible to engage participants (project overview and plan attached).

We will also draw upon the expertise of Robbie Avenaim, founder of Safe In Sound. The Safe In Sound program, facilitated by Robbie and accomplished artists including Alon Ilisar and Carolyn Connors, draws on extensive experience in sound art and improvisation to encourage focused listening and enjoyment for people with disabilities, family and carers. Its participatory model uses methods of stimulation, entertainment and communication that will translate well to helping Yooralla customers get the most out of the electronic instruments. We will also work with music therapist and social worker Kat Stathis. Kat is a close member of the MESS community and has completed many electronic sound projects under her own name in addition to her professional work as a therapist. More information about Robbie and Kat is attached.

The workshop will be facilitated by Safe in Sound and MESS staff, all practising artists experienced in leading educational experiences in electronic sound creation in a variety of community settings, and supported by qualified care staff from Yooralla.



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**(b) What community benefit is gained from this project / activity? \***

The accessible, spontaneous and playful nature of the workshop and lively sounds produced by the instruments lend themselves to initial participant outcomes of skills-based participation, recreation, social inclusion, physical movement, and engagement. This is a truly unique opportunity to provide access to creative learning and expression through electronic sound creation for people with disabilities living in and around the Knox community. This will be the first time that some of the extraordinary MESS collection of instruments are made available to people with disabilities in the Knox community. We anticipate this pilot will be a highly enjoyable collective experience for a very disadvantaged and socially isolated group and could lead to other workshops in the future.

MESS and Yooralla regard this initial workshop as a pilot workshop that can be delivered and evaluated with the view that it could be developed into an ongoing multi-workshop program at the Hub incorporating elements of music therapy and creative skills development. An ongoing workshop program will allow for increased opportunities for participation and positive engagement, along with a broader audience reach within the community.

**How many people will directly benefit from or participate in your project / activity? \***

10

Must be a number

**How many of the above are Knox residents? \***

10

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$7,297.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,940.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Expenditure**

\$

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Design of workshop and NDIS informed workshop materials by MESS staff in consultation with Yooralla, music therapist (Katerina Stathis) and Safe In Sound director (Robbie Avenaim)	\$600.00
Artist fee (4 x Safe in Sound artists x \$400 ea incl. travel)	\$1,600.00
Transport of instruments/equipment to and from workshop (van hire & fuel)	\$140.00
Documentation of workshop & evaluation of outcomes (Kat Stathis)	\$600.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,940.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Kat Stathis music therapist quote MESS Yooralla Electronic Sound Workshop.docx  
 File size: 13.7 kB

Filename: Safe In Sound quote MESS Yooralla workshop invoice.pdf  
 File size: 39.5 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate 20 21 - Liability Insurance.pdf  
 File size: 142.7 kB

**Public Liability Expiry Date \***

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 30- MGP - 2021-22 From Melbourne Electronic Sound Studio**  
Form Submitted 3 Aug 2021, 1:48pm AEST

01/12/2021  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Certificate of Company Registration ACN.PDF  
File size: 30.3 kB

---

Filename: Letter of Support\_Yooralla Community Hub.pdf  
File size: 316.7 kB

---

Filename: MESS Yooralla Electronic Sound Workshop project outline.pdf  
File size: 6.1 MB

---

Filename: MESS-Yooralla workshop support letter from Don de Giandomenico.docx  
File size: 15.3 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

General Manager

**Declaration Date \***

03/08/2021  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 30- MGP - 2021-22 From Melbourne Electronic Sound Studio**  
Form Submitted 3 Aug 2021, 1:48pm AEST

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
 Form Submitted 26 Jul 2021, 12:22pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

St. John Ambulance Australia (Victoria) Inc.

#### Organisation Address \*

[REDACTED ADDRESS]

Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
 Form Submitted 26 Jul 2021, 12:22pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address, Postcode, and Country are required.

**Phone Number**

[REDACTED]

Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

69 061 844 380

Information from the Australian Business Register	
<b>ABN</b>	69 061 844 380
<b>Entity name</b>	St. John Ambulance Australia (victoria) Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3149 VIC

*Information retrieved at 12:12am today*

Must be an ABN.

Provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0021449L

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
 Form Submitted 26 Jul 2021, 12:22pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

iPads for St John Ambulance Victoria Knox First Responder Volunteer Division

**Project Start Date \***

01/10/2021

Must be a date.

**Project End Date \***

30/09/2022

Must be a date.

**(a) Briefly describe details of the request: \***

St John Ambulance Australia (Victoria) is requesting funding for the purchase of 3 new iPads for use by our cohort of 70 first aid responder volunteers operating out of our Knox Division (3155).

Our Knox division requires 3 new iPads for use in the entry of electronic patient records. These iPads will also support the teams in quickly identifying 'hotspots' of activity that require additional support.

**(b) What community benefit is gained from this project / activity? \***

Our Knox division of first aid responders is dedicated to providing high quality and life-saving first aid support to members of the community attending sporting, community or entertainment events. In order to provide the best quality service to members of the Knox community attending such events, it is essential that our teams are provided with the necessary equipment to support the delivery of first aid.

The purchase of these iPads will support our division in providing a better quality of care to the community by improving efficiency when entering electronic patient records. They will also be used in helping identify 'hotspots' of activity when the volunteers are delivering first aid care to the community. This will support our volunteers in providing the appropriate response in emergency situations.

As such, this project will bring benefit to any member of the Knox community who may require first aid support from our volunteer first responders, as well as the Knox division volunteers themselves.

**How many people will directly benefit from or participate in your project / activity? \***

70

Must be a number

**How many of the above are Knox residents? \***

70

Must be a number

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
 Form Submitted 26 Jul 2021, 12:22pm AEST

## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

\$1,971.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,971.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
3 X iPad 8th Gen 10.2" WiFi/Cellular 32GB Space Silver	\$1,971.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,971.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: iPad Cellular Quote.pdf

File size: 206.0 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
Form Submitted 26 Jul 2021, 12:22pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

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Filename: Public Liability Certificate of Currency 2021-2022.pdf  
File size: 181.5 kB

**Public Liability Expiry Date \***

30/06/2022  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Certification of Incorporation under Associations Act.pdf  
File size: 32.1 kB

---

Filename: St John Ambulance Australia (Vic) - Knox Division iPad Project plan.docx  
File size: 103.3 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Fundraising Manager

**Declaration Date \***

26/07/2021  
Must be a date.

### Privacy Statement

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 34- MGP - 2021-22 From St. John Ambulance Australia (Victoria) Inc.**  
Form Submitted 26 Jul 2021, 12:22pm AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 35- MGP - 2021-22 From Knox Football Netball Club Inc**  
 Form Submitted 27 Jul 2021, 11:19pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Knox Football Netball Club Inc

#### Organisation Address \*

[REDACTED]

Address, Postcode, and Country are required.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 35- MGP - 2021-22 From Knox Football Netball Club Inc**  
 Form Submitted 27 Jul 2021, 11:19pm AEST

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

vince, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

31 290 782 836

Information from the Australian Business Register	
<b>ABN</b>	31 290 782 836
<b>Entity name</b>	Knox Football Netball Club Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 3:21am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0006529Z

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 35- MGP - 2021-22 From Knox Football Netball Club Inc**  
 Form Submitted 27 Jul 2021, 11:19pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Treasurer's Laptop - Supplementary Grant Application

**Project Start Date \***

09/08/2021

Must be a date.

**Project End Date \***

31/03/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The new Treasurer of the Committee of the Knox Football Club requires a new laptop with sufficient specifications to operate the financial accounting program (Xero) and Microsoft suite software to enable the Treasurer to perform their duties.

**(b) What community benefit is gained from this project / activity? \***

This project will benefit the Club and the community as it is aligned with Council Strategy 6.2 and Strategy 8.1 as follows:

The project will provide the appropriate equipment and software to capture the Club's transactions and financial reporting to enable the Knox FNC Committee to make accurate and timely financial decisions, ensuring good governance practices. This way the Club can continue to operate and provide sporting programs and services that enable positive physical & mental health in the community.

**How many people will directly benefit from or participate in your project / activity? \***

85

Must be a number

**How many of the above are Knox residents? \***

80

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,684.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

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 Form Submitted 27 Jul 2021, 11:19pm AEST

**(c) What amount is being requested? \***

\$2,684.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Microsoft Laptop	\$2,585.00
Microsoft office suite	\$99.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$2,684.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Laptop quotation.pdf  
 File size: 304.0 kB

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Other Fund Details**

**Year of Application:**

2020

**Grant Program:**

Minor Grants Program - 2020 - 2021 — 83- MGP - 2020-21

**Amount:**

\$525.50

Must be a dollar amount.

**Minor Grants Program - 2021 - 2022**  
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## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: EFL-2021-Season-COC-Knox-Football-Club-Inc-1.pdf  
File size: 210.8 kB

**Public Liability Expiry Date \***

31/03/2022  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Treasurer

**Declaration Date \***

27/07/2021  
Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

**Minor Grants Program - 2021 - 2022**  
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request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2021 - 2022**  
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**Application 38- MGP - 2021-22 From Lions club of Rowville**  
 Form Submitted 30 Jul 2021, 7:38pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Lions club of Rowville

#### Organisation Address \*

[REDACTED]

Province, Postcode, and Country are required.

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**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

70 977 340 038

Information from the Australian Business Register	
<b>ABN</b>	70 977 340 038
<b>Entity name</b>	Lions Club of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 3:55am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0027176U

**Minor Grants Program - 2021 - 2022**  
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## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

This application is intended to request from you a grant to pay renewal of insurance for our clubs' general properties

**Project Start Date \***

30/07/2021

Must be a date.

**Project End Date \***

30/09/2021

Must be a date.

**(a) Briefly describe details of the request: \***

Due to COVID - 19 is really being affect our club fundraising activities. This is very difficult time for us and the future has never felt so unpredictable. We are facing financial difficulties to pay our dues. We hope is that you able to grant this request for us to pay our policy

**(b) What community benefit is gained from this project / activity? \***

Our club members have been working hard to assist them and have adjusted our services to continue to provide support. We are a small chapter of Lions, doing big things within our community. We have done a food drive to collect canned foods, dry goods, groceries and gift cards.

Rowville Lions club was provide lunch pack, bread and gift vouchers to the newly unemployed, non-resident international students, temporary visa holders, asylum seekers and many more.

So we need to pay our insurance policy therefor we can continue to use those item to support our community peoples.

**How many people will directly benefit from or participate in your project / activity? \***

8

Must be a number

**How many of the above are Knox residents? \***

4

Must be a number

## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

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\$442.20  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***  
 \$442.20  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Renewal Rowville Lions Club BBQ Trailer	\$244.44
Renewal Rowville Lions Club public and products liability	\$197.76
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**  
 \$442.20  
 This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: Renewal Summary 1.pdf  
 File size: 39.1 kB

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Filename: Renewal Summary 2.pdf  
 File size: 56.4 kB

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***  
 Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

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## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: certificate of currency 2020-2021.pdf  
File size: 79.7 kB

### Public Liability Expiry Date \*

01/09/2021  
Must be a date.

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

---

Filename: F1.jpg  
File size: 295.0 kB

---

Filename: F2.jpg  
File size: 82.6 kB

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Filename: F3.jpg  
File size: 701.3 kB

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

Lions club of Rowville

### Declaration Date \*

30/07/2021  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary

**Minor Grants Program - 2021 - 2022**  
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purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## EFT PAYMENT CONSENT

**\* indicates a required field**

### Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Account Name:

BSB Number:

Account Number:

Must be a valid Australian bank account format.

**Position \***

Vice President

**Organisation \***

Lions Club of Rowville

**Email Address \***

Must be an email address.

**Contact Phone Number \***

phone number.

**Date \***

30/07/2021

Must be a date.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 39- MGP - 2021-22 From Lions Club of Rowville**  
 Form Submitted 30 Jul 2021, 8:18pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Lions Club of Rowville

**Organisation Address \***

[Redacted Address]

Province, Postcode, and Country are required.

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**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

70 977 340 038

Information from the Australian Business Register	
<b>ABN</b>	70 977 340 038
<b>Entity name</b>	Lions Club of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC
<i>Information retrieved at 3:55am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If no please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0027176U



**Minor Grants Program - 2021 - 2022**  
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## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

This application is intended to request from you a grant to pay members due

**Project Start Date \***

30/07/2021

Must be a date.

**Project End Date \***

18/08/2021

Must be a date.

**(a) Briefly describe details of the request: \***

Due to COVID - 19 is really being affect our club members. This is very difficult time for us. We are facing financial difficulties to pay our dues. We hope is that you able to grant this request for us to pay our due.

**(b) What community benefit is gained from this project / activity? \***

The Rowville Lions Club is part of Lions Australia; filled with people who are joined by the common desire to make their communities better by using their creativity, enthusiasm and energy. We are support may area :

123Read2Me Free Books

Eastern Health Foundation Cord Blood Foundation Children health

Childhood cancer Foundation

Lions Prostate cancer research Royal flying Doctors

Food Bank/Need for Feed for local community

Lions Village Licola

Mercy ship Australia Vision Australia

Local Primary/Secondary School

National/International disaster relieve fund

Bionic Institute

Rowville-Lysterfield Community News paper.

We are delivering our best services to those organisations.

**How many people will directly benefit from or participate in your project / activity? \***

1000

Must be a number

**How many of the above are Knox residents? \***

1000

Must be a number

**Minor Grants Program - 2021 - 2022**  
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**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$635.20

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$625.20

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Excess Public Liability due	\$215.64
Members Due	\$419.64
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$635.28

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: R1.pdf  
 File size: 364.7 kB

Filename: R2.pdf  
 File size: 364.6 kB

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 39- MGP - 2021-22 From Lions Club of Rowville**  
Form Submitted 30 Jul 2021, 8:18pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: certificate of currency 2020-2021.pdf  
File size: 79.7 kB

**Public Liability Expiry Date \***

01/09/2021  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: a1.jpg  
File size: 215.5 kB

---

Filename: a2.jpg  
File size: 67.9 kB

---

Filename: a3.jpg  
File size: 76.3 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Vice President

**Declaration Date \***

30/07/2021  
Must be a date.

**Minor Grants Program - 2021 - 2022**  
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## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## EFT PAYMENT CONSENT

**\* indicates a required field**

### Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Account Name:

BSB Number:

Account Number:

Must be a valid Australian bank account number format.

**Contact Name \***

**Position \***

Vice President

**Organisation \***

Lions Club of Rowville

**Email Address \***

Must be an email address.

**Contact Phone Number \***

Must be an Australian phone number.

**Date \***

30/07/2021

Must be a date.

**Minor Grants Program - 2021 - 2022**  
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**Application 41- MGP - 2021-22 From Boronia Hawks Football Netball Club**  
 Form Submitted 9 Aug 2021, 3:38pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

#### Organisation Name \*

Boronia Hawks Football Netball Club

#### Organisation Address \*

[REDACTED]

State/Province, Postcode, and Country are required.

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**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

State/Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

98 451 200 386

Information from the Australian Business Register	
<b>ABN</b>	98 451 200 386
<b>Entity name</b>	Boronia Hawks Football Netball Club Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC
<i>Information retrieved at 2:04pm yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \*** Yes  No

If No please provide details of Auspice below

**Incorporation Details****Please provide your Incorporated number**

A0008165X

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## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Defibrillator for Miller Park

**Project Start Date \***

25/08/2021

Must be a date.

**Project End Date \***

08/09/2021

Must be a date.

**(a) Briefly describe details of the request: \***

The community facility at Miller Park is shared by the Boronia Football Netball Club and Knox Boronia Churches Cricket Club. As part of the regular inspection of emergency equipment, it was noted that the defibrillator battery was no longer able to be charged. The unit was assessed by a Restart The Heart technician who advised that it was over ten years old, out of warranty, the battery was no longer serviceable and both the adult and child chest pads had expired. It is proposed that a new unit be purchased to ensure reliability and to reduce the future parts replacement cost and potential repair costs, if it needs attention while under warranty. As for any defibrillator, the chest pads for a new unit would need to be replaced every three years but the cost of these would be lower than that for the current, older unit. The battery would need to be replaced every six years but would be less expensive for a new unit than the old one. Funding is sought for the cost of a new defibrillator unit, with the clubs sharing the future cost of parts replacement and maintenance.

**(b) What community benefit is gained from this project / activity? \***

For both the football and cricket clubs, Miller Park is used for training and games for junior and senior programs. This means that throughout the year a large number of people are in attendance, encompassing a wide range of age groups. Players as well as coaches, umpires, club members, volunteers, parents, family members and other spectators visit the facility. In the event of a cardiac arrest, it has been shown that early access to a working defibrillator significantly increases the chance of survival, with the likelihood of a positive outcome reduced by 7-10% every minute defibrillation is delayed. During training sessions or games, it is extremely likely that someone present will know when and how to use a defibrillator. As part of their training, Sports Trainers are instructed in how to use a defibrillator, as is anyone who has completed Level 2 First Aid certification.

**How many people will directly benefit from or participate in your project / activity? \***

500

Must be a number

**How many of the above are Knox residents? \***

475

Must be a number

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## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

\$1,950.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,950.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
FRED PA-1 AED	\$1,950.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,950.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Quote # QU2401.pdf

File size: 49.0 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION



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Form Submitted 9 Aug 2021, 3:38pm AEST

**\* indicates a required field**

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

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Filename: EFL-2021-Season-COC-Boronia-Hawks-Football-Netball-Club-Inc-u (1).pdf  
File size: 211.1 kB

### Public Liability Expiry Date \*

31/03/2022  
Must be a date.

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

---

Filename: Incorporation.docx  
File size: 228.7 kB

---

Filename: Project plan Defibrillator for Miller Park.docx  
File size: 12.4 kB

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

Director of Community and Inclusion

### Declaration Date \*

09/08/2021  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 41- MGP - 2021-22 From Boronia Hawks Football Netball Club**  
Form Submitted 9 Aug 2021, 3:38pm AEST

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 9.2 Knox Active Ageing Advisory Committee Recruitment

**SUMMARY: Age Friendly Communities Project Officer, Kylie Johnson**

**The Knox Active Ageing Advisory Committee (KAAAC) is required to comprise a maximum of eight community members, a maximum of six industry members, and two Councillors.**

**This report presents a recommendation to appoint two new industry members to the Committee, external to the formal KAAAC recruitment period.**

### **RECOMMENDATION**

**That Council resolve to:**

- 1. Appoint the new applicants as presented in Confidential Attachment 1 to the Active Ageing Advisory Committee, to serve a two year term concluding in August 2023.**
- 2. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee.**

### **1. INTRODUCTION**

The objectives of the Knox Active Ageing Advisory Committee are to:

1. Provide advice and recommendations to Council on:
  - a) The implementation of the Strategic Objectives under the Community and Council Plan, in particular:
    - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
    - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.
  - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders.
2. Provide advice to Council on emerging issues affecting all older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

This report seeks Council to appoint two new industry members to the Committee to help achieve these objectives.

### **2. DISCUSSION**

The Knox Active Ageing Advisory Committee Terms of Reference allows a maximum of six industry members. The Committee currently has five industry members, however, one industry member recently resigned in July 2021, therefore, leaving four industry members and two vacancies.

One of the four remaining industry members was appointed to the Committee because of their interests, their understanding of current and emerging issues facing older people within Knox, the knowledge, skills and experience they could bring to the Committee, and their employment with Swinburne University – a collaborating partner of Council. That industry member has since changed employers and now works for Federation University, based at the Berwick Campus.

Whilst having this person on the Committee still benefits both Council and the community, both Council Officers and Swinburne University are keen to have a representative from Swinburne University on the Committee. An expression of interest has been received from an Associate Professor, situated within the Department of Media and Communications, Faculty of Health, Arts and Design, at Swinburne University (the confidential attachment contains the applicant details).

The second of the applicants who has expressed interest is the People, Culture and Communications Officer at Martin Luther Homes, a retirement village in Knox (the confidential attachment contains the applicant details). Martin Luther Homes have previously had staff representation on the Committee, and important data and insights concerning healthy ageing and the aged care sector were provided.

### **3. CONSULTATION**

The initial recruitment and advertising process was developed in consultation with previous KAAAC members and through discussions with then titled Active Ageing and Disability Services, and Communications, staff. The same criteria for assessing these two new applicants' expressions of interest have been used by Council officers to maintain consistency and ensure the integrity of the recruitment process. Both Councillors sitting on the KAAAC have reviewed the two expressions of interest and are supportive of their appointment to the Committee.

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

There are no environmental or amenity issues related to this report.

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

There are no financial and economic implications related to this report.

### **6. SOCIAL IMPLICATIONS**

There are no social implications related to this report.

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

The KAAAC can provide advice and recommendations to Council on the implementation of the Strategic Objectives under all the Community and Council Plan 2017-2021 goals:

- Goal 1 – We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment, and learning opportunities

- Goal 6 – We are healthy, happy, and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity
- Goal 8 – We have confidence in decision making

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

Following the assessment of two new applicants' expressions of interest, two applicants for positions on the KAAAC are recommended to Council. Approval by Council of the recommended industry members is now sought to ensure the KAAAC can continue its 2021-2023 term with a full complement of members.

## **10. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to: personal information, being the names and details of prospective committee members, which would be unreasonable to disclose publicly before they are appointed to the Committee.

**Report Prepared By: Age Friendly Communities Project Officer, Kylie Johnson**

**Report Authorised By: Director Connected Communities, Tanya Scicluna**

### **Attachments**

Confidential Attachment 1 is circulated under separate cover

### 9.3 Municipal Disability Leadership Plan Annual Update and Future Directions

**SUMMARY: Disability Leadership Team Leader, Alison Treeby**

**The Knox Municipal Disability Leadership Plan 2020-2022 (the Plan) (refer to Attachment 1) incorporates key actions that focus on advocacy, coordination and activities to enhance access and inclusion for people with a disability in Knox.**

**This report provides Councilors with an update on the Year 1 outcomes in the Plan (refer to Attachment 2). The report outlines the progress in key priority areas in the Plan and also notes the challenges and opportunities identified, including:**

- **The complexity of the NDIS and proposed changes to the scheme.**
- **The failure of the Information, Linkages and Capacity Building (ILC) program to fund programs to develop mainstream and community capacity.**
- **Gaps identified in the NDIS and mainstream service system.**
- **COVID-19 Pandemic impacts.**

**On the basis of the information provided, this report recommends that Council consider the proposed ongoing investment model that has been prepared (refer to Confidential Attachment 3). Model 1 supports the evaluation of the current Plan, consultation with Knox community, development of a future Knox Disability Leadership Plan and the ongoing work of the team.**

#### **RECOMMENDATION**

**That Council:**

- 1. Receive and note the Municipal Disability Leadership Plan 2020 – 2022 Outcomes Year 1 Report, as at Attachment 2.**
- 2. Endorse the plan to evaluate the current Municipal Disability Leadership Plan 2020- 2022, consult with the Knox community and develop the Knox Disability Leadership Plan for beyond 2022.**
- 3. Endorse Model 1 of the proposed investment resourcing model, as outlined in Confidential Attachment 3 for ongoing funding post 2022.**

#### **1. INTRODUCTION**

Knox is a diverse community, with a population of 163,203 made up of people from many different cultures, beliefs, abilities and identities. However, some people's experience has been of discrimination, disadvantage and exclusion from community life. Approximately 28,000 people in Knox have a disability of some kind, this is 17% of Knox residents.<sup>1</sup> As the Knox population ages, this proportion is likely to increase.

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<sup>1</sup> SDAC 2018, published by ABS 2020 <https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/2018/2018%20sdac%20lga%20modelled%20estimates.xlsx>

Council has long history as a leader in promoting and delivering a range of initiatives, programs, services and accessible infrastructure to improve access and inclusion for people with a disability. Australia's disability sector is undergoing significant long-term reform with the ongoing implementation of the NDIS, and the community could benefit from a localised approach which provides advocacy around equity and access to the NDIS.

At the Strategic Planning Meeting held on 14 June 2016, Council made the decision to not become a NDIS service provider and to cease Early Childhood Intervention Services (ECIS) and NDIS eligible Home and Community Care (HACC) under 65 years old services. With the implementation of the NDIS, Council identified their role would be a continued and strengthened municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with disabilities across all life stages within Knox. It was agreed to develop a Municipal Disability Leadership Plan. In 2017, Council supported the reinvestment of its ECIS funding to support the implementation of the Municipal Disability Leadership Plan. This strengthened role included the establishment of a Disability Leadership Team.

The Plan supports and provides specific benefits to people with a disability that complement those that are delivered through the NDIS. The Plan also supports families, carers and people with a disability who are not eligible for the NDIS through the provision of information, support and building capacity of services. At the Ordinary Meeting of Council held on 26 November 2018, an annual report was tabled providing an update on the progress of key activities articulated in the Plan.

In December 2019 at the Ordinary Meeting of Council, a further report was tabled providing a Year 2 Plan Outcome report, discussion, proposed funding models and a draft Plan for 2020-2022. The report identified the achievements, challenges and opportunities of implementation, including the impacts of the NDIS rollout in Knox and highlighted a range of issues for people with disabilities, their families and carers. Council adopted the Knox Municipal Disability Leadership Plan 2020 – 2022 and approved funding for the 2020 – 2022 period.

The complexity of the NDIS has meant there have been issues and delays to full implementation. The NDIS is undergoing further significant reforms that are causing significant upheaval in the disability community. There is concern that the proposed changes will reduce access to the scheme or to funding available, increasing the demand for mainstream or community services.

It is unknown when the Scheme changes will be implemented fully or if the NDIS will meet the needs of people with a disability who are not eligible for the scheme as originally intended by the implementation of the Information Linkages and Capacity Building program, ILC and Partners in the Community program (Local Area Coordinator).

It is recommended that Council continue to provide an ongoing key role in advocacy, support and capacity building for people with a disability, families and carers, services and the community post 2022.

### **1.1 Disability Leadership Team**

The Disability Leadership Team (the team) coordinates the implementation of the Plan. The team includes the Disability Inclusion Team Leader, Disability Inclusion Project Officer – Parent Carer Support and the Disability Inclusion Project Officer – Early Years Support.

The purpose of the team is to lead the implementation, monitoring and evaluation of the Plan with a specific focus on people with a disability and their parents and carers whilst also building the capacity of the community to enhance inclusion for people with a disability.

The team have led work to:

- Strengthen engagement with people with a disability, families, carers and disability service providers across Knox.
- Support the development of partnerships with current and emerging disability services.
- Highlighted those who have a disability and are not eligible for the NDIS but will require strengthened and inclusive community supports and services now and into the future.

### **1.2 Disability Working Group**

The Working Group includes the team and key Council officers who are directly responsible for delivering actions within the Plan. The role of the Working Group is to report back on activities, share learnings and opportunities for collaboration with the community and allow for sharing of resources. The Working Group were engaged to provide direction and feedback on outcomes of the Plan.

### **1.3 Knox Disability Advisory Committee**

The purpose of the Knox Disability Advisory Committee (KDAC) is to promote disability awareness within Council and the wider community and assist Council in the development of policy and planning about issues of access and inclusion. KDAC meet bi-monthly and participate in Council's committee forum. Committee members include professionals and community representatives who have expertise or a lived experience of disability.

KDAC were engaged to provide feedback and input to develop the current Plan and actions. Highlighted was the role Council has played in providing critical information, education and capacity building for people with a disability and their families and carers at a time of significant sector reform. KDAC are very supportive of the continuation of the Disability Leadership Program and the work required to support the Knox community through this time of ongoing transition.

## **2. DISCUSSION**

The Knox Community Access and Equity Implementation Plan 2017-2022 integrates Strategic Council Plans, including the Access and Inclusion Plan for people with disabilities 2016 (a legislative requirement under the State Disability Act 2006), the Multicultural Strategic Plan 2012-17, Prevention of Violence Against Women Action Plan and other Council programs and projects.

The Municipal Disability Leadership Plan details the actions and activities that will be undertaken to meet the goals and direction set out in the Access & Equity Implementation Plan 2017-2022. The Access & Equity Implementation Plan 2017-2022 is due to be reviewed in early 2022.

### **Overview of Year 1 Activities, Including the Challenges**

The implementation and review of Year 1 activities, was carried out during the COVID-19 Pandemic and while the Federal Government are proposing changes to the NDIS, has further confirmed the complexity associated with the NDIS and its impacts on vulnerable members of the community.

The COVID-19 Pandemic has forced Council and community to rethink how it delivers supports, information and capacity building activities for people with a disability, their families and carers.



Many of the programs moved online and the team responded to community need and delivered programs that enabled connection, support and capacity building. Further details of key achievements are set out below and in Attachment 2.

There have been NDIS issues that have emerged throughout the last year. Current proposed changes to the NDIA including the introduction of Independent Assessments and discussion around changing the legislation wording around reasonable and necessary which has caused great concern and upheaval for many community members. There are community members who have been on the NDIS for several years who are seeking support with NDIA planning and are concerned that vital services and supports will be cut back or no longer available to them.

The NDIS Information Linkages and Capacity Building (ILC) program has stalled and failed to provide much needed mainstream and community service capacity building funding. The ILC program was originally intended to be a comprehensive program of supports to connect people with disability, their families and carers, including people who are not NDIS participants, with disability and mainstream supports in their community. It was intended to help build a more inclusive society in which the social, economic and educational participation of people with disability would be maximised. In the last year the management of the ILC program was shifted to the Federal Department of Social Security for delivery. Without the ILC program, building the capacity of community and mainstream services is not progressing in the way it was intended.

Many community members with a disability are not eligible for the NDIA. The NDIS is intended to support approximately 10% of Australians with disability. That leaves a large proportion of the disability community, who require assistance, seeking support from mainstream or community services. With limited resources being directed towards developing mainstream services and community capacity to support people with a disability there is a significant service gap.

Council is well placed through the work of the Disability Leadership team, and more broadly across the organisation, to continue to advocate on behalf of and support people with a disability and their families/carers and service providers in Knox. The team has an ongoing role to support and link people with a disability who are not eligible for the NDIS. This work involves improving access to alternative services through the provision of information, building capacity of services to be more inclusive of people with a disability and building an understanding of community and health service systems.

If Council were not to support the continuing work of the team, it would have a significant impact on some of the most vulnerable members of the Knox community, people with a disability, their families and carers. This cohort would be left with limited opportunity to access the resources and information they require to actively participate in community life.

### Summary of Year 1 Key Achievements

Key achievements of the Plan in Year 1 include:

Activity	Description	2020/21 Sessions/ Editions	Number of People
Information Sessions for Parents and Carers	Held online during COVID restrictions, professional presentations on topics - <ul style="list-style-type: none"> <li>• Importance of maintaining a routine during COVID restrictions for children with Autism</li> <li>• Back to School following COVID restrictions for children</li> </ul>	10 sessions	580 attendees

Activity	Description	2020/21 Sessions/ Editions	Number of People
	<p>with Autism</p> <ul style="list-style-type: none"> <li>• Video self modelling in the home</li> <li>• ASD and language</li> <li>• Cyber safety online</li> <li>• Autism, pornography and teenagers</li> <li>• Improving communication with Autistic teens</li> <li>• Social skills</li> <li>• Planning for post school options</li> <li>• Meaningful employment</li> </ul>		
Early Years Professional Development Sessions	<p>Providing staff working in the private sector and Council facilities. This professional development program is unique to Knox Council and is not offered through the NDIS or any other provider.</p> <p>Demand increased in 2020 when the program moved to online delivery. Topics include:</p> <ul style="list-style-type: none"> <li>• Sensory impairments</li> <li>• Learning difficulties</li> <li>• Autism</li> <li>• Creating visual supports for children</li> <li>• Inclusive classrooms</li> <li>• Social skills</li> </ul>	26 sessions	1200 attendees
Accessing Knox e-Newsletter	Accessing Knox is an e-Newsletter that provides disability related information, resources and events to Knox community.	45 editions	1150 subscribers
Access Keys – Customised Accessibility Guides	<p>Access Keys developed for:</p> <ul style="list-style-type: none"> <li>• State Basketball Centre</li> <li>• Knox Community Arts Centre</li> <li>• Ferntree Gully Community Arts Centre</li> <li>• Knox Children and Family Centre – Bayswater</li> <li>• Knox Leisureworks</li> <li>• Knox Library Storytime Social Story</li> </ul> <p>Access Keys updated to ensure current and accurate.</p>	<p>6 further Access Keys available free to community</p> <p>14 updated</p>	Available to community
Carer Exercise Group	Exercise class for carers. During COVID restrictions the two sessions per week were online. When restrictions eased one class per week is held at Knox Leisureworks and one is held online. This program promotes health, fitness and peer support.	84 sessions	8 – 12 attendees per session
Pathways for Carers Walks in Rowville and Jells Park	Walk and coffee catch up with a guest walker providing information on services and supports for carers. This program connects carers, decreases social isolation and provides essential information.	6 walks	8 – 12 attendees per session
Borderline Personality Disorder Carers Group	Carer support group run in collaboration with Eastern Health, meets monthly at Coonara Community House.	<p>4 in person sessions</p> <p>2 sessions online</p>	6 – 10 attendees per session

Activity	Description	2020/21 Sessions/ Editions	Number of People
Knox Disability Advisory Committee	Continued monitoring of services and gaps via the Knox Disability Advisory Committee (KDAC) and disability services providers in Knox to enable advocacy.	8 sessions	10 – 24 attendees per session

For further information regarding Year 1 activities and achievements, please refer to Attachment 2.

The Municipal Disability Leadership Plan 2020-2022 and Knox Access and Equity Implementation Plan 2017-2022 are both due to be reviewed in early 2022. This will provide Council with an opportunity to evaluate the work of Council and collaborate with stakeholders, internal partners and community to develop the future direction of the Knox Disability Leadership Plan beyond 2022.

An annual report and future Knox Disability Leadership Plan will be completed in 2022.

### 3. CONSULTATION

During the implementation of Year 1 activities, key stakeholders contributed to and were consulted with to inform the content and focus of programs. This included consultation with people with a disability, their families and carers, partnerships with Council’s Family and Children’s Services, Youth Services, Active Ageing, Knox disability service providers, Knox community members and the NDIA.

Council officers will collect further feedback in the second year of the Plan in relation to the implementation, outcomes and the future focus priority areas. Community engagement on local issues will provide Council with the relevant information to inform the development of the Knox Disability Leadership Plan beyond 2022.

The Municipal Disability Leadership team will take a co-design approach to the future development of the Disability Leadership Plan and ensure that any programs, policies or services that are developed as part of the plan are fit for purpose.

### 4. ENVIRONMENTAL/AMENITY ISSUES

The Municipal Disability Leadership Plan 2020-2022 includes initiatives that impact environmental and amenity issues including access to the built environment and Council facilities.

The ongoing resources associated with the Capital Works Retrofitting Program will continue to be required. Council will also need to consider the resources required for building universally designed Council facilities that support a diverse community now and into the future.

### 5. FINANCIAL & ECONOMIC IMPLICATIONS

#### Funding History of the Program

In 2017, Council supported a re-investment of 60% of the former ECIS funding to be allocated to resource a dedicated disability leadership program.

During the preparation of the 2018 outcome report for the Plan, it was established that the complexity of the establishment of the NDIS resulted in delays to full implementation. It was recommended that Council continue to provide a key role in advocacy, support and coordination of activities for the community throughout this rollout period and beyond.

In December 2018, a business case seeking staff resourcing for the Municipal Disability Leadership Program until June 2020 was also prepared and approved by Council.

Council supported the reinvestment which enabled Council to continue to provide key coordination and leadership role for people with a disability, families, carers and the community. The Municipal Disability Leadership Plan 2020-2022 was endorsed and funding was allocated.

### **Proposed Ongoing Funding**

Financial modelling (confidential attachment 3) outlines three options for Council's consideration in relation to resources required to support staff and operational budget for continuing a Disability Leadership Program post June 2022. The Funding Resource Model outlines commentary for Council on each of the Models benefits to community and return on investment.

The ongoing investment in the Disability Leadership Program will enable Council to continue to provide a key coordination and leadership role for people with a disability, families, carers and the community. In particular, the Team provide support for vulnerable members of the community with complex needs who experience significant barriers to the NDIS and other disability services.

To effectively support this work, it is Officers recommendation that Council consider Model 1 reinvestment proposal. For further information regarding the investment Resourcing Model options please refer to Confidential Attachment 3.

## **6. SOCIAL IMPLICATIONS**

Council's work over the life of the Municipal Disability Leadership Plan from 2017 has enabled a greater understanding of issues impacting the Knox community in relation to NDIS implementation and the changing disability service sector. Council plays a key role in building the capacity of people with a disability, their parents and carers, service providers and the community. The Knox Disability Leadership Plan would continue this work with a key focus on supporting people with a disability including those with a mental illness and provide increased opportunity for the community to have input into solutions.

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

### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health

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

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

## **8. CONFLICT OF INTEREST**

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

## **9. CONCLUSION**

This report outlines significant progress made in key priority areas within the Knox Municipal Disability Leadership Plan 2020-2022 (the Plan). The report also notes the ongoing challenges and opportunities including:

- The COVID-19 Pandemic impact on community and delivery of supports.
- The proposed changes to the National Disability Insurance Scheme (NDIS) including the introduction of Independent Assessments and the stalled ILC program that have impacted the Knox community.
- Gaps identified in the NDIS service system and feedback from the community, highlight an ongoing need for information, capacity building for people with a disability and support to access appropriate supports and the NDIS.

This report also provides the proposal for ongoing funding of the Knox Disability Leadership Plan which will enable Council to continue the critical work of the Disability Leadership Program. Council Officers ask that Council give consideration to the endorsement of Model 1 of the proposed investment resourcing model (refer Confidential Attachment 3).

## **10. CONFIDENTIALITY**

Attachment 3 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information that may impact the employment status of current staff.

**Report Prepared by:** Alison Treeby, Team Leader Disability Inclusion

**Report Authorised By:** Tanya Scicluna, Director Community Services

### **Attachments**

1. Attachment 1 - Municipal Disability Leadership Plan 2020-2022 [9.3.1 - 8 pages]
2. Attachment 2 - Municipal Disability Leadership Plan 2020-2022 Year 1 Outcomes [9.3.2 - 7 pages]

Confidential Attachment 3 has been circulated under separate cover



# Knox Municipal Disability Leadership Plan

## 2020 – 2022





## Knox Municipal Disability Leadership Plan, 2020 - 2022

### Purpose

The Municipal Disability Leadership Plan will provide specific benefits to people with disabilities that complement those delivered by the NDIS. These include:

- People with disabilities and their families are informed and empowered to fully participate in the NDIS;
- Building community capacity by working with Early Years services and other community organisations to effectively include and support people with disabilities and their families;
- A stronger focus on accessible infrastructure provided by Council, and advocacy to ensure business, community organisations, and other levels of government meet their responsibilities in this area;
- Creating greater employment opportunities in Knox for people with a disability by promoting and supporting the establishment of social enterprises;
- Supporting people with disabilities to optimise participation in the life of their local community;
- Facilitating integrated local community planning and coordination which engages and involves people with a disability and their families, disability service providers and community organisations; and
- Improved access to information about relevant services and community activities available to people with disabilities in their communities.

### Focus Areas

The following focus areas provide direction for Council actions to achieve outcomes for people with a disability, their families and carers, and aligns and responds to the goals and strategies of the Community and Council Plan 2017 - 2021.

#### **Area 1 – Advocacy**

Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to strengthen disability awareness and build a more inclusive and supportive Knox community.

#### **Area 2 – Community Engagement/Education/Awareness Raising**

Council will provide information, education, resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.



## Knox Municipal Disability Leadership Plan, 2020 - 2022

### **Area 3 – Community Capacity Building to Increase Social Inclusion**

Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability.

### **Area 4 – Increase Accessibility across the Municipality**

Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.

### **Area 5 – Support and Capacity Building for People with Disabilities**

Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.

### **Area 6 – Support and Capacity Building for Parents /Carers**

Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.

### **Area 7 – Partnerships**

Council will take a leadership role in engaging with disability professionals, services and employers.





	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
<b>Focus Area 1 – Advocacy</b> Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to strengthen disability awareness and build a more inclusive and supportive Knox community.						
1.1	Maintain relationships with key stakeholders including Latrobe Community Health and Link Health and Community, and advocate on key issues affecting vulnerable groups and individuals within the Knox community where appropriate.	Advocate Partner	National Disability Insurance Agency Latrobe Community Health Link Health and Community	1. Advocacy undertaken. 2. Regular meetings held with both NDIS partners.	1-2	All
1.2	Support each Council department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with a disability.	Partner Plan Educate	Community Wellbeing All of Council	1. Municipal Disability Leadership Plan Working Group meets 6 times per year. 2. Access and Inclusion training provided to new Council staff. 3. Meetings with Family and Children's Services and other Council Teams working in the Disability space held regularly.	1-2	All  Metro Access Officer Project Officer – Early Years Support
1.3	Identify opportunities for project funding through the Information, Linkages and Capacity Building grant component of the NDIS.	Plan	Community networks and organisations	1. Funding opportunities explored. 2. Funding application submitted, as appropriate.	2	All
1.4	Identify new economic and employment opportunities for people with a disability within Knox municipality.	Research Advocate Educate	City Futures	1. Promote Social Enterprise Mapping and Demand Analysis Report and recommendations. 2. Establish baseline measure for social and economic participation and set targets. 3. Develop Knox Council action plan and priorities.	2	Municipal Disability Program Team Leader Metro Access Officer Project Manager Economic Development
1.5	Maintain up-to-date disability related community mapping to identify barriers, service gaps and community needs.	Research Partner	Disability support providers Community organisations KDPN KDAC Knox Youth Services Network Eastern Disability Housing Network Family & Children Services	1. Community consultations conducted with community groups and members, disability service providers, to identify barriers, gaps, needs and possible solutions. 2. Regular desktop mapping undertaken to track changes in NDIS service provision in Knox. 3. Respond to barriers, service gaps, community need and opportunities where appropriate.	1-2	All
1.6	Promote disability awareness within Council and the wider Knox community through the Knox Disability Advisory Committee.	Partner Plan Advocate	Knox Disability Advisory Committee members including a Councillor representative	1. Meetings held bi-monthly. 2. New members recruited (2020 - 2022).	1-2	Metro Access Officer
1.7	Explore opportunities with key stakeholders to advocate for increased mental health services in the EMR that provide early intervention and support services for community.	Advocate Partner	Eastern Mental Health Services Coordination Alliance (EMSCA) Eastern Metropolitan Region Support and Prevention Network Knox Disability Advisory Committee	1. Advocacy opportunities explored with key partners to increase mental health services.	1-2	Municipal Disability Program Team Leader



## Knox Municipal Disability Leadership Plan, 2020 - 2022

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
<b>Focus Area 2 - Community Engagement / Education / Awareness Raising</b> Council will provide information, education and resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.						
2.1	Partner with NDIS partners to provide Knox community with information on the National Disability Insurance Scheme	Educate Partner	Link Health and Community Latrobe Community Health	1. At least 2 NDIS information and planning sessions hosted at Knox for community members.	1 -2	All
2.2	Maintain and update the online Knox <i>Guide to Disability and Aged Services</i> publication to facilitate better information sharing about services and supports for people with disability.	Educate	Active Ageing and Disability Services Community networks and organisations Knox businesses and business networks Knox community members.	1. <i>Guide to Disability and Aged Services</i> promoted. 2. <i>Guide to Disability and Aged Services</i> updated where necessary.	1 -2	Metro Access Officer
2.3	Promote and distribute the <i>People First</i> publication to assist with capacity building and positive culture change in community organisations to improve the inclusion of people with disability.	Educate	Community networks and organisations Knox businesses and business networks Knox community members Other Knox Council staff and departments	1. <i>People First</i> promoted and distributed.	2	Metro Access Officer
2.4	Provide disability related information through the <i>Knox Disability e-News</i> newsletter to share disability-related news and events and to empower people with a disability, their carers and families, disability service organisations and other relevant organisations.	Educate	Knox e-Services team Knox Strategic Communications team. Other Knox Council staff as appropriate	1. At least 26 number of newsletters per year (subject to evaluation). 2. Undertake a review, evaluate and implement recommendations.	1 -2	Metro Access Officer
2.5	Review and update the Communications Plan to communicate outcomes from the Municipal Strategic Disability Leadership Plan with internal and external stakeholders.	Educate	Corporate Communications	1. Communications Plan reviewed and updated. 2. Project outcomes communicated both internally and externally.	1 -2	Municipal Disability Program Team Leader
<b>Focus Area 3 - Community Capacity Building to Increase Social Inclusion</b> Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability.						
3.1	Build the capacity of local community groups to increase and enhance participation of people of all ages with a disability.	Partner Plan Fund	Neighbourhood Houses	1. Groups assisted to develop a capacity building initiatives, if required. 2. Capacity building opportunities offered to local community groups as required	1 -2	Metro Access Officer
3.2	Build the capacity of Early Years staff to increase and enhance the successful inclusion of children with a disability or developmental delay across all universal early years' services.	Educate Partner Fund	Early years providers 3 and 4 year old kindergarten educators Childcare educators Family day care educators Victorian Inclusion Agency	1. 10 professional development sessions offered to universal Early Years staff based on expressed need per year. 2. Early Years Educators Network convened 3 times per year. 3. Early Years services supported to build knowledge of services and supports available.	1 -2	Project Officer – Early Years Support



## Knox Municipal Disability Leadership Plan, 2020 - 2022

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
<b>Focus Area 4 - Increase Accessibility Across the Municipality</b> Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.						
4.1	Construct Changing Places' facilities in Knox.	Provide	Victorian Government	1. Second Knox Changing Places facility constructed at the Knox library.	1-2	Municipal Disability Program Team Leader
4.2	Embed needs of people with a disability in development, design and delivery of community infrastructure by conducting Access Audits on Knox Council building and associated infrastructure.	Plan	Facilities	1. Access audits conducted (in line with Building Condition audits) for Knox council buildings.	1-2	Facilities
4.3	Ensure council information is accessible for people with a disability.	Plan Provide	Corporate Communications	1. Provide Council publications and information (both online and hard copies) in an accessible format and where requested provide alternative formats, including Braille and large font. 2. Develop access keys and guides for Knox where need is identified. 3. Promote Access Keys to community and service providers	1-2	Municipal Disability Program Team Leader  Metro Access Officer Metro Access Officer
4.4	Improve NDIS access for families and carers of children with a disability or development delay in Knox.	Partner Advocate	Link Health and Community Knox Family and Children's Services	1. Link Health and Community Early Childhood Early Intervention outreach trialled in a Knox City Council venue.	1-2	Municipal Disability Program Team Leader Project Officer – Early Years Support
4.5	Support and promote increased opportunities for people with a disability to access sporting activities in Knox.	Partner Advocate Plan		1. Access for All Abilities Basketball program scoped for Knox 2. Access for All Abilities Come and Try basketball day scoped and delivered.	1-2	Project Officer – Parent & Carer Support
4.6	Provide information sessions to support community to navigate the mental health service system.	Provider Partner	Relevant Mental Health Services Eastern Metropolitan Region Support and Prevention Network Eastern Mental Health Services Coordination Alliance (EMSCA)	1. Information sessions provided. 2. Attendees provide feedback that information provided was relevant, practical and accessible.	1-2	Municipal Disability Program Team Leader
<b>Focus Area 5 -Support and Capacity Building for People with Disabilities</b> Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.						
5.1	Develop and deliver an annual community leadership programs in the outer east to improve skills in leadership, community projects and advocacy and implement lasting change in the local community.	Educate Partner	Outer East Councils Link Health & Community	1. Community leadership program delivered once per year.	1-2	Metro Access Officer  Municipal Disability Program Team Leader
5.2	Celebrate International Day of People with Disability.	Partner Plan	Vision Australia iDareU, Alkira	1. Collaborate with Programs and Events team around Carols by Candlelight.	1-2	Metro Access Officer



## Knox Municipal Disability Leadership Plan, 2020 - 2022

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
			e.Motion21, Knoxbrooke, Disability Services Knox Cultural Planning and Development Echo Interpreting People with disabilities volunteering	2. International Day of People with Disability event organised and delivered with internal stakeholders and community partners. 3. 'This is Me, We are Knox' positive messaging social media campaign expanded and promoted		Project Officer – Parent & Carer Support  Municipal Disability Program Team Leader
5.3	Scope community need for capacity building programs for people with a disability.	Research Partner Fund	People with a disability	1. Community need scoped for an employment program. 2. Recommendations implemented from scoping where appropriate.	1 -2	Metro Access Officer
<b>Focus Area 6 - Support and Capacity Building for Parents / Carers</b> Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.						
6.1	Provide support to families and carers who have a family member with a disability or developmental delay to promote health and social connections.	Partner Provide	Families and carers Parent / carer support groups Children and young people with a disability Community organisations Knox Leisureworks	1. Support provided to families to connect through opportunities including local playgroups, preschools, supported parent groups, family day care and childcare. 2. Monash/Knox Pathways for Carers delivered monthly. 3. Knox Pathways for Carers delivered monthly. 4. Knox Leisureworks Carers Exercise Program delivered weekly for people caring for a family member with a disability. 5. Borderline Personality Disorders Carers group supported to meet monthly in Knox. 6. Supports for Knox young carers scoped and developed where required.	1 -2	Project Officer – Parent & Carer Support
6.2	Hold carer information sessions to provide useful and topical information as well as promotion of key services, supports and publications aimed at assisting carers.	Provide	Carer organisations – e.g. Carers Victoria, Yooralla RIDE Uniting LifeAssist EACH Villa Maria	1. 8 information sessions/events delivered each year on topics such as autism or legal issues for carers.	1 -2	Project Officer – Parent & Carer Support
6.3	Provide education opportunities for parents and carers in Knox to increase parent and carer capacity.	Plan Provide	Parents and carers of people with a disability Carers Victoria	1. Scope need for 6-week parent / carer education program. 2. Education program delivered with community partner such as Carers Vic.	2	Project Officer – Parent & Carer Support
6.4	Scope opportunities for new programs, workshops, forums, and collaborations which will deliver improvements for parents and carers in our community.	Plan	Community organisations	1. Further opportunities to deliver programs, workshops, forums and collaborations scoped. 2. Programs, workshops, forums and collaborations delivered as required.	1-2	All
6.5	Explore opportunities to support parents and carers to participate in mental health first aid training.	Provider Partner	Community organisations Carers Groups Mental Health First Aid Training Providers	1. Opportunities to resource and support mental health first aid training scoped. 2. Training delivered as required.	1-2	Municipal Disability Program Team Leader



## Knox Municipal Disability Leadership Plan, 2020 - 2022

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
<b>Focus Area 7 – Partnerships</b>						
Council will take a leadership role in engaging with disability professionals, services and employers.						
7.1	Promote professional peer support through the Knox Disability Partnerships Network.	Partner	Knox disability support providers Knox City Council internal stakeholders Community organisations	1. Convened 4 Knox Disability Partnerships Network meetings.	1 -2	Metro Access Officer
7.2	Identify, explore and advocate for improved housing choices for people with a disability through the Eastern Disability Housing Network.	Partner Plan Advocate	People with a disability Family and carers Disability service providers Housing support services Active Ageing & Disability Housing Associations Other disability housing networks University of Melbourne	1. Opportunities explored to improve housing options for people with disabilities. 2. Bi-monthly network meetings held. 3. Monthly Steering Group meetings held. 4. Sustainability investigated and network becomes independent.	1 -2	Metro Access Officer
7.3	Engage with employers and service providers to increase employment opportunities for people with a disability, in partnership with the Building Equitable Employment Network.	Partner Plan Advocate	Building Equitable Employment Network	1. Attended network meetings. 2. Engaged with employers and service providers where appropriate.	1 -2	Metro Access Officer



## Knox Municipal Disability Leadership Plan 2020 – 2022 Year 1 Outcomes, June 2021

### Key

Not commenced	▲
Ongoing	▶
In progress	▶
Completed	✓

	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
<b>Focus Area 1 – Advocacy</b>					
Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to strengthen disability awareness and build a more inclusive and supportive Knox community.					
1.1	Maintain relationships with key stakeholders including Latrobe Community Health and Link Health and Community, and advocate on key issues affecting vulnerable groups and individuals within the Knox community where appropriate.	▶	<ul style="list-style-type: none"> <li>Regular meetings held with NDIS partners, NDIA, LINK and Latrobe Community Health, strengthening partnerships and advocating on issues affecting people with a disability in Knox.</li> <li>Advocacy undertaken regarding upcoming changes to NDIS intake and planning including independent assessments.</li> </ul>	6 meetings	<ul style="list-style-type: none"> <li>This action is ongoing.</li> </ul>
1.2	Support each Council department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with a disability.	▶	<ul style="list-style-type: none"> <li>Municipal Disability Leadership Plan working group meetings providing direction and support for plan implementation.</li> <li>Online Access and Inclusion training provider investigated.</li> <li>Meetings with Family and Children's services held to share information and learnings and identify future areas of work, gaps, barriers and opportunities.</li> </ul>	4 meetings Quote submitted 4 meetings	<ul style="list-style-type: none"> <li>Evaluate quotes and implement Access &amp; Inclusion online training with support of SPC.</li> </ul>
1.3	Identify opportunities for project funding through the Information, Linkages and Capacity Building grant component of the NDIS.	▶	<ul style="list-style-type: none"> <li>Monitoring ILC and other grant opportunities.</li> <li>Exploring partnerships with EMR Councils and Knox providers</li> </ul>	0 applications	<ul style="list-style-type: none"> <li>Funding applications to be considered and submitted as appropriate.</li> </ul>
1.4	Identify new economic and employment opportunities for people with a disability within Knox municipality.	▶	<ul style="list-style-type: none"> <li>Customised employment webinar presented for parents and carers.</li> <li>Building Equitable Employment network facilitated with Manningham Council.</li> </ul>	1 webinar 4 meetings	<ul style="list-style-type: none"> <li>Promote Social Enterprise Mapping and Demand Analysis Report and recommendations.</li> <li>Establish baseline measure for social and economic participation and set targets.</li> <li>Develop Knox Council action plan and priorities.</li> </ul>



	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
1.5	Maintain up-to-date disability related community mapping to identify barriers, service gaps and community needs.	▶	<ul style="list-style-type: none"> <li>Desktop mapping undertaken to track changes in NDIS service provision in Knox.</li> <li>Responding to gaps and opportunities as appropriate. For example identified need for school transition planning information for Autistic teens, 2 webinars provided in partnership with Knox Youth Services.</li> </ul>		<ul style="list-style-type: none"> <li>Further consultations conducted with community groups and members, disability service providers, to identify barriers, gaps, needs and possible solutions.</li> <li>Respond to barriers, service gaps, community need and opportunities where appropriate.</li> </ul>
1.6	Promote disability awareness within Council and the wider Knox community through the Knox Disability Advisory Committee.	▶	<ul style="list-style-type: none"> <li>KDAC recruitment completed July 2020 and June 2021 – 8 new committee members and 7 returning for subsequent term.</li> <li>KDAC meetings held bi-monthly, developing leadership, confidence and advocacy skills of the committee.</li> <li>KDAC provides ongoing input and feedback regarding increasing access and inclusion in Knox.</li> </ul>	2 x recruitment process 6 meetings	<ul style="list-style-type: none"> <li>KDAC meetings held bi-monthly</li> <li>This action is ongoing.</li> </ul>
1.7	Explore opportunities with key stakeholders to advocate for increased mental health services in the EMR that provide early intervention and support services for community.	▶	<ul style="list-style-type: none"> <li>Council engaged with local service organisations in a Mental Health Forum in December 2020.</li> <li>Council have developed the Knox Council Mental Health Action Plan that includes recommendations focusing on health promotion, community education, sector collaboration and advocacy.</li> <li>Advocacy opportunities explored with key partners to increase mental health services.</li> </ul>		<ul style="list-style-type: none"> <li>Advocacy opportunities explored with key partners to increase mental health services.</li> </ul>
<b>Focus Area 2 - Community Engagement / Education / Awareness Raising</b> Council will provide information, education and resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.					
2.1	Partner with NDIS partners to provide Knox community with information on the National Disability Insurance Scheme	▶	<ul style="list-style-type: none"> <li>Online information sessions promoted to Knox community</li> <li>Presentation Latrobe Community Health NDIA to Pathways to Carers group.</li> </ul>	1 session	<ul style="list-style-type: none"> <li>Information and planning sessions hosted at Knox or online (as appropriate) for community members.</li> </ul>
2.2	Maintain and update the online Knox <i>Guide to Disability and Aged Services</i> publication to facilitate better information sharing about services and supports for people with disability.	▶	<ul style="list-style-type: none"> <li><i>Guide to Disability and Aged Services</i> promoted.</li> <li><i>Guide to Disability and Aged Services</i> updated where necessary.</li> </ul>		<ul style="list-style-type: none"> <li>Ongoing promotion and distribution of the publication for the community and service providers.</li> </ul>
2.3	Promote and distribute the <i>People First</i> publication to assist with capacity building and positive culture change in community organisations to improve the inclusion of people with disability.	▶	<ul style="list-style-type: none"> <li><i>People First</i> promoted and distributed.</li> </ul>		<ul style="list-style-type: none"> <li>Ongoing promotion and distribution of the publication for the community and service providers.</li> </ul>
2.4	Provide disability related information through the Knox <i>Disability e-News</i> newsletter to share disability-related news and events and to empower people with a disability,	▶	<ul style="list-style-type: none"> <li>Provision of Accessing Knox e-Newsletter weekly to over 1150 subscribers providing disability related information and events.</li> </ul>	45 editions distributed to over 1105 subscribers.	<ul style="list-style-type: none"> <li>This action is ongoing.</li> </ul>



	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
	their carers and families, disability service organisations and other relevant organisations.				
2.5	Review and update the Communications Plan to communicate outcomes from the Municipal Strategic Disability Leadership Plan with internal and external stakeholders.	▶	<ul style="list-style-type: none"> <li>Communications Plan reviewed and updated with Communications team promoting services and programs offered online via social media.</li> </ul>		<ul style="list-style-type: none"> <li>This action is ongoing</li> </ul>
<b>Focus Area 3 - Community Capacity Building to Increase Social Inclusion</b> Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability.					
3.1	Build the capacity of local community groups to increase and enhance participation of people of all ages with a disability.	▶	<ul style="list-style-type: none"> <li>Provided information on online access and inclusion capacity building opportunities offered to local sporting groups during COVID 19 restrictions.</li> <li>Further Access Key Accessibility Guides developed and made available to community -               <ul style="list-style-type: none"> <li>State Basketball Centre</li> <li>Knox Community Arts Centre</li> <li>Ferntree Gully Community Arts Centre</li> <li>Knox Children and Family Centre- Bayswater</li> <li>Knox Leisureworks</li> <li>Knox Library – Storytime social story</li> </ul> </li> <li>Current Access Keys updated to provide accurate and current information.</li> </ul>	6 further Access Keys available free to community  14 Access Keys updated	<ul style="list-style-type: none"> <li>This action is ongoing.</li> </ul>
3.2	Build the capacity of Early Years staff to increase and enhance the successful inclusion of children with a disability or developmental delay across all universal early years' services.	▶	<ul style="list-style-type: none"> <li>Professional development sessions offered to Knox early years staff January 2020 – April 2021. Attendees from family day care, preschools and kindergarten programs. The sessions build the skills of early years educators and support Knox Early Years services to build inclusive practice.</li> <li>Early Years Educators Network meetings conducted - highlighting best practice approaches, sharing learnings and providing support to educators working with children with a disability.</li> </ul>	26 sessions Total of 1200 attendees  4 sessions	<ul style="list-style-type: none"> <li>This action is ongoing. Future sessions planned to cover topics such as engaging children in classroom, working with children with communication difficulties, video-self modelling, supervision interactions and building trust with children with challenging behaviours and challenging conversations.</li> </ul>
<b>Focus Area 4 - Increase Accessibility Across the Municipality</b> Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.					
4.1	Construct Changing Places' facilities in Knox.	▶	<ul style="list-style-type: none"> <li>Funding allocated from KCC facilities budget for second Changing Places facility in the new library to be located in Knox Westfield shopping centre.</li> </ul>		<ul style="list-style-type: none"> <li>Second Knox Changing Places facility constructed at the Knox library.</li> </ul>
4.2	Embed needs of people with a disability in development, design and delivery of community infrastructure by	▶	<ul style="list-style-type: none"> <li>Access audits undertaken (in line with Building Condition audits) conducted for Knox council buildings.</li> </ul>	Access Audits undertaken	<ul style="list-style-type: none"> <li>Upgrades incorporated within Council program of works.</li> </ul>





	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
	conducting Access Audits on Knox Council building and associated infrastructure.				
4.3	Ensure council information is accessible for people with a disability.	▶	<ul style="list-style-type: none"> <li>Provision of Council publications and information (both online and hard copies) in accessible format and where requested provide alternative formats, including Braille and large font.</li> </ul>		<ul style="list-style-type: none"> <li>Ongoing advice sought from KDAC to identify opportunities to improve information accessibility.</li> <li>Develop access keys and guides for Knox where need is identified and promote to community.</li> </ul>
4.4	Improve NDIS access for families and carers of children with a disability or development delay in Knox.	▶	<ul style="list-style-type: none"> <li>Supported local residents with access to the NDIS by supporting application completion and providing information regarding documents required to support the application.</li> <li>Outer Eastern Region NDIS meeting held regularly with Councils and NDIS partners NDIA &amp; Latrobe Community Health to discuss issues and advocate for Knox residents.</li> </ul>	12 people  6 meetings	<ul style="list-style-type: none"> <li>Explore further options to improve NDIS access for children, families and carers in Knox.</li> <li>Link Health and Community Early Childhood Early Intervention outreach trialled in a Knox City Council venue.</li> </ul>
4.5	Support and promote increased opportunities for people with a disability to access sporting activities in Knox.	▶	This action was delayed due to COVID-19 restrictions in 2020.  Promotion of accessible sporting events, groups and clubs via the Accessing Knox e-Newsletter.		<ul style="list-style-type: none"> <li>Access for All Abilities Basketball program scoped for Knox</li> <li>Access for All Abilities Come and Try basketball day scoped and delivered.</li> </ul>
4.6	Provide information sessions to support community to navigate the mental health service system.	▶	Information sessions and events - <ul style="list-style-type: none"> <li>Mental Health Carer Wellbeing – guest presenter, Tania Curlis</li> <li>Mental Health Matters webinars for community and for carers in Mental Health Week 2020</li> <li>Partnered with community organisations to deliver the Families Where a Parents Has a Mental Illness (FaPMI) Online Fun Day online.</li> <li>Knox Mental Health Card update</li> </ul>	1 session  2 sessions 40 attendees	<ul style="list-style-type: none"> <li>Scope further information sessions required and partner with community organisations to deliver.</li> </ul>
<b>Focus Area 5 -Support and Capacity Building for People with Disabilities</b> Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.					
5.1	Develop and deliver an annual community leadership programs in the outer east to improve skills in leadership, community projects and advocacy and implement lasting change in the local community.	▶	<ul style="list-style-type: none"> <li>Outer East Women with Disabilities Hub group monthly meeting at Coonara House. The group meets to discuss issues women with disabilities are facing, provide one another peer support and work on group projects such as short film making</li> <li>During 2020 leadership program provider LINK Health &amp; Community evaluated the Opening Doors program and made a decision to not run the program in the Outer East in 2020-2021 due to a funding shortfall.</li> <li>Investigating a leadership program provider and partners.</li> </ul>	Monthly meetings 5 – 12 attendees per session	<ul style="list-style-type: none"> <li>Scope community leadership program and deliver in 2021 - 2022.</li> </ul>



	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
5.2	Celebrate International Day of People with Disability.		<ul style="list-style-type: none"> <li>COVID19 restrictions interrupted plans for an in person event. International Day of People with a Disability 2020 was celebrated with 2 Knox Be Kind campaign social media stories.</li> <li>Carols by Candlelight Online event presented by the Events Team, Access &amp; Inclusion support provided by Disability Leadership Team</li> </ul>	Social media event  1 event	<ul style="list-style-type: none"> <li>This is an ongoing action</li> <li>Collaborate with Programs and Events team around Carols by Candlelight.</li> </ul>
5.3	Scope community need for capacity building programs for people with a disability.		<ul style="list-style-type: none"> <li>Exploring the opportunities available for a program to be delivered with community partners.</li> </ul>		<ul style="list-style-type: none"> <li>Community need scoped for an employment program.</li> <li>Recommendations implemented from scoping where appropriate.</li> </ul>
<b>Focus Area 6 - Support and Capacity Building for Parents / Carers</b> Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.					
6.1	Provide support to families and carers who have a family member with a disability or developmental delay to promote health and social connections.		<ul style="list-style-type: none"> <li>Promotion of inclusive families to connect through opportunities including local playgroups, preschools, supported parent groups, family day care and childcare.</li> <li>Knox Pathways for Carers walk connects carers, decreases social isolation and provides support and information via a 'guest walker'.</li> <li>Monash/Knox Pathways for Carers builds supports, knowledge and connection, decreasing social isolation.</li> <li>Carer's Exercise Group Knox Leisureworks promotes health, fitness and social connection.</li> <li>Carers Exercise Group via Zoom due to COVID-19 restrictions, promoting health and fitness. Conducted twice a week from Term 2 2020 to end of Term 1 2021, then once a week.</li> <li>Borderline Personality Disorder (BPD) carers group – provides support, information and connection for Carers.</li> <li>Families where a Parent has a Mental Illness (FaPMI) family fun day working group, sponsorship of the day and staff attendance online on the day. This event provides Knox families who are supporting a family member with mental illness a great day event.</li> </ul>	3 walks 8 – 12 attendees  3 walks 8 – 12 attendees  12 sessions 8 – 12 attendees  84 sessions 8 -10 attendees  3 face to face sessions & 6 sessions on Zoom 6 -10 attendees  20 families	<ul style="list-style-type: none"> <li>This is an ongoing action.</li> </ul>



	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
			<ul style="list-style-type: none"> <li>Online All Ages Trivia events to support social connection during COVID-19 restrictions.</li> </ul>	4 sessions 8 – 26 attendees	
6.2	Hold carer information sessions to provide useful and topical information as well as promotion of key services, supports and publications aimed at assisting carers.	▶	COVID19 interrupted the delivery of face to face programs and supports. <ul style="list-style-type: none"> <li>Pathways for Carers walks include a presentation from the ‘guest walker’ that promotes services, supports and publications. Guest walkers include Spectrum Journeys, Family Relationship Support for Carers, EACH and VMCH Carer Support Service.</li> <li>Wills and Estates information session</li> </ul>	6 sessions  1 sessions 25 attendees	<ul style="list-style-type: none"> <li>Ongoing action to identify further topics in consultation with carers.</li> </ul>
6.3	Provide education opportunities for parents and carers in Knox to increase parent and carer capacity.	▶	Webinars delivered for parents and carers - <ul style="list-style-type: none"> <li>Video Self Modelling in the home Feb 2020</li> <li>Back to school following COVID restrictions for children with ASD June 2020</li> <li>Importance of maintaining a routine during COVID restrictions May 2020</li> <li>ASD &amp; language July 2020</li> <li>It’s Time we Talked: About Pornography, Autism and Teenagers Webinar, October 2020</li> <li>Cyber Safety Online, October 2020</li> <li>Keeping the Communication Lines Open, November 2020</li> <li>Social Skills building in the Teenage Years, November 2020</li> <li>What’s Next after school, tips on how to explore post school options with Autistic Teens, March 2021</li> <li>Transition to meaningful employment using customised employment and the NDIS to support choice, March 2021</li> </ul> <ul style="list-style-type: none"> <li>Guest walker presentations at Pathways for Carers Walks – for example Interchange, EACH and Villa Maria Carer support program.</li> <li>Eastern Ranges School Expo, March 2021 – provided Knox information regarding services and supports to students with Autism, parents and carers.</li> </ul>	1 face to face session  9 webinars  580 attendees  7 presenters  See 6.2  1 Expo day	<ul style="list-style-type: none"> <li>Ongoing action to identify further topics with carers and community partners.</li> </ul>
6.4	Scope opportunities for new programs, workshops, forums, and collaborations which will deliver improvements for parents and carers in our community.	▶	<ul style="list-style-type: none"> <li>Municipal Disability Leadership team in partnership with Knox providers and carers collect feedback (written &amp; anecdotal) and suggestions regarding useful topics and need for information.</li> <li>Commenced Dads Fit program with Interchange Outer East in 2020.</li> <li>Supported and promoted the ASD Swim nights at Knox Leisureworks.</li> </ul>		<ul style="list-style-type: none"> <li>Further opportunities to deliver programs, workshops, forums and collaborations scoped.</li> <li>Programs, workshops, forums and collaborations delivered as required.</li> </ul>
6.5	Explore opportunities to support parents and carers to participate in mental health first aid training.	▶	Scoping opportunities to resource, support and deliver mental health first aid training with community partners..		<ul style="list-style-type: none"> <li>This is an ongoing action.</li> </ul>



	Council Action	Status	Year 1 Achievements	Year 1 Activities	Future work/next steps
<b>Focus Area 7 – Partnerships</b> Council will take a leadership role in engaging with disability professionals, services and employers.					
7.1	Promote professional peer support through the Knox Disability Partnerships Network.	▶	<ul style="list-style-type: none"> <li>Knox Disability Partnerships Network meetings provides peer support, capacity building and information sharing to Knox Disability professionals. Topics include               <ul style="list-style-type: none"> <li>Building safe and respectful cultures in disability services for people with disabilities</li> <li>Service Delivery in the time of COVID-19</li> </ul> </li> </ul>	2 meetings 25 – 40 attendees per meeting	<ul style="list-style-type: none"> <li>This is an ongoing action</li> <li>Identification of guest speakers for future sessions.</li> </ul>
7.2	Identify, explore and advocate for improved housing choices for people with a disability through the Eastern Disability Housing Network.	▶	<ul style="list-style-type: none"> <li>Eastern Disability Housing Network (EDHN), topics include:               <ul style="list-style-type: none"> <li>Carers Victoria</li> <li>Freedom Housing</li> <li>Summer Foundation</li> <li>Help on the housing journey</li> </ul> </li> <li>Monthly steering group meetings held.</li> <li>Strategic planning undertaken to inform future directions and sustainability of the network.</li> <li>Disability Housing booklet drafted</li> </ul>	4 meetings 16 – 40 attendees per meeting	<ul style="list-style-type: none"> <li>Build the capacity of members of the Eastern Disability Housing Network so the Network can become self-sustaining.</li> <li>Complete Disability Housing resource</li> </ul>
7.3	Engage with employers and service providers to increase employment opportunities for people with a disability, in partnership with the Building Equitable Employment Network.	▶	<ul style="list-style-type: none"> <li>Strategic planning undertaken to consider projects and network sustainability.</li> <li>Collaboration with Manningham Council to plan and deliver quarterly network meetings. Presentations include               <ul style="list-style-type: none"> <li>3 people with a disability regarding their experience of employment, enablers and barriers</li> <li>NDIA supports in employment</li> <li>Apprenticeship opportunities</li> <li>Jigsaw employment program</li> <li>My Employment Pathways program</li> </ul> </li> <li>Developed new connections amongst key disability employment stakeholders to identify and enhanced employment opportunities for people with a disability.</li> </ul>	6 meetings 15 – 20 attendees per meeting	<ul style="list-style-type: none"> <li>Planning for future meetings</li> </ul>

## 9.4 Boronia Revitalisation Funding

**SUMMARY: Director Connected Communities, Tanya Scicluna**

**Council officers have recently been encouraged to submit an application for Ministerial consideration for State Government funding, through the Suburban Revitalisation Fund administered by the Office for Suburban Development (Department of Jobs, Precincts and Regions). This being with the intent of bringing forward pre-scoping/scoping works for the development of the sporting pavilion located at Tormore Reserve, Boronia, as part of the Boronia Revitalisation Program. The Tormore Reserve Pavilion project is currently listed in Council's adopted forward Capital Works Program with scoping due to commence in 2023/24, on the basis that there are other projects assessed to be of a higher priority in the short term. In order to bring this project forward, another project that has been assessed as higher priority would need to be put on hold.**

### **RECOMMENDATION**

**That Council:**

- 1. Note that it has been encouraged to apply for grant funding through the State Government's Boronia Revitalisation Board for pre-scoping/scoping works related to the future refurbishment of the Tormore Pavilion;**
- 2. Note that neither the pre-scoping/scoping works nor the refurbishment of the Tormore Pavilion are part of the Council adopted 2021/22 Capital Program; and**
- 3. Having regard to the impacts, risks and issues of amending the Council adopted 2021/22 Capital Program, resolve not to include pre-scoping/scoping works for the Tormore Pavilion in the 2021/22 capital program nor pursue a grant for such works in the current financial year.**

### **1. INTRODUCTION**

The City of Knox provides a diverse range of sporting and leisure infrastructure to service the sporting and physical activity needs of its residents, including pavilions and clubrooms that are available at most Knox sporting reserves. Since being constructed, many pavilions no longer meet the core needs of tenant clubs due to several factors, including:

- Changes in the way some sports are played, an increasing number of females involved with sporting clubs as players, officials and volunteers, and the impact this has on the provision of suitable change rooms, amenities and other spaces.
- The need for spaces that better manage the needs of club personnel involved with injury prevention and response.
- The importance of pavilions as social and community hubs for local communities.
- The development of facility standards and guidelines by many State and National Sporting Association.
- Changing building codes, particularly in relation to accessibility, the provision of amenities, and hygiene and food handling.

The Knox Pavilion Strategy, incorporating the Pavilion Plan, outlines the plan for developing Knox sporting pavilions over the next ten years. The Strategy sets out planning and design principles, the process for determining club contributions to pavilion capital works and the process for prioritizing pavilion capital works projects.

A Pavilion Priority Framework is in place to assist Council to identify the order and priority of new and upgraded pavilion development projects. The Frameworks ensures that pavilion capital improvement projects are assessed using a consistent and transparent process that will have projects ranked on merit, club needs, and achieving broader community outcomes.

Within the current Council approved five-year capital program there are a number of pavilion projects that have been prioritized and scheduled. Whilst some of these are earmarked to be delivered as modular pavilions, a review of the Modular Pavilion Program is also due to be undertaken in 2021/22. In order to bring the Tormore project forward, one of these projects which has been assessed as higher priority would need to be put on hold.

Council's Acting Chief Executive Officer (ACEO) was recently contacted by the Director, Suburban Revitalisation (Department of Jobs, Precincts and Regions) to discuss a proposal for Council to apply to the State Government to potentially fund pre-scoping/scoping works for the development of the sports pavilion located at Tormore Reserve, Boronia. A subsequent discussion also took place with the Chair of the Boronia Revitalisation Board. This proposal also included an expansion of the previous proposal from the Boronia Hawks Netball Football Club to broaden the project scope to include the development of elements of a broader "Community Hub" / multipurpose facility at the site. It is noted that this proposal was raised at the July meeting of the Boronia Revitalisation Board.

## **2. DISCUSSION**

The Tormore Reserve Pavilion Project (not encompassing broader community use) is currently included on Council's forward Capital Works Program as part of the Upgrade of Sporting Facilities Program and is scheduled for scoping in 2023/24 (\$60,000), design in 2024/25 (\$100,000) and delivery in 2025/26 (budget yet to be confirmed). There is currently no funding identified or allocated for construction, which is anticipated to be significant. Previous estimates (undertaken in 2019) for a pavilion upgrade specific to its current users indicated an estimate of between \$2.2 to \$4.8M. Should the scope of this project be broadened to incorporate elements of a shared use community facility, the estimated costs would likely significantly increase. Examples of other similar shared use community facilities have required a budget in excess of \$10M.

In order to manage community expectations, it is important for Council to assess, rank and prioritise its facility upgrades in a transparent way, to ensure that funding is directed to the facilities with the greatest need. Bringing Tormore Reserve pavilion forward would mean that another higher priority project would need to be put on hold.

As part of the 2021/22 Council budget process, following a public submission from the Boronia Hawks Football Netball Club, the Tormore Reserve Pavilion project was reassessed and ranked against the Active Open Space Program Assessment Criteria, scoring 52 out of 100. The project is currently ranked as No. 23 on the program project list, against other competing priorities that are not limited to just pavilion projects. The higher ranked facilities that are earmarked for delivery in the coming years do not possess the fundamental attributes or requirements for sport to be played. Whilst it is acknowledged that the pavilion at Tormore Reserve reflects its age, it is not unlike many other facilities of a similar age within Knox and the fundamentals at Tormore continue to enable sporting activities to occur.

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It was further noted that in the proposal presented to Council by the Boronia Hawks Football Netball Club, there were significant inconsistencies in the proposed design with regards to Council guidelines and policy, along with AFL Victoria's Preferred Facilities Guidelines (i.e., the number of change rooms requested, sizing of change rooms, size of social rooms, etc.). The proposal put forward by the Club exceeds the figures noted within the policy and guidelines. These inconsistencies would need to be worked through in a pre-scoping/consultation phase with the club and any other stakeholders.

Based on similar projects undertaken to date, this pre-scoping/feasibility phase can be challenging to work through (in terms of managing and working through stakeholder expectations) and can take several months to finalise. Should the project scope be broadened to a more extensive community hub/multi-purpose style facility, there is significant additional work to be undertaken which protracts such timeframes. A facility needs analysis would be required to understand if this type of facility is warranted at the location, what community group(s) or service(s) may be appropriately located at this site and how they would be prioritised and selected.

This element, whilst positive in intent, adds significant complexity to the project, particularly in the pre-scoping/feasibility phase where negotiations are required to ensure all stakeholders can compromise to achieve a shared vision and plan.

Following consultation with relevant officers regarding 2021/22 approved work-plans, it is evident that Council is not currently resourced to undertake either the pre-scoping work or the scoping work in the current financial year (2021/22). Even with grant funding to potentially support a project role, staff resources across Council would be required to project manage, contribute to and manage this work, including facilitation of extensive club and stakeholder engagement. It is evident that these resources are fully committed to budgeted, and prioritised, projects for 2021/22 – which includes a considerable capital works carry forward from the 2020/21 program.

It is considered that if a funding application was submitted and successful and the project was agreed to be brought forward, other projects in the current program would need to be deferred, which would likely impact the next year's program. Should the funding be supported, it is the officers' view that it could not commence for several months – and would likely take up to 18 months to complete – given the numerous complexities.

It should be noted that additional future capital improvements at Tormore Reserve have been considered and assessed by officers as part of Council's 2021/22 budget process already and have been **supported** by Council, with planning, design and feasibility work listed in the Program for two to three years' time.

## **2.1 Tormore Reserve Masterplan**

The Tormore Reserve Masterplan (Attachment 3) was adopted by Council in 2016. The following open space upgrade works have been completed over the past two to three years:

- Renewal of cricket nets.
- Expansion of carpark areas.
- Concrete path links around the oval and reserve.
- Installation of pedestrian solar lighting along the path network.
- Playspace upgrade and renewal.
- Installation of new BBQ's, picnic shelter, picnic tables, drinking fountain.
- Installation of outdoor gym equipment.

- Installation of safety netting behind the goals at either end of the sporting oval
- New tree and garden bed planting.
- Public Toilet scheduled for installation on site in late August 2021.

The Tormore Reserve Masterplan would require a full review, if the proposed building/pavilion location differs from the existing pavilion location in the north-west corner of the Reserve. Should the Tormore Reserve Pavilion project proceed based on the facility being cited in the location of the existing pavilion, that is, the north-west corner of the Reserve, the existing Masterplan would not require review.

Any expansion of the project scope would need to give due consideration to the impact on the existing Masterplan.

## **2.2 Tormore Reserve Usage**

Boronia Hawks Football Netball Club have grown into one of the strongest membership-based clubs in Knox over the last few years. They currently have a membership of 485 members; with 385 male and 100 female members. They have a total of 16 teams with 12 male and four female teams, including two senior female teams. The Boronia Hawks Junior Football Club also play out of Miller Park Reserve in The Basin. They are one of the more progressive clubs in Knox with many policies and programs in place to create a welcoming and inclusive culture.

The summer tenant of Tormore Reserve is the Boronia Cricket Club; one of only two turf clubs in Knox. Currently they have 105 members including four females. They have eight teams with four junior teams. The Boronia Junior Cricket Club also play out of Chandler Park in Boronia. Its membership and team numbers have remained somewhat stagnant over the last four seasons. Boronia Cricket Club have also made some changes during the last three years to adapt demographic and cultural change.

Tormore Reserve is also home to the Eastern Football Netball League (EFNL) Senior Finals, with an agreement in place with Council to host AFL finals on an annual basis. Any change to the pavilion and surrounds would also necessitate consultation with the EFNL as one of the key stakeholders.

In addition, Tormore Reserve is used by many junior representative/elite pathways program games played on the turf wicket during summer school holidays.

## **2.3 Boronia Renewal Strategy – Boronia Station Precinct and Boronia Multipurpose Community Facility Considerations**

The draft Boronia Renewal Strategy (BRS) supports co-located, shared multi-purpose community facilities, with the clear direction for such uses to be located within a central and accessible location within the core of the activity centre. The central siting of a community facility, or hub, within Boronia's core is also focused on increasing activity within the centre, strengthening Boronia's role as a destination for people to visit, but also to create a critical mass that will attract additional services, business and investment to the centre. Dorset Square is identified as one such potential location, while the Boronia Station Precinct is another central option. The draft BRS reinforces the central location of such a hub, along with foreshadowing the planning and investigations required to establish a facility.

While the incorporation of additional community uses, or the hub concept as part of a Tormore pavilion redevelopment may support policy alignment for a funding submission, it is not considered the appropriate location for Council to pursue such a facility. While also being premature, Council is not in a position to contemplate such a significant investment, particularly



when it is not in a position to commence critical planning and investigative work for a future multi-purpose community facility in Boronia.

Whether as part of a hub, co-located or within a precinct, there is community benefit for these services and facilities to be central and within close proximity. Moving so quickly into scoping work for such a facility at Tormore Reserve would be in contradiction with the extensive strategic consideration and planning Council has invested to date into Boronia and at odds with Council's strategic objectives for revitalising the core of the activity centre.

### **3. CONSULTATION**

Consultation has been undertaken with Council officers across the Connected Communities, Infrastructure, City Centre and City Strategy and Integrity directorates with advice also provided by Council's Chief Financial Officer. The ACEO has engaged with senior representatives of Department of Jobs, Precincts and Regions (DJPR) and the Member for Bayswater.

The Chair of the Boronia Revitalisation Board, the Member for Bayswater has also raised this concept at the July Board Meeting. Officer feedback has been that the proposal would require consideration by Council. This is given the current and future resource implications and that the 2021/22 Council Budget and associated resource plans have only recently been endorsed by Council.

During the development of the Knox Pavilion Strategy consultation was undertaken with the relevant State Sporting associations to ensure that the recommended specification of the sporting pavilions is in line with each association's recommended minimum standards. Engagement was also undertaken with Sport and Recreation Victoria (SRV). Consultation with clubs and other community stakeholders occurs on each individual project undertaken to determine the clubs needs and ensure that the design of the spaces best meets the requirements of their use.

Consultation was previously undertaken with tenant clubs, residents in close proximity and passive Reserve users, with the development of the Tormore Reserve Masterplan in 2016.

Should this project be brought forward then it is expected that significant consultation would be required with both current stakeholders of the site and potential new stakeholders to understand feasibility, develop a needs analysis and determine the scope of the project.

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

Environmental issues have not been specifically considered as part of this report. However, if the project proceeds, considerations on infrastructure location, native surrounds of the Reserve and Council's Sustainable Building and Infrastructure Policy will be referenced and considered in the project development.

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

The Tormore Reserve Pavilion project is currently scheduled for scoping in 2023/24 (\$60,000), design in 2024/25 (\$100,000) and delivery in 2025/26 (budget to be confirmed). There is currently no funding identified for construction. Officers have been approached to lodge a grant application of \$120,000 to support pre scoping/scoping and feasibility. While that may assist in the immediate stages of the work, it does not address broader resourcing implications, nor the broader impact of bringing the whole program for Tormore Reserve forward.

In order to commit the resources to pre-scoping/scoping works this year another project which has been assessed as higher priority would need to be delayed.

This work would also be considered *pre scoping/scoping* and would still require further concept and detailed design work in future years.

Initial funding estimates for the Pavilion upgrade, undertaken in 2019, were assessed to range \$2.2M to \$4.8M. The LTFF assumes the build of this project will commence in 2025-26.

Increasing funds above the initial funding estimates and bringing the requirement of funds forward from 2025-26 will require either additional loan borrowings, re-prioritization of the capital program and/or a review of potential land sales as well as seeking potential external grant contributions.

Investment in a larger facility would also have implications for additional running costs, increasing operational expenditure needs which would require further investigation and analysis.

## **6. SOCIAL IMPLICATIONS**

It is acknowledged that promoting new and upgraded infrastructure can accommodate increased use among the community and meet anticipated growth in participation in sports and accessibility for all whilst delivering a number of social benefits to the community.

Whilst it is acknowledged that the pavilion at Tormore Reserve reflects its age, it is not unlike many other facilities of a similar age within Knox and the fundamentals at Tormore Reserve pavilion continue to enable sporting activities to occur.

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

### **Goal 1 – We value our natural and built environment**

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

### **Goal 6 – We are healthy, happy and well**

Strategy 6.2 – Support the community to enable positive physical and mental health

### **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**

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

## **9. CONCLUSION**

Council welcomes opportunities to collaborate and partner with State and Federal Government to achieve positive outcomes for the Knox Community. However, this needs to be balanced with Council's pre-existing priorities, commitments and resourcing capacity at that time and its short to medium term financial capital planning.

Council has indicated its support of future development at Tormore Reserve Pavilion, and this is reflected in the endorsed capital works program. However, it is evident that Council is not currently resourced to undertake either the pre-scoping work or the scoping work in the current financial year (2021/22) with resources fully committed to budgeted, and prioritized, projects for 2021/22.

It is considered that if a funding application was submitted and successful, and the project was agreed to be brought forward, other projects in the current program would need to be deferred.

**10. CONFIDENTIALITY**

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

**Report Prepared By: Director Connected Communities, Tanya Scicluna**

**Report Authorised By: Acting Chief Executive Officer, Ian Bell**

**Attachments**

Nil

10 Office of the CEO Reports for consideration

Nil

11 City Centre Reports for Consideration

Nil

## 12 Items for Information

### 12.1 ICT Capital Works Report

**SUMMARY: Chief Information Officer, Scott Coleman**

**The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as of 13 August 2021.**

**RECOMMENDATION**

**That Council receive and note the ICT Capital Works Report, as of 13 August 2021.**

#### 1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2021/2022 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 13 August 2021 is attached in the Confidential section of Council's agenda.

Highlights of the Capital Works Report as at 13 August 2021 include:

#### **789 - Facilities Booking Solution**

The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020. Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centres were made available for staff bookings.

A planned second phase will commence later this year to extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.

#### **812 - Asset Management Information System**

'Lifecycle' system is a critical tool to manage Council Assets. This project is to replace the current Asset Management Information system (AMIS) with contemporary, modern, well supported equivalent that meets Council's current and future AMIS needs.

The project is in implementation Build/Test stages with activity presently focused on the configuration of Parks and Works processes (Inspections, Reactive Maintenance and Programmed Maintenance). Data validation and configuration discussion is continuing, enabling the finalisation of future processes. Integration with Pathway, Computron, Knox Explorer and IntraMaps systems is progressing. Training, with new devices and testing has commenced with Confirm Champions and key stakeholders.

The overall project implementation timelines will see a staged Go Live implementation commencing in August and completing in November 2021.

### **827 - Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration**

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.

### **977 - Pathway Program**

The ICT funding for Pathway enhancements has concluded and ongoing development is transitioning to BAU operations in August and September. IT will continue to support Pathway and ePathway development as a core application at Knox. To support the transition, a new support model to support Pathway activities will be put in place. The IT Business Engagement team are currently leading a process to identify business needs regarding long-term Pathway support and designing a plan to support this.

### **1031 - Spatial Capability**

The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore in hiatus whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. New Geo Spatial Analyst has joined the GIS team and will be working to establish a GIS strategy and scope for the ICT Spatial Capability Project to restart.

### **1034 - Business Intelligence**

This project is now complete. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the implementation project a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users have been identified and provided with advanced training on BI tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure in July 21.

### **1036 - HR System**

This project is now complete. New systems are in place for Recruitment, Learning, Onboarding, Time and Attendance, Performance and Succession Planning. Formal handover has occurred with Strategy, People & Culture.

### **1037 - Project Management Office - ICT Governance**

This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.

### **1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development**

Following the successful deployment of Council's new website in June the project team have continued to monitor the website and support the newly established Digital Experience Team. The project team are performing final project close activity in July/August and will conclude all project activity by the end of August.

### **1245 - Corporate Reporting Solutions**

The Corporate Reporting Project will deliver process and technical solutions for risk management and business planning. Project initiation activities continue to inform project initiation document, including stakeholder engagement, kick-off meeting and risk identification. Process mapping and requirements gathering, together with council benchmarking for Risk phase of project commenced.

### **1257 - Project Management Office**

Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.

### **1369 - Master Data Management**

Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets.

The project is progressing with the recruitment of a data lead, which will take the lead on forming our data management strategy. The Project Manager has resigned, so recruitment for a new PM will commence to align with the start of the new data lead. The team is concluding work on a problem statement, which will be required to complete project scoping.

### **1371 - Participation Platform**

This project has successfully implemented the Knox Have Your Say platform on Go Live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training are available to support the ongoing use of the tool. Handover and transition activities were undertaken. Project closure approved by Project Sponsor.

### **1373 - Active Aging System Platform**

The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. The Active Ageing & Disability Services manager has requested that the ICT project is commenced later on the ICT roadmap to allow for an embedding of recent changes in service provision in the team. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support will commence in 2022.

### **1374 - Early Years Platform**

The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. Current state process maps have been developed and Council benchmarking is well underway. The procurement process to select human centred design consultants to undertake customer experience research is complete and the contract has been awarded to Today Strategic Design.

### **1376 - Digital Customer Channels Transformation - DCCT Ph2**

Planning for phase 2 of the Digital Customer Channel Transformation project (Knox's staff intranet re-development) began in July. The project is currently focused on early planning activity, including timeline planning, change management, stakeholder identification, and resource planning. The project team also performed an extensive scan of other LGAs to learn from their Intranet experiences.

### **1377 - Cloud Solutions**

Project waiting to be scheduled.

### **1379 - Customer Relationship Management (CRM)**

Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers. This project is due to commence in late 2021 in line with the completion of the Customer Experience Strategy.

## **2. CONFIDENTIALITY**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020 as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

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 previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By: Chief Information Officer, Scott Coleman**

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

### **Attachments**

1. KCC Project Status Report excluding Budget [**12.1.1** - 3 pages]  
Confidential Attachment 1 is circulated under separate cover.



## Knox City Council Project Status Report

13-Aug-2021

### Project Number Project Name

#### 789 Facilities Booking Solution

All Wards The new Priava meeting room and fleet booking solution went live to staff on 14 Dec 2020. Additional meeting rooms for the new Operation Centre and Knox Community and Leisure Centre's were made available for staff bookings.

A planned second phase will commence later this year to extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.

#### 812 Asset Management Information System

All Wards 'Lifecycle' system is a critical tool to manage Council Assets. This project is to replace the current Asset Management Information system (AMIS) with contemporary, modern, well supported equivalent that meets Council's current and future AMIS needs.

The project is in implementation Build/Test stages with activity presently focused on the configuration of Parks and Works processes (Inspections, Reactive Maintenance and Programmed Maintenance). Data validation and configuration discussion is continuing, enabling the finalisation of future processes. Integration with Pathway, Computron, Knox Explorer and IntraMaps systems is progressing. Training, with new devices and testing has commenced with Confirm Champions and key stakeholders.

The overall project implementation timelines will see a staged Go Live implementation commencing in August and completing in November 2021.

#### 827 Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration

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.

#### 977 Pathway Program

All Wards The ICT funding for Pathway enhancements has concluded and ongoing development is transitioning to BAU operations in August and September. IT will continue to support Pathway and ePathway development as a core application at Knox. To support the transition, a new support model to support Pathway activities will be put in place. The IT Business Engagement team are currently leading a process to identify business needs regarding long-term Pathway support and designing a plan to support this.

#### 1031 Spatial Capability

All Wards The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. Spatial Capability is currently being delivered as an outcome of all ICT Projects, however remaining desired capability will be delivered near the end of the ICT Roadmap. The project is therefore in hiatus whilst the roadmap progresses and available GIS resources are engaged in other ICT projects. New Geo Spatial Analyst has joined the GIS team and will be working to establish a GIS strategy and scope for the ICT Spatial Capability Project to restart.

#### 1034 Business Intelligence

All Wards This project is now complete. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the implementation project a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users have been identified and provided with advanced training on BI

## Knox City Council Project Status Report

13-Aug-2021

<b>Project Number</b>	<b>Project Name</b>
	tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure in July 21.
<b>1036</b>	<b>HR System</b>
All Wards	This project is now complete. New systems are in place for Recruitment, Learning, Onboarding, Time and Attendance, Performance and Succession Planning. Formal handover has occurred with Strategy, People & Culture.
<b>1037</b>	<b>Project Management Office - ICT Governance</b>
All Wards	This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.
<b>1242</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>
All Wards	Following the successful deployment of Council's new website in June the project team have continued to monitor the website and support the newly established Digital Experience Team. The project team are performing final project close activity in July/August and will conclude all project activity by the end of August.
<b>1245</b>	<b>Corporate Reporting Solutions</b>
All Wards	The Corporate Reporting Project will deliver process and technical solutions for risk management and business planning. Project initiation activities continue to inform project initiation document, including stakeholder engagement, kick-off meeting and risk identification. Process mapping and requirements gathering, together with council benchmarking for Risk phase of project commenced.
<b>1257</b>	<b>Project Management Office</b>
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
<b>1369</b>	<b>Master Data Management</b>
All Wards	Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets.  The project is progressing with the recruitment of a data lead, which will take the lead on forming our data management strategy. The Project Manager has resigned, so recruitment for a new PM will commence to align with the start of the new data lead. The team is concluding work on a problem statement, which will be required to complete project scoping.
<b>1371</b>	<b>Participation Platform</b>
All Wards	This project has successfully implemented the Knox Have Your Say platform on Go Live in February 2021. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training available to support the ongoing use of the tool. Handover and transition activities undertaken. Project closure approved by Project Sponsor.

## Knox City Council Project Status Report

13-Aug-2021

### Project Number Project Name

#### 1373 Active Aging System Platform

All Wards The Active Aging Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. The Active Ageing & Disability Services manager has requested that the ICT project is commenced later on the ICT roadmap to allow for an embedding of recent changes in service provision in the team. The current Carelink contract will expire in 2024 and the project will be established to tender for ongoing support will commence in 2022.

#### 1374 Early Years Platform

The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements, whilst also delivering a better experience for our online community. Current state process maps have been developed and Council benchmarking is well underway. The procurement process to select human centred design consultants to undertake customer experience research is complete and the contract has been awarded to Today Strategic Design.

#### 1376 Digital Customer Channels Transformation - DCCT Ph2

All Wards Planning for phase 2 of the Digital Customer Channel Transformation project (Knox's staff intranet re-development) began in July. The project is currently focused on early planning activity, including timeline planning, change management, stakeholder identification, and resource planning. The project team also performed an extensive scan of other LGAs to learn from their Intranet experiences.

#### 1377 Cloud Solutions

All Wards Project waiting to be scheduled.

#### 1379 Customer Relationship Management (CRM)

All Wards Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community based customers. This project is due to commence in late 2021 in line with the completion of the Customer Experience Strategy.

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

17.1 Knox Central Library Update

A confidential report is circulated under separate cover.