



# UPDATED MINUTES

## Meeting of Council

Held via Zoom

On

Monday 23 August 2021

The Agenda for the Meeting of Council, Monday 23 August 2021, forms part of these Minutes and is attached in full at the end of the Minutes.

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

Please note - these minutes were updated and reconfirmed at the October 2021 Council meeting due to Attachment A of the Cat Curfew Order not being included in the original distribution. This attachment is available on page 44 of this document .

## Order of Business

1	Apologies And Requests For Leave Of Absence .....	4
2	Declarations Of Conflict Of Interest .....	4
3	Confirmation Of Minutes .....	4
4	Presentations, Petitions And Memorials .....	4
5	Reports By Councillors .....	5
6	City Strategy And Integrity Officers' Reports For Consideration .....	8
6.1	Report of Planning Applications Decided under Delegation 1 July 2021 to 31 July 2021.....	8
6.2	Revised Boronia Renewal Strategy and Proposed Amendment C192knox .....	9
6.3	Amendment to Minutes - 24 August 2020 Meeting - Item 6.6 Public Transparency Policy .....	12
14.2	Cat Curfew Further Report - Notice of Motion 120 - Cat Curfew (Further Information)....	13
7	Public Question Time .....	18
7.2	Public Question 2 - Mike Lampert.....	19
7.3	Public Question 3 - Ann Naylor .....	20
7.4	Public Question 4 - Ann Scriven .....	20
7.5	Public Question 5 - Anne Francis .....	21
7.6	Public Question 6 - Olga Michalik .....	21
7.7	Public Question 7 - Hildegard Mostmans .....	22
7.8	Public Question 8 - Irene Adam .....	23
7.9	Public Question 9 - Estelle Bowman .....	23
7.10	Public Question 10 - Peter Lockwood .....	24
7.11	Public Question 11 - Peter Lockwood .....	24
8	Infrastructure Officers' Reports For Consideration .....	26
8.1	Waste Kerbside Reform Plan .....	26
8.2	Capital Works Program Delivery Report .....	27
9	Connected Communities Officers' Reports For Consideration .....	28
9.1	Minor Grants Program 2021-22 Monthly Report .....	28
9.2	Knox Active Ageing Advisory Committee Recruitment.....	31
9.3	Municipal Disability Leadership Plan Annual Update and Future Directions.....	32
9.4	Boronia Revitalisation Funding .....	34
10	Office Of The CEO Reports For Consideration .....	36
14.1	Financial Assistance Policy COVID update .....	36
11	City Centre Reports For Consideration .....	37
12	Items For Information.....	38
12.1	ICT Capital Works Report .....	38
13	Notices Of Motion.....	39
13.1	Notice of Motion 124 - Vegetation and Landscape Compliance.....	39
13.2	Notice of Motion 125 - State Government Initiated Changes to Planning Schemes .....	40
14	Supplementary Items.....	41
15	Urgent Business .....	42
16	Questions Without Notice .....	42
17	Confidential Items.....	42
17.1	Knox Central Library Update .....	42

The meeting commenced at 7:05 pm.

**PRESENT (all via Zoom):**

<i>Cr L Cooper (Mayor)</i>	<i>Scott Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr I Bell</i>	<i>Acting Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Strategy and Integrity</i>
<i>Ms T Scicluna</i>	<i>Director – Connected Communities</i>
<i>Ms I Kelly</i>	<i>Acting Director - City Centre</i>
<i>Ms S Stanton</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology &amp; Transformation</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Coordinator, Governance</i>

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

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

**RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Timmers-Leitch

**That the Meeting be adjourned at 7:13pm due to technical issues.**

**CARRIED**

**The Meeting re-opened at 7:20pm.**

**The Chairperson made the following changes to the order of business with leave of Council:**

- 1. Item 14.1, Financial Assistance Policy COVID update, will be considered during Item 10, 'Office of the CEO Reports for consideration'**
- 2. That Item 14.2, Cat Curfew Further Report - Notice of Motion 120 - Cat Curfew (Further Information), will be considering during Item 6, 'City Strategy and Integrity Officers' Reports for consideration', immediately following Item 6.3.**

**1 Apologies and Requests for Leave of Absence**

Nil.

**2 Declarations of Conflict of Interest**

Nil.

**3 Confirmation of Minutes**

**The Chairperson, Councillor Cooper invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on 26 July 2021. There being none, the Chairperson declared the 26 July 2021 Minutes be confirmed.**

**4 Presentations, Petitions and Memorials**

Nil.

## 5 Reports by Councillors

### 5.1.1 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Knox Environment Advisory Committee
- Knox Early Years Advisory Committee
- Knox Community Safety, Health and Wellbeing Committee
- Eastern Greenhouse Alliance Group Meeting
- Cultural Curiosity Session
- Boomers Business Virtual Breakfast

Councillor Dwight also:

- Acknowledged the pending commencement of the new Chief Executive Officer at Council.

### 5.1.2 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Councillors Child Wise Training
- Cultural Curiosity Session
- Treaty, People, Place
- Knox Hockey Club Working Group Meeting
- Knox Interfaith Network Meeting
- Wantirna Reserve- Future Dog Park Meeting
- Knox Multicultural Advisory Committee Meeting

Councillor Timmers-Leitch also:

- Acknowledged the impact of playground and gym closures has had an impact on mental health.
- Noted that the closure of Childcare has had an impact on staff and praised the work of Council's Family and Children's Services team to respond to the new pandemic restrictions.
- Outlined that Knox Infolink provides essential services and community support and encouraged residents to find assistance and relief links on Council's website.

### 5.1.3 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- Eastern Affordable Housing Alliance Meeting
- Councillor Child Wise Training
- Annual General Meeting for the 2nd and 3rd Bayswater Scout Group

Councillor Grasso also:

- Responded to resident enquiries relating to issues such as the cat curfew, 621 Burwood Highway and vegetation concerns.
- Encouraged the community to seek relief through community services and highlighted Council grant information which is available on the Council website.

#### **5.1.4 Councillor Laukens**

Councillor Laukens reported attending the following meetings:

- Consultation with Bunjil Way Users Group

Councillor Laukens also:

- Acknowledged that the season for the Knox Churches Soccer Club has been cancelled.
- Encouraged residents to be kind to themselves and each other.

#### **5.1.5 Councillor Pearce**

Councillor Pearce reported attending the following meetings:

- Councillors Child Wise Training
- Knox Environment Advisory Committee Meeting

Councillor Pearce also:

- Noted that big parks in Taylor Ward have been popular recreation areas in recent times.
- Acknowledged the different types of challenges lockdown has brought to the community.

#### **5.1.6 Councillor Seymour**

Councillor Seymour reported attending the following meetings:

- Community Development Fund Evaluation Panel Preliminary Scoping Meeting
- Knox Active Ageing Advisory Committee Meeting
- Knox Disability Advisory Committee
- Councillor Child Wise Training
- Cultural Curiosity Training

Councillor Seymour also:

- Noted that bins have been placed on land illegally without Council permission and praised the response of the City Safety and Health team along with the Scoresby Traders Group in organising for their removal.
- Acknowledged complaints regarding abandoned vehicles and foreshadowed a report on this matter at the next Council Meeting.
- Outlined the varied feedback regarding Council's proposed 24 hour cat curfew and reassured residents that each submission has been read, even though they may not have been responded to
- Recognised the State Government Suburban Rail Loop Feasibility and Business case which involves a significant State Government infrastructure investment over the next 14 years and noted that it may affect Knox.

#### **5.1.7 Councillor Cooper**

Councillor Cooper reported attending the following meetings:

- Councillor Child Wise Training
- Cultural Curiosity Session
- Filming for Council and Community Plans Video
- Eastern Regional Group of Councillors Meeting

Councillor Cooper also:

- Noted that some face to face events will be moved online due to the lockdown.
- Noted feedback relating to the Boronia Revitalisation Fund.
- Encouraged residents to visit Council's website, which can direct them to community support services.

#### **5.1.8 Councillor Allred**

Councillor Allred reported attending the following meetings:

- Knox Early Years Advisory Committee New Member Interviews
- Knox Early Years Advisory Committee Meeting
- Community Development Fund Assessment Training
- Cultural Curiosity Session
- Metropolitan Local Government Waste Forum Virtual Industry Tour
- Virtual Meeting with the Boronia Football Club regarding Tormore Reserve

#### **5.1.9 Councillor Baker**

Councillor Baker reported attending the following meetings:

- Councillor Child Wise Training
- Cultural Curiosity Session
- Knox Active Ageing Advisory Committee Meeting
- Meeting to discuss Koolunga Reserve
- Meeting to discuss Boronia Structure Plan
- Knox Disability Advisory Committee Meeting

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

**RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Allred**

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

**CARRIED**



## 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.

## **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Timmers-Leitch

**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. **Note the feedback from public exhibition will brought back to Council for further consideration to inform and refine the Boronia Renewal Strategy 2019 (revised 2021) as appropriate. At that time, Council may choose to review the proposed mandatory maximum overall building heights;**
8. **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.**

**CARRIED**

A Division was called by Councillor Dwight

For the motion: Councillor Baker, Councillor Cooper, Councillor Grasso, Councillor Pearce, Councillor Seymour and Councillor Timmers-Leitch

Against the motion: Councillor Allred, Councillor Dwight and Councillor Laukens

Abstention: Nil

**CARRIED 6:3**

### 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.

#### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Allred

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.

#### **CARRIED**

## 14.2 Cat Curfew Further Report - Notice of Motion 120 - Cat Curfew (Further Information)

**SUMMARY: Coordinator Community Laws, Paul Anastasi**

**This report responds to Notice of Motion No. 120 - Cat Curfew (Further Information) adopted by Council at its 26 July 2021 Council Meeting:**

### **PART A**

**Noting that Council has made a decision to introduce a 24 hour cat curfew commencing 1 October 2021, that Council receive a report at its August Council Meeting that provides advice:**

- 1. Pertaining to Council's ability to delay the introduction of the 24 hour cat curfew until the Domestic Animal Management Plan (DAMP) has been adopted by Council (provisionally 28 February 2022) to better understand the guidance and support needed from Council for residents to prepare for the curfew and any relevant implications that require consideration.**
- 2. Regarding the best means to seek data verification of broad community sentiment regarding the introduction of a 24 hour cat curfew in a timely and cost efficient manner including but not limited to conducting a statistically significant random (unbiased) sample survey of Knox residents.**
- 3. Regarding the development and communication of an enforcement protocol specifically pertaining to the cat curfew reiterating Council's approach as prioritising education before enforcement, including a warning system for first time offences.**

### **PART B**

**Noting that Council has made a decision to introduce a 24 hour cat curfew commencing 1 October 2021, that Council receive a report at its August Council Meeting that provides advice regarding the feasibility, legality and operability of an alternate option for a cat curfew which would entail a dual curfew consisting of:**

- a) A 7pm – 7am night time curfew for all existing registered cats within Knox; and**
- b) A 24 hour curfew for all newly registered cats within Knox at a specified date in the future (no later than 28 February 2022).**

**In addition to providing information to Council in response to Notice of Motion 120, this report seeks Council's direction on the implementation of the Council decision of the Council meeting on 28 June 2021. As Council's preferred direction is uncertain, the recommendations below provide flexibility for Council to articulate its preferred way forward.**

## **RECOMMENDATION**

That Council resolve:

1. To receive and note the Officers' report in response to Notice of Motion 120, as adopted at the Council meeting on 26 July 2021 and in particular:
  - That the current operational approach to enforcement in the animal management service includes discretion for officers to take an educative approach, and issue warnings where appropriate and this can be communicated during implementation;
  - That a prescriptive approach to enforcement is not recommended, on the basis that it would inhibit Authorised Officers' exercising discretion to determine the most appropriate response to non-compliance on a case-by-case basis; and
  - That imposing different curfews upon different cats is considered operationally impractical, and also likely to be unlawful and vulnerable to legal challenge.

### OPTION A

2. Note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve not to pursue further community consultation on the decision to introduce a 24 hour cat curfew.
  
3. Reaffirm the decision made at the Council meeting on 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 (the Act) to make it an offence if a cat is found at large outside of the premises and:

OPTION A1 – note the decision of 28 June 2021 will be implemented with a commencement date of 1 October 2021.

OR

OPTION A2 - note the decision of 28 June 2021 will be implemented with an amended commencement date of 10 April 2022 in accordance with Attachment A to the Minutes.

### OPTION B

2. Note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve to:
  - a) Defer implementation of the Council decision of 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 (the Act) to make it an offence if a cat is found at large outside of the premises until 1 July 2022;
  - b) Authorise the Chief Executive Officer to engage external consultants to verify broad community sentiment regarding the introduction of a 24 hour cat curfew;
  - c) Allocate a budget of \$60,000 for the purposes of resolution b) above, and note this unbudgeted expenditure will be funded from any budget surplus achieved in 2021/22; and
  - d) Receive a further report no later than February 2022 regarding the research proposal and Cat Curfew.

MOTION

**MOVED: Councillor Pearce**

**SECONDED: Councillor Cooper**

That Council resolve:

1. To receive and note the Officers' report in response to Notice of Motion 120, as adopted at the Council meeting on 26 July 2021 and in particular:
  - That the current operational approach to enforcement in the animal management service includes discretion for officers to take an educative approach, and issue warnings where appropriate and this can be communicated during implementation;
  - That a prescriptive approach to enforcement is not recommended, on the basis that it would inhibit Authorised Officers' exercising discretion to determine the most appropriate response to non-compliance on a case-by-case basis; and
  - That imposing different curfews upon different cats is considered operationally impractical, and also likely to be unlawful and vulnerable to legal challenge.
2. To note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve to:
  - a) Defer implementation of the Council decision of 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 to make it an offence if a cat is found at large outside of the premises until at least 1 July 2022;
  - b) Authorise the Chief Executive Officer to engage with external consultants to verify broad community sentiment regarding the introduction of a 24 hour cat curfew;
  - c) Allocate a budget of up to \$60,000 for the purposes of resolution (2)(b) above, and note this unbudgeted expenditure will be funded from any budget surplus achieved in 2021/22; and
  - d) Receive a further report no later than February 2022 regarding the outcomes of the broad community sentiment research and the Cat Curfew options to facilitate a Council decision on whether to proceed with the introduction of a Cat Curfew under section 25 of the Domestic Animals Act 1994, on or after 1 July 2022.

The Chairperson put the motion to the vote as a division

For the motion: Councillor Cooper, Councillor Grasso and Councillor Pearce

Against the motion: Councillor Allred, Councillor Baker, Councillor Dwight, Councillor Laukens, Councillor Seymour and Councillor Timmers-Leitch

Abstention: Nil

**LOST 3:6**

## **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Dwight

That Council resolve:

1. To receive and note the Officers' report in response to Notice of Motion 120, as adopted at the Council meeting on 26 July 2021 and in particular:
  - That the current operational approach to enforcement in the animal management service includes discretion for officers to take an educative approach, and issue warnings where appropriate and this can be communicated during implementation;
  - That a prescriptive approach to enforcement is not recommended, on the basis that it would inhibit Authorised Officers' exercising discretion to determine the most appropriate response to non-compliance on a case-by-case basis; and
  - That imposing different curfews upon different cats is considered operationally impractical, and also likely to be unlawful and vulnerable to legal challenge.
2. Note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve not to pursue further community consultation on the decision to introduce a 24 hour cat curfew; and
3. Reaffirm the decision made at the Council meeting on 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 (the Act) to make it an offence if a cat is found at large outside of the premises and note the decision of 28 June 2021 will be implemented with an amended commencement date of 10 April 2022 in accordance with Attachment A to the Minutes.

## **PROCEDURAL MOTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Laukens

That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

**CARRIED**



The Chairperson put the motion to the vote as a division

For the motion: Councillor Allred, Councillor Baker, Councillor Dwight, Councillor Laukens,  
Councillor Seymour and Councillor Timmers-Leitch

Against the motion: Councillor Cooper, Councillor Grasso and Councillor Pearce

Abstention: Nil

CARRIED 6:3

## 7 Public Question Time

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

Question Time commenced at 9.06pm.

The following questions were raised with Council:

### 7.1 Public Question 1 - Alyson Williams

I would like to ask for the cat curfew to be introduced for kittens from October and mature cats be allowed to go outside during daytime hours.

As a ratepayer of more than 30 years and a registered pet owner why wasn't I consulted on the 24 hour cat curfew? And where is the evidence that suggests domestic cats are killing the wildlife in Knox and not foxes?

The Director City Strategy and Integrity responded by stating that:

- Council will be considering a report on the Cat Curfew as part of tonight's Council Meeting Agenda. The report addresses the option of a dual-curfew as posed by this question, and the legal advice that has been sourced to understand if this option would be in accordance with the Domestic Animals Act.
- Council has undertaken consultation on the Cat Curfew previously and that is a matter that was considered as part of this evening's Meeting.
- Council does not have, and it is not clear if they actually exist, specific data sets regarding the types and classifications of predatory animals that have killed wildlife, nor the extent of wildlife death by causes other predatory animals.

## 7.2 Public Question 2 - Mike Lampert

Re the 24 hour cat curfew: For the sake of transparency, what evidence is there that the need for a 24 hour cat curfew is strong? Where can I see this data? My understanding is that most predation on native wildlife is caused by feral cats or strays (as well as other animals), not by pet cats that are well fed and well looked after by responsible owners – the very group who are most impacted by the new 24 hr curfew. The night time cat curfew was introduced as a pilot program for 12 months. Where are the results of the pilot in terms of ‘cat nuisance issues’ prior to the pilot vs at the end. What were the success criteria for the pilot?

Where is the evidence to show that:-

1. Cat nuisance issues are as prevalent during the day as during the night
2. Cat nuisance issues are caused by registered, micro-chipped cats vs ferals or strays.

There was no communication to me as a registered cat owner about this. There was no consultation with me as a registered cat owner about the pilot results, nor the next steps to implement the 24 hour curfew. It was a fait accompli decision without proper regard for the mental, physical and financial impact this causes to a large section of the community that you are supposed to represent.

The Director City Strategy and Integrity responded by stating that:

- The introduction of a 24 hour Cat Curfew is strongly supported by Zoos Victoria, RSPCA, CSIRO and many other organisations involved in responsible pet ownership. Support for cat curfews has been established over many years of research and further information is available from these organisations.
- The sunset to sunrise night time trial curfew conducted by Council during 2020 was monitored to assess community complaints and requests for cat traps from residents in response to nuisance cat complaints. The trial highlighted the difficulty in effectively enforcing a night time cat curfew due to the additional responsibilities on community members to prove the times that a cat was trapped on their private property.

In relation to the specific questions:

1. Cats wandering from their owners’ property can create nuisances on neighbouring properties both during the day and night. This can include digging in gardens, spraying on neighbouring properties and similar activities. Cats can also be killed on roads both during the day and the night.
  2. Recent studies by the University of Adelaide, in which a tracking cat collar was affixed to pet cats that were allowed to roam, found that pet cats can roam for many kilometres from their property.
- Council conducted a survey during the conduct of the night time Cat Curfew pilot for Knox residents to provide their comments in relation to the trial and any proposed future permanent cat curfew

### 7.3 Public Question 3 - Ann Naylor

Why have Council chosen to bring in a 24 hour cat curfew now under COVID 19 conditions causing extreme stress when they could have decided to leave things as they were for another 5 years?

The Director City Strategy and Integrity responded by stating that:

- The introduction of a Cat Curfew has been considered by Council over many years and has been an action item in the Knox Domestic Animal Management Plan. Council has considered a report as part of tonight's Council Meeting.
- The 2017-2021 Plan recommended the implementation of a Cat Curfew between 2017-2021, initially implemented as a sunset to sunrise pilot curfew. It is considered that important community actions by Council, related to responsible cat ownership, should not be delayed due to the pandemic
- Delaying the curfew further will not address issues caused by nuisance cats, wandering cats, nor the impact on native fauna.

### 7.4 Public Question 4 - Ann Scriven

If the insensitive 24/7 cat law comes into law in October, will the limit on the amount of cats you can own increase, since the issue of "neighbour annoyance" has been removed by that law?

The Director City Strategy and Integrity responded by stating that:

- The introduction of a Cat Curfew will not change the number of cats a resident is permitted to have on any one property. The limits on cat numbers are subject to the Knox Amenity Local Law, and a Local Law permit is required to keep more than two cats.
- Council is not providing financial compensation to residents as part of the introduction of a Cat Curfew. Existing responsible pet ownership obligations, similar to what applies for dogs, requires cat owners to be responsible for keeping cats on their own property.

## 7.5 Public Question 5 - Anne Francis

I want some advice on the practicalities of cat proofing my little courtyard. I can't just order online a freestanding enclosure for my cat because I have to take into account the windtunnel that has been created behind my unit. The wind is forever blowing over my freestanding outdoor umbrellas, which are very heavy. I would need to get something that can be secured down and for this I would need to engage different tradespeople. How can I engage tradespeople, during our constant lockdowns, to take measurements and give me quotes and a timeline for the work to be done. I also want a choice of designs that would best fit my tiny backyard and at the same time give my cat the freedom she is used to. Because it needs to be secured in some way or other will I also need to get a planning/building permit.

Are these tradespeople classified as 'essential workers'? If not, how do I organise this when we are going into lockdown after lockdown?

I respectfully ask could this issue be put on hold until after the pandemic when everyone is less stressed? We all could do with one less worry during this global pandemic.

The Director City Strategy and Integrity responded by stating that Council understands the impact of COVID restrictions on the Knox community and before the decision had decided to implement an amnesty. It is recommended the submitter contact community laws to discuss concerns and they can advise on how to comply with the new cat curfew requirements.

## 7.6 Public Question 6 - Olga Michalik

My question is related to the motion requesting a report to consider the option of a 7pm-7am cat curfew instead of the 24-hour cat curfew, and also only having a 24-hour cat curfew for new cats only. The 24-hour cat curfew is strongly supported by many responsible animal organisations including Zoos Victoria and the RSPCA. These organisation indicate strong evidence for such interventions to both protect cats and native wildlife.

I support the 24-hour cat for all owners, new cat owners and existing cat owners. A 7am-7pm cat curfew for all cat owners will not be enough to address many issues related to cats.

- How will the 7pm-7am cat curfew prevent cats entering my property during the day, spraying my front door during the day, defecating and urinating on my property during the day, and leaving dead wildlife on my property during the day? A 24-hour cat curfew would prevent this.
- How will I know which cat sprayed my door/defecated and/or urinated and/or killed wildlife and/or entered my property during the day as well as night? Why is the onus on the property owner (not cat owner) to report nuisance cats or obtain a cat trap?

I do not want to have to get a cat trap. I do not want to report cats to council. I would like to use my garden without finding cat faeces and dead birds. I want cats and dogs to remain off my property. I would like to enjoy my property without disruption. A 24-hour cat curfew for all cats (new cats and existing cats) would allow me to fully enjoy my property without disruption, a 7pm-7am cat curfew would not fix this.

The Director City Strategy and Integrity responded by stating that the support for a 24 hour Cat Curfew from the submitter is noted and their reasons for support is understood. There are many reasons behind supporting an option for either a night time curfew or a 24 hour curfew and Council considered this matter for tonight's meeting.

## 7.7 Public Question 7 - Hildegard Mostmans

Councillors have on multiple occasions acknowledged the financial burden of this decision on the community, but so far no one has offered any suggestions. Can Council please provide some specific solutions and clear responses to this important issue for many cat owners affected by this decision?

Ironically, the fact that some cat owners may have incurred costs for their cat enclosure is now used as an argument to maintain the 24 hr curfew in the recommendations.

Could you please provide any evidence underpinning this argument?

I would argue that there is none, considering that

a) the council decision has not been gazetted yet, so not widely known

b) anyone interested in this discussion is awaiting the outcome of this issue before making any financial commitment.

If no evidence can be provided, please invalidate this statement from the recommendations.

The Director City Strategy and Integrity responded by stating that:

- Council has recently conducted a community survey as part of the development of its 2021-2025 Domestic Animal Management Plan and received over 2,300 community responses. Questions asked as part of this survey included what Council could do to support the community in the implementation of a 24 hour Cat Curfew in the survey.
- Officers are currently reviewing the responses received to determine how Council can best support the community and that information will be reported back to Council in due course. At this time there has been no decision made by Council to provide any financial support to cat owners in relation to compliance with the Cat Curfew.

## 7.8 Public Question 8 - Irene Adam

My 2 questions are:

1. Can the public have data for the number of wildlife killed by each sub group - foxes, possums, minor birds, feral cats, stray cats , registered cats from a recognised and reputable sources split by day and night?
2. Can the council please re-think the policy for existing cats as this plan was not highlighted by the councillors at council elections?

The Director City Strategy and Integrity responded by stating that:

1. Council does not have, and it is not clear if they actually exist, specific data sets regarding the types and classifications of predatory animals that have killed wildlife, nor the other types of wildlife death causes by other than predatory animals.
2. Council considered a report on the Cat Curfew as part of tonight's Council Meeting Agenda and that report addresses the option of a dual-curfew.

## 7.9 Public Question 9 - Estelle Bowman

Where is the proof that the night time curfew is not working ?

Where are the statistics that prove a 24 hour curfew is necessary?

The Director City Strategy and Integrity stated that:

- The night time Cat Curfew has not been indicated as 'not working,' but rather that advice from responsible animal organisations indicate that a 24 hour curfew is more effective in protecting cats, native wildlife and in the prevention to nuisances to neighbouring property owners.
- These problems are not only linked to night time hours, but any time a cat is allowed to freely roam from its owners premises.

## 7.10 Public Question 10 - Peter Lockwood

At item 9.4 Council has an offer of funding for the Boronia Revitalisation Plan.

Why would Council refuse funding from the state government, which would save ratepayer money, and actively work towards the realisation of the Boronia Revitalisation Plan when this plan was part of Council's advocacy for funding at the previous state and federal elections?

The Director Connected Communities responded by stating that:

Council has been invited to apply for a grant through the revitalisation program specifically relating to the Tormore project.

Officers are unable to comment on whether Council will determine not to apply for a grant from the State Government Revitalisation program, for scoping of the Tormore Pavilion project, as this is an item under consideration by Council later in the agenda.

However the officers recommendation as outlined in the report is not to apply for a grant because it cannot be accommodated within the current endorsed capital works program and was not prioritised by Council for 2021/22 within the officers current work program.

Should this project be brought forward, even with a grant, it is officer's advice that higher priority projects would need to be deferred to free up capacity of teams and technical staff to complete the work.

## 7.11 Public Question 11 - Peter Lockwood

During the phases of the Boronia Renewal Project an email list was maintained to keep interested people informed of the progress of the strategy. I note that this was not used prior to this meeting where item 6.2 is being discussed. Will Council undertake to activate this means of communication for every event related to the project?

The Director City Strategy and Integrity stated that:

- Council will active this communication channel if the project moves forward as recommended – and council has made that decision at this Meeting.
- As you are aware, extensive community consultation was undertaken in 2018 as part of the preparation of the Boronia Renewal Strategy - including targeted surveys and workshops, information on Council's website, Knox Leader and letters to community members.
- It is acknowledged that communication has been more limited via this channel since Council adopted the draft Boronia Renewal Strategy in August 2019 and sought authorisation from the Minister for Planning to commence the planning scheme amendment process. DELWP required further information and wrote to Council in November 2020 seeking more



information to justify the amendment, which has required further work since that time, including refinement to the Amendment and renewal strategy.

- The decision Council has made this evening to move forward and to request authorisation from the Minister to commence the planning scheme amendment is the path forward and it is intended that community and stakeholder consultation will be undertaken on the updated strategy and associated planning controls as part of the public exhibition of Amendment C192knox and potentially after that there will be further consultation that moves to an independent Planning Panel hearing (should a hearing be called) and further advice using that channel as well.

Question Time Concluded at 9.20pm.

## 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.

#### **RESOLUTION**

**MOVED:** Councillor Allred

**SECONDED:** Councillor Baker

That Council:

1. Note that the changes detailed in this report are required to be implemented by Council to align its services with the State Governments 'Recycling Victoria - A new economy' policy;
2. 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;
3. Endorse the draft timeline for implementation of changes to kerbside services, as presented in Attachment 1 of this report;
4. Note that the cost to implement these changes will be detailed in further report(s) presented to Council and that this cost will be recovered by changes to the Waste Charge.

**CARRIED**

## 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.

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Dwight**

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

### **CARRIED**

## 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.

## **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Dwight

**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
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<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.**

**CARRIED**

## 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.

### **RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Baker**

That Council resolve to:

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

### **CARRIED**

### 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.

#### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

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.**

**CARRIED**

## 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.

### **MOTION**

**MOVED: Councillor Allred**

**SECONDED: Councillor Timmers-Leitch**

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 the advice set out in the officers' report regarding the impacts, risks and issues associated with amending the Council adopted 2021/22 Capital Program;
3. Resolve to pursue a grant for pre-scoping/scoping works for the Tormore Pavilion; and note that if the grant application is successful;
  - a) It will be necessary to amend the Council adopted 2021/22 Capital Program;
  - b) A report will be presented to the October Council meeting enabling Council to select the capital works project(s) that will be deferred from the 2021/22 Capital Program to provide capacity to accommodate Council's changing priorities; and

- c) The subsequent impact on the Capital Program for 2022/23 and beyond will be determined during the 2022/23 Budget process.
4. Resolve to advise the State Government's Boronia Revitalisation Board that:
- 1. Design and construction of refurbishment of the Tormore Pavilion is presently foreshadowed in the 2024/25 and 2025/2026 financial years and actual delivery of design and construction is subject to Council's future budget processes; and
  - 2. It is Council's current position that any rescheduling to bring forward those timelines would be contingent upon full State Government funding for project management, design and construction, and Council endorsement during those future budget processes.

**LOST**

**RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Seymour**

**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.**

**CARRIED**

Councillor Laukens left the meeting at 10.19pm during discussion on item 9.4

Councillor Laukens returned to the meeting at 10.19 before the vote on item 9.4

## 10 Office of the CEO Reports for consideration

### 14.1 Financial Assistance Policy COVID update

**SUMMARY: Chief Financial Officer, Navec Lorkin**

**In response to the COVID-19 Pandemic, Council has approved three Community and Business Support Packages to date.**

**This report recommends supporting a measure from previous support packages being the continuation of the COVID-19 addendum within the Payment Assistance Policy and resolving to not charge interest on rates until 31 March 2022.**

#### **RECOMMENDATION**

That Council:

1. Resolve to not charge interest on rates from 1 July 2021 to 31 March 2022 for late payments and charges; and
2. Adopt the revised Payment Assistance Policy COVID-19 Relief Addendum incorporating amendments as set out in Attachment 1.

#### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Seymour**

That Council:

1. **Resolve to not charge interest on rates from 1 July 2021 to 31 March 2022 for late payments and charges;**
2. **Resolve to waive new trading permit fees relating to outdoor dining, display of goods and business A-frame signage received from 1 September 2021 on the basis that the application fee will be waived until the end of the 2021/22 permit period (31 August 2022); and**
3. **Adopt the revised Payment Assistance Policy COVID-19 Relief Addendum incorporating amendments as set out in Attachment 1.**

#### **CARRIED**

Councillor Laukens left the meeting at 10.28pm during discussion on item 14.1

Councillor Laukens returned to the meeting at 10.29 before the vote on item 14.1

**PROCEDURAL MOTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Cooper

**That the Meeting be extended by another 30 minutes beyond the 10:30pm deadline under Section 16.1 of the Governance Rules of Knox City Council.**

**CARRIED**

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.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Seymour**

That Council receive and note the ICT Capital Works Report, as of 13 August 2021.

#### **CARRIED**

## 13 Notices of Motion

### 13.1 Notice of Motion 124 - Vegetation and Landscape Compliance

#### **RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Baker

**That Council receive a written report at a future Council or Strategic Planning Committee meeting that outlines:**

- 1. Knox City Council's current policy and practice, along with the regulatory framework, for addressing illegal vegetation removal across the municipality;**
- 2. Information outlining how community complaints regarding illegal vegetation removal are addressed;**
- 4. Details of the number of customer complaints received during the 2019/20 and 2020/21 periods and how many of these resulted in enforcement action;**
- 5. How similar councils address illegal vegetation removal and any best practice approaches Council could implement to improve the service both within and outside of business hours;**
- 6. Recommendations or advice to ensure that Knox's vegetation management service is well-supported through qualified officer resourcing; community education; and replacement and offset planting to meet identified best practices; and**
- 7. Opportunities for advocacy to higher levels of government to strengthen vegetation protection policies more broadly.**

**CARRIED**

## 13.2 Notice of Motion 125 - State Government Initiated Changes to Planning Schemes

### **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Baker

**That Council:**

1. Notes Amendment GC172, gazetted on the 18th December 2020 reflected changes unilaterally authorised and approved by the State Minister for Planning, which overrode Council's feedback on the changes and Council's request for community consultation;
2. Write to the Minister for Planning requesting a review of Amendment GC172 to:
  - a) Ensure that the strategic intent of Knox Council's Foothills policy, existing place based plans and Knox's Housing strategy (having been considered by independent panels and embedded in the Knox planning scheme) have not been undermined by the centralised state initiated changes; and
  - b) Validate whether the claims that the changes are policy neutral (as advised by the State Government) is correct and that no unintended consequences have occurred.
3. Notes that the success of the Knox Housing strategy is under pinned by well-drafted structure plans and local strategic plans that have been developed with extensive community engagement and the review and assessment of independent planning panels;
4. Notes that where changes are proposed, or have been implemented by the State Government to the Victoria Planning Provisions and/or the Knox Planning Scheme that may impact on local Knox planning policies and plans; the changes are assessed by expert officers and advice is provided to Council as required;
5. Consider tailored approaches to advocacy in response to State Government proposed or implemented changes to the Victoria Planning Provisions and/or the Knox Planning Scheme that may impact on local Knox planning policies and plans; particularly where community input has shaped these local policies or plans.

### **PROCEDURAL MOTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

**That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.**

**CARRIED**

**THE SUBSTANTIVE MOTION WAS CARRIED**



## 14 Supplementary Items

Items 14.1 and 14.2 were considered earlier in the meeting

15 Urgent Business

Nil.

16 Questions Without Notice

Nil.

17 Confidential Items

**PROCEDURAL MOTION**

**CLOSURE OF MEETING**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Cooper

**That Council resolve to close the meeting to the public in accordance with Section 66(2)(a) of the Local Government Act 2020 to consider Item 17.1 Knox Central Library Update as it relates to:**

- **Council business information, that could prejudice Council's position when negotiating with Scentre Group.**
- **Private commercial information, that if released, could unreasonably expose Scentre Group to disadvantage through the release of information about their business and premises that is not generally available to tenants and other third parties.**

**CARRIED**

**THE MEETING WAS CLOSED TO THE PUBLIC AT 10:54 pm**

17.1 Knox Central Library Update

A confidential item was resolved in camera.

**MEETING CLOSED AT 10:57 pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 27 September 2021

.....  
Chairperson

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

**Attachment A  
to the Minutes**



**ORDER 1/2021  
of  
KNOX CITY COUNCIL**

**Section 25(2) of the *Domestic Animals Act 1994***

At its meeting on 23 August 2021, Knox City Council resolved to make the following Order under Section 25(2) of the *Domestic Animals Act 1994*.

This Order is effective from 10 April 2022.

1. All cats within the municipal district of Knox City Council must be securely confined to the owner's premises at all times.
2. If a cat is found at large outside the premises of the owner or not securely confined to the owner's premises, the owner is guilty of an offence.

Meaning of words in this Order:

***Owner*** has the same meaning as in the ***Domestic Animals Act 1994***

# 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)

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence.....4
- 2 Declarations Of Conflict Of Interest.....4
- 3 Confirmation Of Minutes .....4
- 4 Presentations, Petitions And Memorials .....4
- 5 Reports By Councillors .....4
- 6 City Strategy And Integrity Officers’ Reports For Consideration .....5
  - 6.1 Report of Planning Applications Decided under Delegation 1 July 2021 to 31 July 2021.....5
  - 6.2 Revised Boronia Renewal Strategy and Proposed Amendment C192knox .....11
  - 6.3 Amendment to Minutes - 24 August 2020 Meeting - Item 6.6 Public Transparency Policy  
.....1090
- 7 Public Question Time .....1097
- 8 Infrastructure Officers’ Reports For Consideration .....1098
  - 8.1 Waste Kerbside Reform Plan .....1098
  - 8.2 Capital Works Program Delivery Report .....1105
- 9 Connected Communities Officers’ Reports For Consideration .....1117
  - 9.1 Minor Grants Program 2021-22 Monthly Report .....1117

- 9.2 Knox Active Ageing Advisory Committee Recruitment.....1184
- 9.3 Municipal Disability Leadership Plan Annual Update and Future Directions.....1187
- 9.4 Boronia Revitalisation Funding .....1210
- 10 Office Of The CEO Reports For Consideration .....1217
- 11 City Centre Reports For Consideration .....1217
- 12 Items For Information.....1218
  - 12.1 ICT Capital Works Report .....1218
- 13 Notices Of Motion .....1225
- 14 Supplementary Items.....1225
- 15 Urgent Business .....1225
- 16 Questions Without Notice .....1225
- 17 Confidential Items.....1225
  - 17.1 Knox Central Library Update .....1225

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**

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## 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 gonicalyx (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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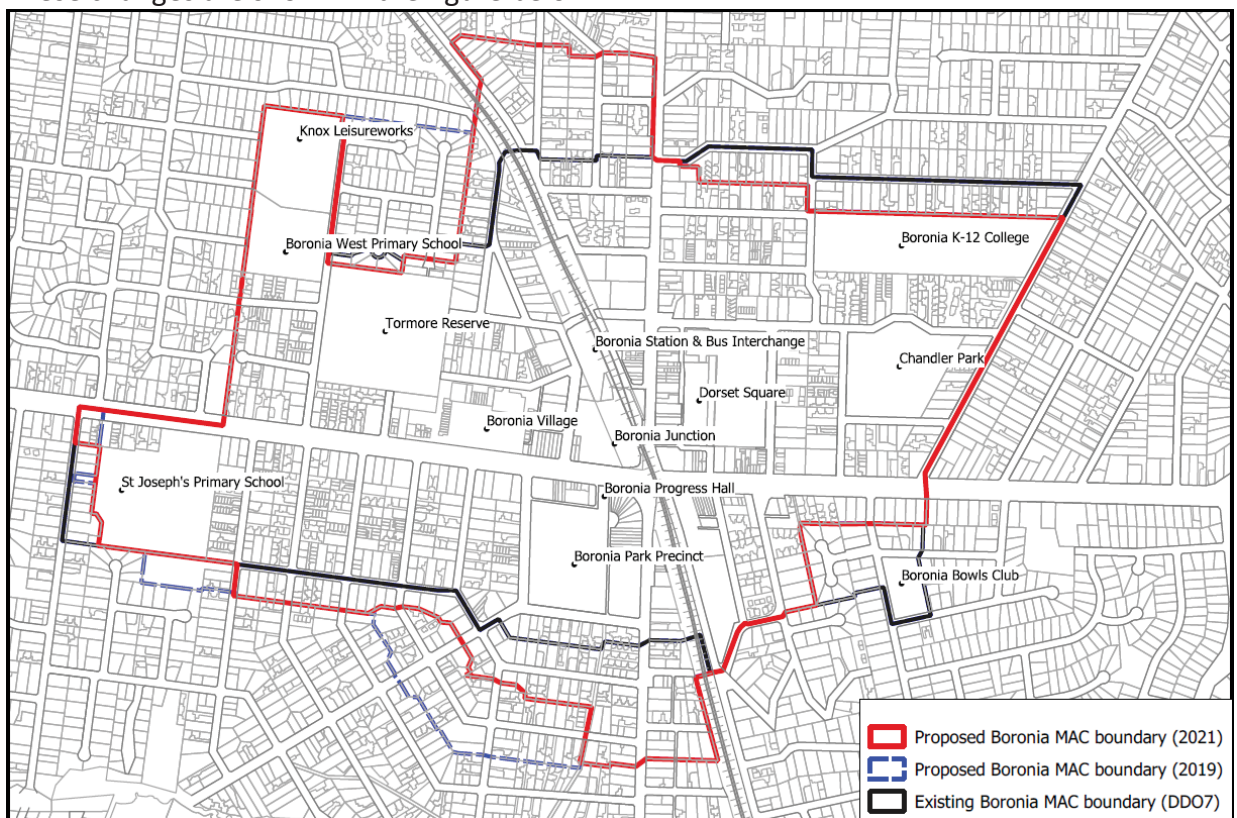


The existing Boronia MAC boundary is defined within the Knox Planning Scheme as an area covered by the existing Design and Development Overlay (DDO7). The *Draft BRS 2019* made recommendations to expand the centre into the residential areas to the north and south, and remove some residential properties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



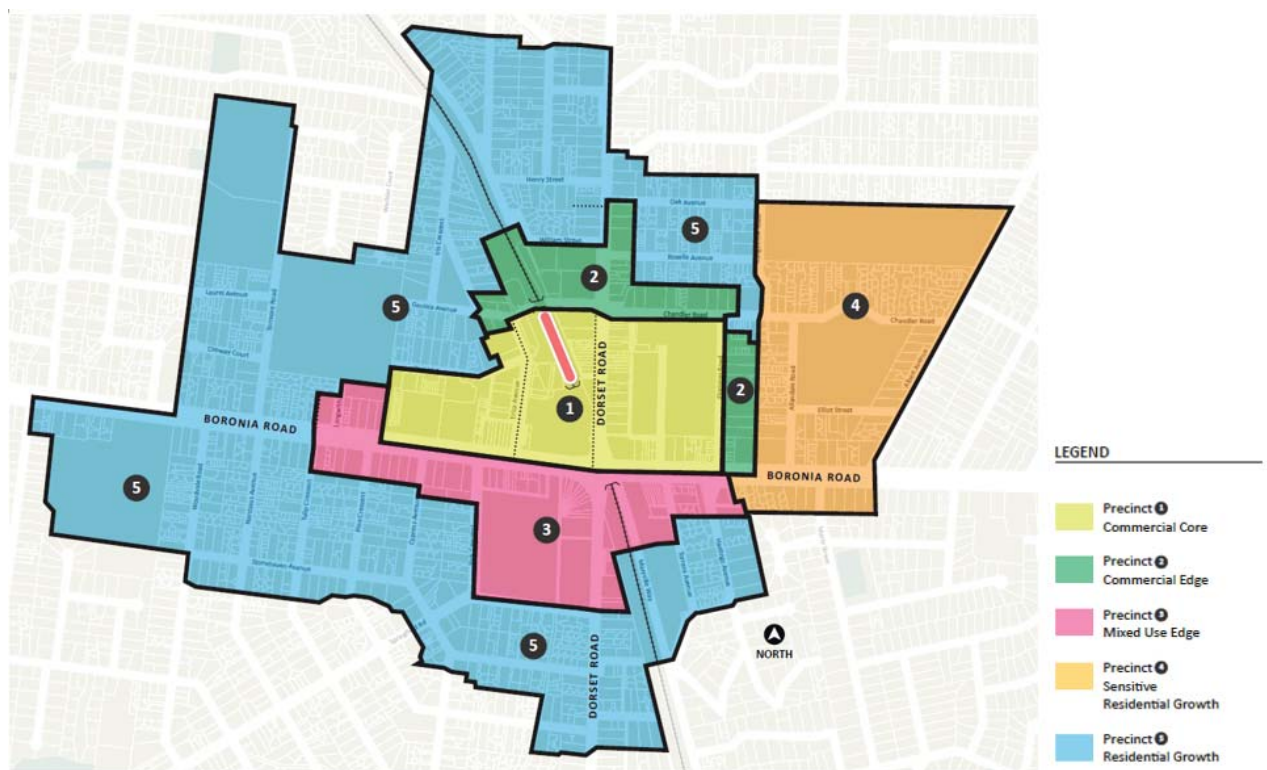
### 2.1.2 Revised Boronia MAC precincts

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

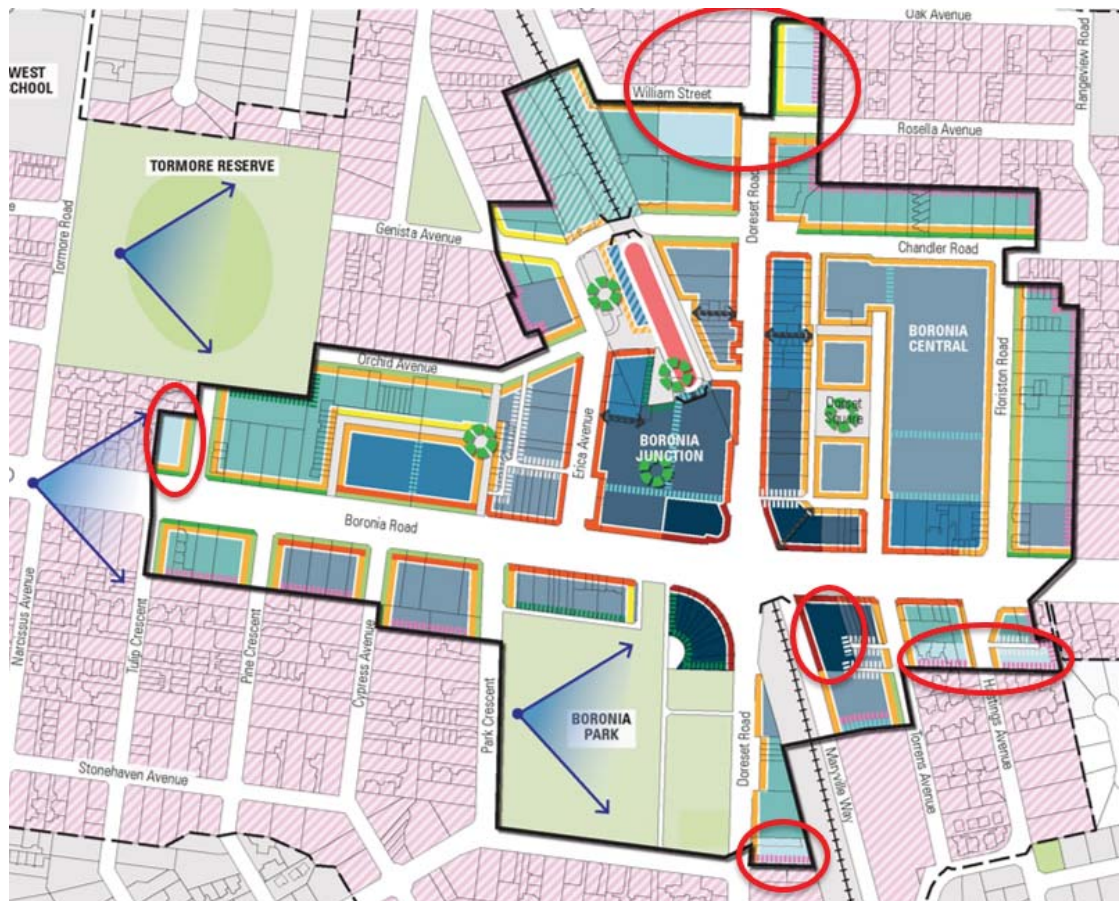
Development in the Boronia MAC is currently subject to interim controls specified in the existing Design and Development Overlay (DDO7), with discretionary maximum building heights ranging from 1 storey to 4 storeys.

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:

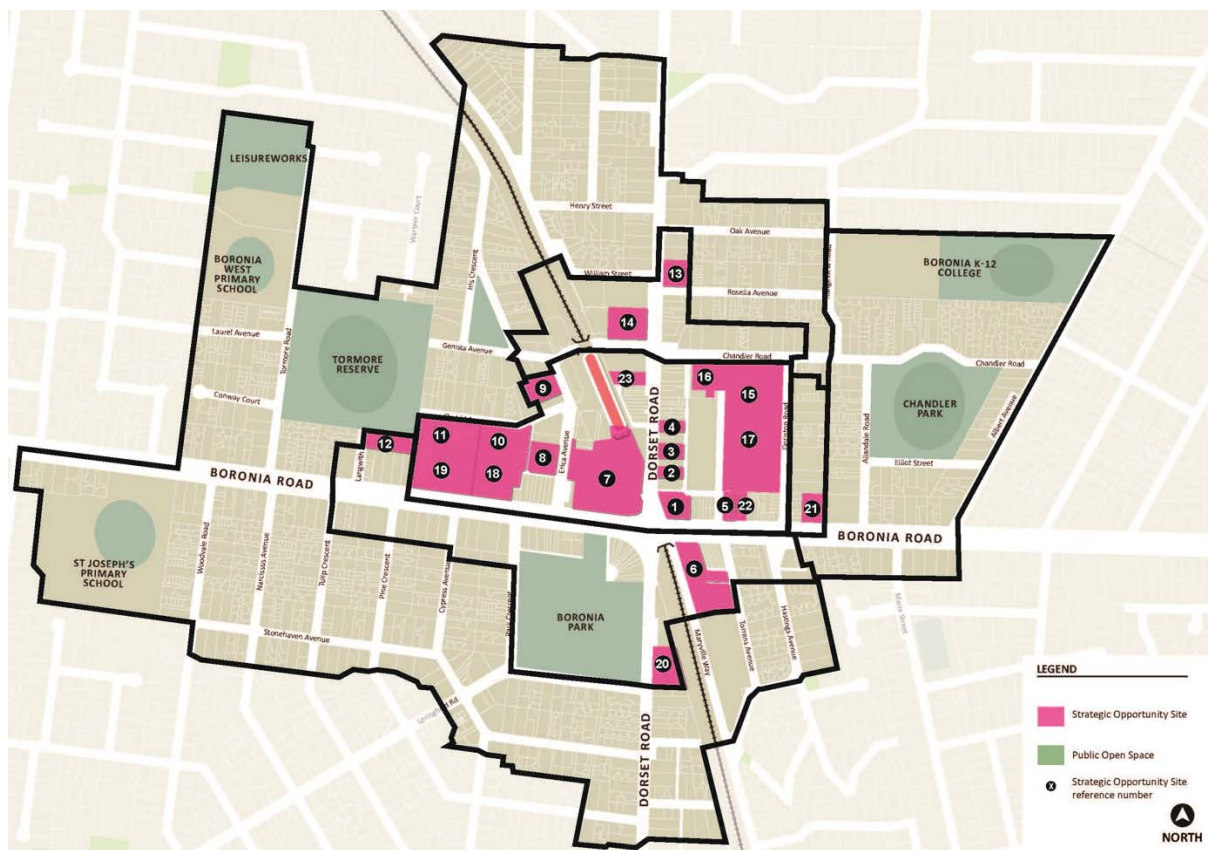
- is consistent with State and regional policy;
- is based on current strategic work;
- demonstrates there is sufficient capacity within the centre; and
- ensures protection of key public views to the Dandenong Ranges.

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]



Due to the size and volume, the attachments for item  
6.2 have been circulated separately

## 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

*Information retrieved at 6:31am 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

**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**  
 Form Submitted 13 Jul 2021, 10:48am AEST

**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

*Information retrieved at 3:25am 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**

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]

1, [REDACTED] 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
<i>Information retrieved at 2:00am 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

**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

**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

**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**  
**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

**(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)**  
**Application 27- MGP - 2021-22 From Dream Bridge Foundations**  
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**  
**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

**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**  
**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

**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
<i>Information retrieved at 3:41am 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**

607 434 060

**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

## 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.

**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

**(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**

\$

**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

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

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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
<i>Information retrieved at 12:12am 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**

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 \***

---

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, Telephone, Email, Website, 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]

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**

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?

**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

**(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.

<b>Expenditure</b>	<b>\$</b>
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**  
**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

## 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**  
**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

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 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.

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

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

## 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? \***



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

\$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.

Expenditure	\$
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

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**

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

## 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

---

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

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]

Province, Postcode, and Country are required.

**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

**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**  
**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

## 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**  
**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

**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**  
**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

## 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**  
**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

## 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.

**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

**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

*Information retrieved at 2:04pm 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**

A0008165X

**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

## 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

**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

## 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

**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

**\* indicates a required field**

## Evidence of Public Liability

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

---

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.	4 in person sessions 2 sessions online	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.

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## 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 trialed 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>	<p>12 people</p> <p>6 meetings</p>	<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.	▶	<p>This action was delayed due to COVID-19 restrictions in 2020.</p> <p>Promotion of accessible sporting events, groups and clubs via the Accessing Knox e-Newsletter.</p>		<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.	▶	<p>Information sessions and events -</p> <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>	<p>1 session</p> <p>2 sessions</p> <p>40 attendees</p>	<ul style="list-style-type: none"> <li>Scope further information sessions required and partner with community organisations to deliver.</li> </ul>
<p><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.</p>					
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>	<p>Monthly meetings</p> <p>5 – 12 attendees per session</p>	<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.

## 14.1 Financial Assistance Policy COVID update

**SUMMARY: Chief Financial Officer, Navec Lorkin**

**In response to the COVID-19 Pandemic, Council has approved three Community and Business Support Packages to date.**

**This report recommends supporting a measure from previous support packages being the continuation of the COVID-19 addendum within the Payment Assistance Policy and resolving to not charge interest on rates until 31 March 2022.**

### **RECOMMENDATION**

**That Council:**

- 1. Resolve to not charge interest on rates from 1 July 2021 to 31 March 2022 for late payments and charges; and**
- 2. Adopt the revised Payment Assistance Policy COVID-19 Relief Addendum incorporating amendments as set out in Attachment 1.**

### **1. INTRODUCTION**

Since the declaration of the COVID-19 Pandemic in March 2020, Council has approved three packages of financial support in recognition of the impact on the Knox community. These packages were adopted at the following Council Meetings:

- 30 March 2020
- 25 May 2020
- 21 September 2020

An initiative contained within these packages is the adoption of the updated Payment Assistance Policy addendum and the resolution to not charge interest on rates between March 2020 to 30 June 2021.

### **2. DISCUSSION**

Council is still receiving requests for payment plan assistance relating to the impact of COVID-19 from ratepayers regularly. As of 31 July 2021, Council has 398 rate assessments currently on COVID-19 related payment arrangements and a further 204 were on arrangements where agreed payment schedules have not been maintained and a portion of rates remains outstanding. The majority of arrangements relate to residential ratepayers, with the remainder relating to commercial and industrial rate payers.

As part of the COVID relief arrangements Council approved the Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief. The initial addendum covered the period 31 March 2020 to 30 September 2020. The addendum and Payment Assistance Policy were further approved to be extended to 31 March 2021 and 30 June 2021 respectively.

With the ongoing impacts of the COVID restrictions, it is proposed that the addendum and Payment Assistance Policy be approved to be extended to 31 March, 2022.

The addendum provides details of the assistance available to those currently experiencing, or at the risk of experiencing financial hardship due to the impacts of the COVID-19 pandemic. It provides the additional assistance of:

- Payment arrangements for all categories of rate payers.
- Interest free periods for all categories of rate payers.
- Payment plans that exceed a period of 12 months from the date of issue of rates notice (for rates only).
- Council deferral of debt collection where payment plans are in place.
- Council will not instigate legal action for the collection of debts.

Aside from the assistance associated with extending the addendum and Payment Assistance Policy, further work is being undertaken by Council to understand the current and evolving situation associated with the COVID restrictions and the impacts on the community. This will include a review of last year's COVID response and recovery planning and will also involve liaising with the local relief providers and community service providers and groups to understand community need.

### **2.1 Further support for residents in need**

Knox City Council has produced a COVID-19 Community and Welfare Relief Service Provider guide to assist the community in obtaining assistance during the COVID-19 crisis (refer attachment 2). This guide is regularly updated in consultation with local community support services and organisations and is available on Council's website. A range of financial support including those referenced below are available for residents to access should they be experiencing financial difficulties.

#### **EACH Financial Counselling**

Knox City Council provides EACH with funding through Council's Community Partnership Fund to enable EACH to offer counselling services for people affected by financial hardship living in the local government areas of Knox, Maroondah and Yarra Ranges. EACH Financial Counsellors can support residents with information and advice to help with developing the skills, knowledge and confidence to take control of individual financial situations. This includes support with managing debt collectors, mortgages, loans, leases, Centrelink debts, utility bills, fines and more.

#### **Centrelink payments for people directly affected by the lockdown**

Residents directly affected by the lockdown are eligible to seek assistance from Centrelink. The amount that a person receives will depend on whether they are already in receipt of a payment from Centrelink; the location of the health order; the period you are claiming and the hours of work lost. As an example, a person who does not get a Centrelink payment (such as Jobseeker) but has lost less than 20 hours of work may be eligible to \$375 and if they lost more than 20 hours for the same week may be eligible for \$600. A person receiving a payment from Centrelink such as Jobseeker is also eligible for additional payments.

Support can be accessed through the Centrelink Boronia and Rowville service offices.

#### **Eastern Community Legal Centre – Financial Counselling**

People who live, work or study in the local government areas of Boroondara, Whitehorse Manningham, Knox, Maroondah, and the Yarra Ranges can seek free legal advice from ECLC.

ECLC financial counselling is a service provided specifically for Knox community members impacted by Family Violence and/or Elder Abuse who have complex financial needs, often linked with the legal needs. Support can be accessed through the Boronia service site.

### **3. CONSULTATION**

There is ongoing consultation and engagement with residents, businesses, partners and Council Departments during the pandemic. These discussions have informed considerations for the proposed updates.

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

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

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

The interest rate revenue in the adopted 2021-22 budget is \$0.580 million. It is anticipated that the majority will unlikely be raised.

### **6. SOCIAL IMPLICATIONS**

The COVID-19 Pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information about the types of challenges being faced in our community, we have little understanding of the prevalence of these experiences. Whilst there is data available about the short-term impacts of the pandemic, the medium and potential longer-term impacts of the pandemic and the restrictions imposed in Greater Melbourne at different stages since March 2020 are not yet fully understood. Ongoing conversations with the community, local businesses and non-Council organisations continue to inform recovery planning to rebuild the local economy and address social, health and wellbeing concerns.

As part of Council's Community and Business Support Packages, which aimed to assist the community through and out of the current Pandemic, a household survey was commissioned to inform future action. The results of this survey informed strategic service planning and longer-term relief and recovery planning across Council. A further survey was undertaken in February 2021, to keep up with the changing needs of the community.

While most of the community are still experiencing an impact on food availability, finances and work, fewer are experiencing a big impact in 2021 when compared to 2020. The extent of impact on finances and work is gradually declining but there is still over half the population experiencing an impact.

Resilience has had a slight improvement in line with a reduction in financial challenges, with fewer reporting that they could not access \$2,000 in a week for an emergency. Far fewer residents are experiencing impacts on food and grocery availability.

People are gradually returning to pre COVID levels of exercising and talking to neighbours, but there has not been a shift towards healthier eating and the incidence of people drinking more alcohol than pre-COVID remains constant. Mental health impacts continue to be high and

widespread and whilst the impact has changed very little, the survey shows some reduction in the proportion of people reporting anxiety.

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

### **Goal 4 - We are safe and secure**

Strategy 4.5 - Support the provision of emergency services

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

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

## **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 proposed extension of the addendum and Payment Assistance Policy to 31 March 2022 will provide additional support in recognition of the continued impact of the COVID-19 Pandemic on parts of the Knox community.

## **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:** Chief Financial Officer, Navec Lorkin

**Report Authorised By:** Acting Chief Executive Officer, Ian Bell

### **Attachments**

1. Proposed Changes - Payment Assistance Policy Addendum [**14.1.1** - 8 pages]
2. COVID 19 Community and Welfare Relief Service Providers [**14.1.2** - 11 pages]



# Payment Assistance Policy

Policy Number:	2007/04	Directorate:	City Development - Finance and Governance
Approval by:	Council	Responsible Officer:	<del>Manager - Business and Financial Services</del> Chief Financial Officer
Approval Date:	24 August 2020	Version Number:	<del>88</del>
Review Date:	<del>12 February 2021</del> <u>28 February 2022</u> (Addendum to be reviewed on or before <del>1 March 2021</del> <u>31 March 2022</u> )		

## 1. Purpose

The purpose of this policy is to provide Council with a framework to make available payment assistance to individuals. This Policy provides details of the assistance available to those currently experiencing, or at the risk of experiencing, financial hardship. Council is committed to assisting the community in meeting their financial obligations to Council by providing payment support, including arrangements, for property and service based debts.

The Policy includes a special addendum (addendum 1) in response to the 2020 COVID-19 pandemic; with the purpose of establishing the policy framework to provide assistance to those in the Knox community experiencing financial hardship due to the impacts of the Coronavirus pandemic.

## 2. Context

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Whilst Rates and Charges are the largest source of Council's income, payment assistance may be sought for other fees and charges including the request for payment arrangements.

## 3. Scope

This Policy applies to balances outstanding from ratepayers and sundry debtor customers who are currently, or are at risk of, experiencing financial hardship.

## 4. References

### 4.1 Community & Council Plan 2017-2021

- Goal 8- We have confidence in decision-making

### 4.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions



#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Payment Assistance Addendum COVID-19 Pandemic Payment Relief

#### 4.5 Related Council Procedures

- Nil

#### 4.6 Other Guidance

- Hardship Policy Guidelines (November 2013) – Municipal Association of Victoria

## 5. Definitions

Detail any definitions within the policy.

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Deferment	means the postponement of payment in completely or in part and can be for a specified period and subject to any conditions. When Rates and Charges are deferred payment is not required until the Council issues a Notice requiring payment, the property is sold, there is a change in ownership or there is a change in ratepayer. Deferred Rates and Charges remain a charge on the property.
Deferment Interest Rate	means the official 180 day bank bill rate sourced from Council's contracted banking services provider as at 1 July each year and will be the net penalty interest rate levied against overdue amounts where Rates and Charges have been deferred, rounded to 1 decimal place, plus 2.0% per annum
Waiver	means the relinquishment or the removal of the liability to pay and may include the whole or part of any Rate and Charges, interest charge, fee or other charge.

## 6. Council Policy

Council, in applying this policy, will ensure that wherever possible, all outstanding debts will eventually be recovered.

### 6.1 Rates and Charges

Rates and Charges, including interest and legal costs, are a charge on the property. Council has the power under Section 181 of the Local Government Act 1989 to sell land (the property) to recover unpaid rates and charges.

#### Interest and Interest Waivers

6.1.1 Unless otherwise specified in this Policy, penalty interest will be charged on overdue rates and charges in accordance with Section 172 of the Local Government Act 1989. Penalty interest is calculated at the annual fixed rate as declared by the Attorney General under Section 2 of the Penalty Interest Rate Act 1983.

6.1.2 Interest charges may be waived, in part or in full, under the following circumstances:



- 6.1.2.1 Administrative Waiver – interest charges may be waived in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates and charges by the due date.
- 6.1.2.2 Waiver on Compassionate Grounds – interest charges may be waived where the ratepayer has demonstrated compassionate grounds for the late payment of rates and charges.
- 6.1.2.3 Waiver of Interest due to Financial Hardship – ratepayers experiencing financial hardship may apply to have interest charges waived subject to the following conditions:
  - a) The ratepayer must be experiencing undue financial hardship. Ratepayers who are eligible pensioners or who can prove temporary unemployment may apply for current year rates and charges to be paid within 12 months from the date of issue of the Rates Notice, interest free. Such interest free arrangements only remain in place while agreed payments are being received. Applications should be directed to the Coordinator Rates and Valuations.
  - b) All other ratepayers (not eligible ratepayers or unable to prove temporary unemployment) may apply in writing to the Manager Financial Services detailing the circumstances affecting the ratepayer’s ability to pay current rates and charges by the due date. If approved, the waiver of interest in full or in part will not exceed a period of 12 months from the date of issue of the Rates Notices.

#### Payment of Rates and Charges by Arrangement

- 6.1.3 Any ratepayer may request to pay outstanding rates and charges by way of a payment arrangement. Payment arrangements will attract penalty interest on outstanding balances but allow ratepayers additional time to make payments. Council will not take any legal action to recover rates and charges provided conditions of the payment arrangements are honoured.

Payment arrangements generally provide support to settle current rates and charges within 12 months. Payment arrangements beyond 12 months require approval of the Coordinator Rates and Valuations.

#### Deferral of Rates and Charges

- 6.1.4 The deferral of rates and charges and/or interest is available to Residential and Retirement Village property owners only. Rates and charges will not be deferred for Commercial, Industrial, Vacant Land or Cultural and Recreational Land properties.
  - 6.1.4.1 Residential and Retirement Village property owners may apply to have rates and charges and/or interest in full or in part, deferred. Rates and charges including interest will continue to be levied. Applications for deferral will only be considered under the following circumstances:





- a) The ratepayer must be experiencing, and be able to demonstrate, undue and unavoidable hardship; and
- b) The ratepayer is either an eligible pensioner or a current recipient of unemployment benefits for at least 3 consecutive months; and
- c) The ratepayer is both the legal owner of, and resides in, the property; and
- d) The total amount of rates and charges, including any interest, to be deferred should not exceed 10% of the capital improved value of the subject property.

6.1.4.2 Interest charged on overdue rates and charges, including any interest, that are deferred will be set at the Deferment Interest Rate rather than the penalty interest rate. The Deferment Interest Rate only applies after the approval of the deferment. Previous interest charges at the penalty interest rate remain.

6.1.4.3 Deferrals may be offered for a period of up to three (3) years, at which time the ratepayer may apply for a further deferral subject to the assessment of personal circumstances prior to the continuation of any deferral agreement.

6.1.4.4 All deferral agreements must be approved by the Manager Financial Services.

#### Waiver of Rates and Charges

6.1.5 Rates and charges will not generally be waived. This is to ensure that payment assistance offered to one ratepayer does not have a redistribution effect on Council's rate base.

The Local Government Act 1989 is specific in relation to the grounds for the consideration of waiving rates and charges under financial hardship. The Local Government Act 1989 will be the basis for the consideration of any application for waiver.

Applications for the waiver of rates and charges must be addressed to the Chief Executive Officer. Applications must be supported by evidence of necessitous circumstances causing or likely to cause financial hardship. The waiver of rates and charges must be approved by Council.

#### Termination of Payment Assistance

6.1.6 Payment assistance support is terminated in the event of the sale or transfer of ownership of the subject property afforded payment support provided in 6.1.1 through 6.1.5 inclusive.

#### **6.2 Sundry Debtor**

The principles of this Policy will apply to sundry debtors. Requests for the waiver of a fee or charge must be submitted to the Manager of the relevant service for consideration. Recommendations for the waiver of fees and charges in full or in part must be forwarded to the Manager Financial Services for approval and processing.



Requests for payment arrangements for Sundry Debtor accounts should be submitted to the Manager Financial Services. Payment arrangements will generally not exceed a period of 12 months from the date of the original invoice. Penalty interest may be charged on overdue amounts during the payment arrangement period.

**6.3** All information provided in accordance with this Policy will remain confidential.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Policy updated 27 April 2020.

Addendum 1 to Policy updated ~~24 August 2020~~ 23 August 2021.



## Knox Payment Assistance Policy – Addendum

# COVID-19 Pandemic Payment Relief

Policy Number:	2007/04	Directorate:	<del>City Development – Finance and Governance Office of the CEO</del>
Approval by:	Council	Responsible Officer:	<del>Manager – Business and Financial Services</del> Chief Financial Officer
Approval Date:	<del>24 August 2020</del> <del>23 August 2020</del> 2021	Version Number:	<del>243</del>
Review Date:	<del>1 March 2021</del> <del>1 June 2021</del> 2022		

### 1. Purpose

The purpose of this policy addendum is to provide Council with a framework to make available payment assistance to individuals, businesses and other community members currently experiencing, or at the risk of experiencing, financial hardship as a result of impacts from the COVID-19 pandemic

### 2. Context

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates Council recognises that the effects of social distancing and Australia’s response to Coronavirus will, and already has, led to significant impacts on the entire community including local businesses and households. Some of these impacts include people losing their jobs, people being employed for reduced hours, businesses shutting down and businesses reducing their operations.

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Rates and charges are a critical source of revenue that Council uses to deliver services to the community. In addition, other service charges being, fees, licensing and lease income are also an important source of revenue.

Council is constantly assessing the impact of the COVID-19 and will be reviewing its approach to how it supports the community through the pandemic regularly. This policy addendum provides the framework for how Council implements these decisions with regard to payment assistance.

### 3. Scope

To provide direction to Council’s Officers when collecting and providing for debts owed and ensure Council takes into consideration the financial hardship on debtors caused by COVID-19.



Council will provide assistance to those in financial hardship in accordance with the Local Government Act 1989, while ensuring it does not jeopardise the funding of its operations.

This policy addendum will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

#### 4. References

- Refer to the Knox Payment Assistance Policy above 2007/04.

#### 5. Definitions

Review Date means on or before ~~1 March 2021~~ 31 March 2022

---

#### 6. Council Policy

Council, in applying this addendum policy, will ensure that wherever possible, all outstanding debts will be recovered.

##### 6.1 Financial Hardship – Rates and other services including, fees charges, licenses, leases

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary.

This policy addendum is to address temporary financial hardship due to impacts of COVID-19.

##### Who can apply for hardship?

Any individual, business or community member that has or will experience a loss (or reduced income) of employment or a decrease in sales revenue because of COVID-19 can apply for a payment plan.

People must request assistance from Council **in writing**, providing full details of the circumstances preventing them from meeting their financial obligations to Council.

##### 6.2 Payment Plans

All ratepayers have the option to apply to enter into a payment arrangement to pay off their outstanding rates and charges and Council will not levy interest during this period (refer 6.3 below)

Ratepayers will have the ability to enter into zero payment plans for the period ~~31 March 2020~~ 01 July 2021 to 31 March 2021.

If any debt is still outstanding at 1 ~~April~~ April 2021, Council's Payment Assistance Policy may apply.



### 6.3 Zero Interest

Interest will not be charged on overdue debts effective from ~~Monday, 1 July 2020~~ ~~31 March 2020~~, until ~~31 March 2020~~ ~~31 March 2021~~. Interest already accrued and charged prior to 31 March 2020 for overdue debts will remain.

Financial thresholds for the waiving of interest (per payment plan or arrangement) are as follows:

- a) Up to \$250.00 - Coordinator Rates and Valuations
- b) Up to \$500.00 ~~— Manager Business and Financial Services—Chief Financial Officer~~
- c) Up to \$750.00 - Director ~~City Development, Interim Finance and Governance~~ ~~City Strategy and Integrity~~
- d) Up to \$1,000.00 - CEO

### 6.4 Debt Recovery

Council will make a reasonable attempt to contact debtors during the term of the Addendum, to reassess COVID-19 applications for financial hardship.

During the COVID-19 pandemic, Council will hold off on all legal action for the collection of debts.

## 7. Monitoring, Evaluation and Review

Council officers will monitor Council's cash flow position and will include this report in the monthly finance paper to Executive Management Team and Council.

In the event that the State of Emergency is extended beyond the review date, Council will reassess financial relief and this addendum updated accordingly and/or when Council's cash flow position has been compromised; whichever is the earliest event.

All personal information provided in accordance with this Policy will remain confidential.

## 8. Administrative Updates

Nil.



# COVID 19 Community and Welfare Relief Service Providers

Version 16 - August 2021

The service providers listed in this resource have indicated that they are available to provide support and relief services during the current Covid-19 crisis. The information contained below is accurate as at the date of publishing, but may change without notice.

**Due to changing circumstances, and in the interests of staff and volunteer safety, it is strongly recommended that you call providers regarding available services.**

Knox City Council – COVID 19 Community and Welfare Relief Service Providers - Updated 1 June 2021.



## Contents

myGov .....	3
COVID-19 Screening Clinic .....	4
Reporting Racism .....	4
Translations .....	4
Food Relief Services .....	4
Financial Support Services .....	7
Housing Support Services .....	7
Family Violence Support Services .....	7
Mental Health Support Services .....	8
Active Ageing Support Services.....	9
Other Support Services.....	9
Drug and Alcohol Support Services .....	10
Legal Support Services.....	10
Transport Services.....	10
Aboriginal and Torres Strait Islander Support Services .....	10
Library Services .....	10

Knox City Council has produced this document to assist the community in obtaining assistance during the COVID-19 crisis. We have endeavored to ensure that the information contained in this resource is correct. If any information needs to be updated or removed, please let us know.

Contact:  
 Community Partnerships Team  
 Knox City Council  
 PH: 9298 8225 or 9298 8530  
[communitytraining@knox.vic.gov.au](mailto:communitytraining@knox.vic.gov.au)



## All in one place

A simple and secure way to access government services online.



One login.  
One password.  
One destination.  
**my.gov.au**

Pop out the card below and keep it somewhere safe. Your username will be emailed to you.



my.gov.au

myGov username:

To protect your privacy, do not record your password on this card.

### Why myGov?

With one password, myGov gives you access to a range of government online services, known as member services, 24 hours a day, 7 days a week.

When you link your member service accounts to myGov you can lodge your tax return, claim Medicare payments, report income and manage your super all in one place.

Go to **my.gov.au** to find a list of myGov member services.



**Handy tip!**  
To make linking easier, make sure you have easy access to relevant service information such as a Medicare card, Centrelink CRN or bank statement.

With a myGov account, you can:

- ✓ access a growing number of member services in one place
- ✓ be confident your personal information is stored safely and securely
- ✓ receive messages from participating member services in your myGov Inbox
- ✓ update your contact details with participating member services in one transaction.

**Need help?**  
Go to [my.gov.au](http://my.gov.au)

[youtube.com/mygovau](https://www.youtube.com/mygovau)

[@mygovau](https://twitter.com/mygovau)

Call **132 307** and select **Option 1** for the myGov help desk which operates from:

- Monday to Friday 7:00am to 10:00 pm
- Saturday to Sunday 10:00 am to 5:00 pm

## myGov

myGov is a simple and secure way for you to access Australian Government services online. You can access 13 government services online, including Medicare, Centrelink, Child Support and the Australian Taxation Office. To get started, you need to create a myGov account. It's easy, go to the myGov website [www.my.gov.au](http://www.my.gov.au). Then, make sure you link to the government services you use. By using myGov, you can:

- Do your tax return
- Claim a Medicare benefit
- Claim a Centrelink payment
- Update your personal details with a number of government services.

You can use your myGov Inbox to keep messages in one place. You'll get a notification by SMS or email when you get a new message in your Inbox. To find out more about myGov, go to the myGov website [www.my.gov.au](http://www.my.gov.au).





## COVID-19 Screening Clinics

Please visit the [DHHS website](#) for up to date information on the location of COVID-19 testing sites.

## Reporting Racism

At Knox, we welcome and celebrate our diversity and are against any form of discrimination or racism.

If you have experienced racism or witnessed other unfair treatment during COVID-19, you can report it via a Community Reporting Tool — it's quick, easy and you can report anonymously if you wish to.

<https://www.humanrightscommission.vic.gov.au/discrimination/making-a-complaint/community-reporting-tool>

## Translations

General Advice and Information during coronavirus (COVID-19) including the wearing of face masks is available.

Government has released a number of resources and information sheets about staying safe and keeping healthy during the coronavirus situation. Links to Covid-19 information in a range of languages can be found at:

<https://www.knox.vic.gov.au/culturaldiversity>

## Food Relief Services

### Emergency Relief Packages

Victorians in mandatory self-isolation due to coronavirus (COVID-19) with no access to food and essential supplies can apply to receive emergency relief packages by calling Victoria's dedicated **coronavirus hotline**. Food packages will include items such as long-life milk, pasta, cereal, canned vegetables and sugar. Personal care packages will also be distributed to eligible households and include soap, toothpaste and deodorant. Additional items may also be provided depending on the needs of the household, such as nappies or baby formula. **Coronavirus hotline 1800 675 398**.

**Please also contact your local supermarkets and chemist to see if you are eligible for home delivery.**

### Knox Infolink, Boronia

Currently continuing with face to face and phone interviews providing Emergency Relief such as food parcels, meat trays, toiletries, Myki cards, phone cards, vouchers for emergency prescriptions and referrals to other agencies. Bread, fruit & vegetables are available from reception. Have various resources tailored for clients who are homeless. For clients who are in isolation, unable to attend due to illness, disability, phone interviews can be done and home delivery where necessary.

PH: 9761 1325 Monday – Thursday 10am-3pm

E-mail: [info@knoxinfolink.org.au](mailto:info@knoxinfolink.org.au) Website: [www.knoxinfolink.org.au](http://www.knoxinfolink.org.au) Facebook: Knox-Infolink

### ADRA Adventist Development & Relief Agency - Knox Hub

Food provisions, takeaway meals, vouchers, essential care packages and home delivery. Offering a home delivery food relief service for the essential care package for people living in poverty or distressed circumstances.

PH: 1800 242 372

[adra.info@adra.org.au](mailto:adra.info@adra.org.au)

### Aussie Veterans Op Shop

Shop 10, Boronia Mall, Boronia

Frozen meals available by appointment during pandemic.

PH: Dave 0439 382 346.

### Boronia Community Church of Christ, Boronia

Takeaway meals. 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Pick up 12pm – 12.30pm.

PH: 9762 1277

### Boronia Road Uniting Church



Provides a foodbank, which is replenished each evening, located inside the building (masks mandatory). Contact directly for more details.

PH: 0408 596 814

**Cavell Corner, One Hope Community Church, Scoresby**

Can provide assistance with shopping, food packages, technology support and financial budgeting. Contact for more details.

PH: 9759 9155 or [www.facebook.com/cavellcorner/](https://www.facebook.com/cavellcorner/)

**CHAMPION (Temple Society Australia), Bayswater**

Food relief, advice and advisory services. Available by appointment only.

Monday 10am - 12noon and Wed 12:30pm - 3:30pm (except public holidays)

PH: 0433 335 815 or email [careworker@templesociety.org.au](mailto:careworker@templesociety.org.au)

<https://www.facebook.com/championcommunityhub/>

[templesociety.org.au/champion.html](https://templesociety.org.au/champion.html)

**City Life Community Care, Wantirna South**

Can help with food parcels (pick up), frozen meals, fresh produce, meat, bread, personal and household items, food vouchers, MyKi cards, prescription assistance, counselling services, financial assistance, employment coaching and resume writing, budgeting assistance program, energy mentor, Telstra Bill Assistance Vouchers.

For more information or to make an appointment call 9871 8900 or contact us on our web page

<https://www.citylife.care/contact/>

**Foothills Community Care, Ferntree Gully**

Providing takeaway community meals, fresh food parcels and basic toiletries on Wednesday evening in Ferntree Gully. Can also home deliver meals to isolated and vulnerable people in Knox through the Community Casseroles program (book online).

PH: 8711 8677 <https://www.foothillscare.org.au/>

**Glen Park Community Centre, Bayswater North**

Community pantry fortnightly to members (live in Boronia, Bayswater or Bayswater North). To be eligible you must be a holder of a health care or concession card. You will also need to complete a registration form.

Community meals - monthly (outside Covid lockdowns of course) 3rd Wednesday of the month at 6.00pm. Open to everyone but we are limited to 30 places.

Uniform and School supplies – by appointment. To be eligible you must be a holder of a health care or concession card. You will also need to complete a very short registration form.

Bread and Egg collection- to be eligible you must be a holder of a health care or concession card. You will also need to complete a very short registration form.

For more information, email: [office@glenparkcc.com.au](mailto:office@glenparkcc.com.au)

**HOPE City Mission Inc, Croydon**

This service provides quality food (fruit, vegetables, pantry and perishable, bread), hygiene and material aid (seasonal) and advocacy and financial literacy workshops for those experiencing financial hardship.

During Covid-19 the assessments are conducted online or over the phone and food is distributed through a drive through service.

PH: 1800 865 299

[www.hopecitymission.com/](http://www.hopecitymission.com/)

**Restore Community Care, Rowville**

Short-term emergency food relief. Care Hours Tuesday, Wednesday & Thursday: 11am – 3pm, by appointment only.

PH: 8736 7053

[www.restorecommunitycare.org](http://www.restorecommunitycare.org)

**Salvation Army, Boronia**

Providing Emergency Relief. Please contact directly for more details.

PH: 9762 7604

**Salvation Army, Ferntree Gully**

Providing a drive-through style food parcel program, on Wednesday mornings between 9:30 and 10:45. No appointment is required. Contact directly for more details.

PH: 9752 2682

**Shree Swaminarayan Temple**

Vegetarian/Vegan meals only & Gluten Free available. Takeaway Meals / Food Parcels.

Pick-up and Home delivery available. 7am to 8pm.

69 Wadhurst Drive, Boronia.

Call prior: 0421 506 666

**St Paul's Anglican, Boronia**

Can provide takeaway meals on Thursday evenings at 6.00pm. Contact directly for more details.

PH: 9761 1797

**St Vincent De Paul**

Food parcels can be delivered if needed.

Monday to Friday 10am – 3pm

PH: 1800 305 330

**Wellington Care Centre, Rowville**

Emergency Food Relief, Tuesdays from 10.30am to 12pm. Coats and blankets available during winter. Counselling Services also available.

PH: 9764 3738

[www.wellingtoncarecentre.com.au/emergency-relief/](http://www.wellingtoncarecentre.com.au/emergency-relief/)



## Financial Support Services

### **EACH – Financial counselling**

Financial counselling for people affected by financial hardship living in the local government areas of Knox, Maroondah and Yarra Ranges. Telephone consultations only.

PH: 1300 003 224

[www.each.com.au](http://www.each.com.au)

### **Centrelink – Boronia Service Centre**

3 William Street, Boronia

[my.gov.au/help](http://my.gov.au/help)

### **Centrelink – Rowville Service Centre**

5 Fulham Road, Rowville,

[my.gov.au/help](http://my.gov.au/help)

### **Gamblers Help Eastern**

Provides phone support for anyone with concerns about gambling harm. Provides services in the Knox LGA as well as Maroondah, Monash, Whitehorse, Manningham, Yarra Ranges, Boroondara and Whitehorse.

All assistance is free, confidential and unlimited.

PH: 1300 131 973 or Email [GHEIntake@EACH.com.au](mailto:GHEIntake@EACH.com.au)

## Housing Support Services

### **Uniting Harrison – Open Door Program**

An entry point for homelessness support programs in Knox that support young people, adults, families and couples who are homeless or at risk of homelessness, to access, establish and maintain long-term housing. To arrange an appointment PH: 9051 3000 or 1800 825 955 for an over the phone assessment.

### **Knox City Council - Housing Support**

This service helps eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness. Provides support, advice, advocacy, referrals and assistance for public housing.

PH: 9298 8303 or 0478 317 910 for an over the phone assessment.

## Family Violence Support Services

### **Crisis Contact details – if you are in immediate danger call 000**

### **Eastern Domestic Violence Services (EDVOS)**

Specialist family violence service for women, their children and pets living in Melbourne's Eastern Metropolitan Region, who are experiencing family violence.

Call 9259 4200 Monday - Friday, 9am – 8pm. Saturday, 9am – 5pm.

Email [edvos@edvos.org.au](mailto:edvos@edvos.org.au)

### **Safe Steps Family Violence Response Centre**

A state-wide 24/7 crisis family violence support for emergency accommodation and information.

PH: 1800 015 188 (24 hours)

[www.safesteps.org.au](http://www.safesteps.org.au)

### **1800 Respect**

Confidential information, counselling and support service. Open 24 hours to support people impacted by sexual assault, domestic or family violence.

PH: 1800 737 732

[www.1800respect.org.au](http://www.1800respect.org.au)

**EACH Family Violence Counselling for Women**

Counselling for anyone with a history of/ or is experiencing family violence and would like to seek support through counselling (Mon – Fri 8.30am – 5.30pm).

PH: 1300 003 224

[www.each.com.au](http://www.each.com.au)

**Men's Referral Service (No to Violence)**

Support for men who use violence against family members. PH: 1300 766 491

**Seniors Rights Victoria**

A state-wide service that provides information, support, advice and education to help prevent elder abuse and safeguard the rights, dignity and independence of older people.

PH: 1300 368 821

**InTouch**

A state-wide specialist family violence service that works with women from migrant and refugee backgrounds.

PH: 1800 015 188, [www.intouch.org.au](http://www.intouch.org.au)

**W/Respect**

A state-wide specialist LGBTIQ family violence service.

PH: 1800 LGBTIQ (1800 542 847)

[www.withrespect.org.au](http://www.withrespect.org.au)

**Legal Support**

*For legal assistance with family violence or family law matters, please see Legal Support Services section.*

## Mental Health Support Services

**Crisis Contact details – if you are in immediate danger call 000**

**Lifeline** – 24 hour crisis support and suicide prevention services. PH: 13 11 14

**Beyond Blue** – Provides information and support to help people achieve their best possible mental health, whatever their age and wherever they live.

PH: 1300 224 636

<https://www.beyondblue.org.au/home>

**EACH – Generalist Counselling**

Prompt counselling, support and advocacy for Knox residents.

PH: 1300 003 224

[www.each.com.au](http://www.each.com.au)

**HeadToHelp**

Additional mental health support is now available through mental health hubs supported by the Australian Government. Call HeadtoHelp on **1800 595 212 (Mon-Fri, 8.30am-5pm)** to talk to a health professional or connect to a local service.

<https://headtohelp.org.au/>

**Headspace Knox**

Confidential and free mental health support, health advice, and general information for young people aged 12-25.

PH: 9801 6088

<https://headspace.org.au/>



### **Outer East Phone Chat**

In response to COVID-19, you might be at home by yourself or with a house full of people. It can be nice to have someone else to have a chat with. Call toll free Monday to Friday 10am – 1pm & Monday to Thursday 5pm -9pm.  
PH: 1800 984 825

### **MensLine Australia**

Phone and online counselling for men.  
PH: 1300 789 978 (24 hours)

### **Kids Helpline**

Private and confidential 24/7 phone and online counselling service for young people aged 5 to 25. PH: 1800 551 800

### **Relationships Australia**

A range of services to support children, young people and families.  
PH: 1300 364 277  
<https://www.relationshipsvictoria.com.au/services/>

### **Red Cross – COVID CONNECT**

A new national telephone service for the COVID-19 pandemic, to help build social connections and learn ways to better connect with your community  
PH: 1800 733 276 [www.redcross.org.au](http://www.redcross.org.au)

## **Active Ageing Support Services**

### **Older person's COVID-19 Support Line**

A support line set up to provide information, support and check on older Australians during the period of social distancing measures in response to the COVID-19 pandemic. COTA Australia, National Seniors, Dementia Australia and the Older Person's Advocacy Network have worked together to deliver this service with support from the Australian Government.  
Free call PH: 1800 171 866.

### **Bright Ideas Network**

A voice for over 55s in Knox. Made up of residents, community groups and local businesses who support older people. They work on events, projects and issues that are important. Receive their monthly newsletter and find out What's On in Knox.  
PH: 9298 8828  
Email: [linda.keenahan@knox.vic.gov.au](mailto:linda.keenahan@knox.vic.gov.au)

### **Talking Café**

A regular weekly chat session with community connector volunteers for people aged 65+ in the Knox area. Make yourself a cuppa, grab a snack and join us via Zoom online meeting (Wednesdays 10 – 11am) or a telephone conference call (Wednesday 2 -3pm). Starting 27 May.  
Email: [livingourbestlifeproject@gmail.com](mailto:livingourbestlifeproject@gmail.com)  
Send us a text: 0457 646 384  
Phone: 1800 984 825 (Mon – Thurs, 10am – 1pm and 5pm – 9pm).

## **Other Support Services**

### **Dementia Australia**

Specific advice and support for people living with dementia during COVID-19. Can also post out hard copies of fact sheets to community members  
National Dementia Helpline PH: 1800 100 500 [www.dementia.org.au/](http://www.dementia.org.au/)



## Drug and Alcohol Support Services

### **EACH - Drug and Alcohol Counselling**

Provides individual counselling for alcohol and drug dependence, as well as education and secondary consultation.

PH: 1300 00 3224

<https://www.each.com.au/service/drug-and-alcohol-counselling/>

## Legal Support Services

### **Eastern Community Legal Centre**

Free legal advice and support. Assistance with legal matters including Family Violence, Family Law, Elder Abuse, Debt Matters, Criminal Matters, Fines and Infringements.

PH: 1300 32 52 00 / 1300 ECLC 00

### **Victorian Legal Aid**

Free information and help about the law.

PH: 1300 792 387

## Transport Services

### **Knox City Council – Community Transport**

The On Demand Bus Service provides transport support for Knox residents who are over 65 years old, frail, mobility impaired or transport disadvantaged. This service is for older residents who can be picked up from home and be transported to destinations in Knox, to do shopping and attend medical centres or outpatient appointments. A single trip costs \$3 and buses run 9am - 4pm on weekdays.

PH: 9298 8000 for more information or to book.

## Aboriginal and Torres Strait Islander Support Services

### **Mullum Mullum Indigenous Gathering Place**

A range of programs and services for Aboriginal and Torres Strait Islander community members living in the Eastern Metropolitan Region of Melbourne.

PH: 9725 2166

### **Boorndawan Willam Aboriginal Healing Service**

A range of services and programs for Aboriginal individuals and families who are experiencing, or at risk of experiencing family violence or use violence.

PH: 9212 0200.

### **Ngwala Willumbong Aboriginal Corporation**

A range of programs for Aboriginal and Torres Strait Islander community members who are homeless or at risk of homelessness.

PH: 9876 9642

## Library Services

### **Eastern Regional Libraries – Knox Libraries**

Get library materials delivered to your door, or access free resources online using your library card.

Visit the website [www.yourlibrary.com.au](http://www.yourlibrary.com.au) or call for more information (Mon - Fri 9am-5pm).

Bayswater - PH: 9800 6498

Boronia – PH: 9800 6488

Ferntree Gully - PH: 9800 6455

Knox (Wantirna) – PH: 9800 6470


Rowville – PH: 9800 6443



Knox City Council  
511 Burwood Highway  
Wantirna South, VIC 3152  
**[knox.vic.gov.au](http://knox.vic.gov.au)**

T 9298 8000  
E [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)

 [knoxccouncil](https://www.facebook.com/knoxccouncil)

 [knoxcc](https://twitter.com/knoxcc)

 [knoxccouncil](https://www.instagram.com/knoxccouncil)

 Interpreter  
131 450

National Relay Service  
133 677

Knox City Council acknowledges the traditional custodians of the city of Knox, the Wurundjeri and Bunurong people of the Kulin Nation.



23 August 2021

# Notice of Motion No.124

## Vegetation and Landscape Compliance

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 23 August 2021:

That Council receive a written report at a future Council or Strategic Planning Committee meeting that outlines:

- 1) Knox City Council's current policy and practice, along with the regulatory framework, for addressing illegal vegetation removal across the municipality;
- 2) Information outlining how community complaints regarding illegal vegetation removal are addressed;
- 3) Details of the number of customer complaints received during 2019/20 and 2020/21 and how many of these resulted in enforcement action;
- 4) How similar councils address illegal vegetation removal and any best practice approaches Council could implement to improve the service both within and outside of business hours.
- 5) Recommendations or advice to ensure that Knox's vegetation management service is well-supported through qualified officer resourcing; community education; and replacement and offset planting to meet identified best practices; and
- 6) Opportunities for advocacy to higher levels of government to strengthen vegetation protection policies more broadly.



Cr Jude Dwight  
Chandler Ward

23 August 2021

# Notice of Motion No.125

## State Government initiated changes to Planning Schemes

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 23 August 2021:

That Council:

1. Notes Amendment GC172, gazetted on the 18th December 2020 reflected changes unilaterally authorised and approved by the State Minister for Planning, which overrode Council's feedback on the changes and Council's request for community consultation.
2. Write to the Minister for Planning requesting a review of Amendment GC172 to:
  - a. Ensure that the strategic intent of Knox Council's Foothills policy, existing place based plans and Knox's Housing strategy (having been considered by independent panels and embedded in the Knox planning scheme) have not been undermined by the centralised state initiated changes; and
  - b. Validate whether the claims that the changes are policy neutral (as advised by the State Government) is correct and that no unintended consequences have occurred.
3. Notes that the success of the Knox Housing strategy is under pinned by well-drafted structure plans and local strategic plans that have been developed with extensive community engagement and the review and assessment of independent planning panels.
4. Notes that where changes are proposed, or have been implemented by the State Government to the Victoria Planning Provisions and/or the Knox Planning Scheme that may impact on local Knox planning policies and plans; the changes are assessed by expert officers and advice is provided to Council as required.
5. Consider tailored approaches to advocacy in response to State Government proposed or implemented changes to the Victoria Planning Provisions and/or the Knox Planning Scheme that may impact on local Knox planning policies and plans; particularly where community input has shaped these local policies or plans.

Cr Nicole Seymour  
Tirhatuan Ward

## 14.2 Cat Curfew Further Report - Notice of Motion 120 - Cat Curfew (Further Information)

**SUMMARY: Coordinator Community Laws, Paul Anastasi**

**This report responds to Notice of Motion No. 120 - Cat Curfew (Further Information) adopted by Council at its 26 July 2021 Council Meeting:**

### **PART A**

**Noting that Council has made a decision to introduce a 24 hour cat curfew commencing 1 October 2021, that Council receive a report at its August Council Meeting that provides advice:**

- 1. Pertaining to Council's ability to delay the introduction of the 24 hour cat curfew until the Domestic Animal Management Plan (DAMP) has been adopted by Council (provisionally 28 February 2022) to better understand the guidance and support needed from Council for residents to prepare for the curfew and any relevant implications that require consideration.**
- 2. Regarding the best means to seek data verification of broad community sentiment regarding the introduction of a 24 hour cat curfew in a timely and cost efficient manner including but not limited to conducting a statistically significant random (unbiased) sample survey of Knox residents.**
- 3. Regarding the development and communication of an enforcement protocol specifically pertaining to the cat curfew reiterating Council's approach as prioritising education before enforcement, including a warning system for first time offences.**

### **PART B**

**Noting that Council has made a decision to introduce a 24 hour cat curfew commencing 1 October 2021, that Council receive a report at its August Council Meeting that provides advice regarding the feasibility, legality and operability of an alternate option for a cat curfew which would entail a dual curfew consisting of:**

- a) A 7pm – 7am night time curfew for all existing registered cats within Knox; and**
- b) A 24 hour curfew for all newly registered cats within Knox at a specified date in the future (no later than 28 February 2022).**

**In addition to providing information to Council in response to Notice of Motion 120, this report seeks Council's direction on the implementation of the Council decision of the Council meeting on 28 June 2021. As Council's preferred direction is uncertain, the recommendations below provide flexibility for Council to articulate its preferred way forward.**

## **RECOMMENDATION**

**That Council resolve:**

- 1. To receive and note the Officers' report in response to Notice of Motion 120, as adopted at the Council meeting on 26 July 2021 and in particular:**
  - **That the current operational approach to enforcement in the animal management service includes discretion for officers to take an educative approach, and issue warnings where appropriate and this can be communicated during implementation;**
  - **That a prescriptive approach to enforcement is not recommended, on the basis that it would inhibit Authorised Officers' exercising discretion to determine the most appropriate response to non-compliance on a case-by-case basis; and**
  - **That imposing different curfews upon different cats is considered operationally impractical, and also likely to be unlawful and vulnerable to legal challenge.**

### **OPTION A**

- 2. Note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve not to pursue further community consultation on the decision to introduce a 24 hour cat curfew.**
  
- 3. Reaffirm the decision made at the Council meeting on 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 (the Act) to make it an offence if a cat is found at large outside of the premises and:**

**OPTION A1 – note the decision of 28 June 2021 will be implemented with a commencement date of 1 October 2021.**

**OR**

**OPTION A2 - note the decision of 28 June 2021 will be implemented with an amended commencement date of 10 April 2022 in accordance with Attachment A to the Minutes.**

### **OPTION B**

- 2. Note the options to verify broad community sentiment regarding the introduction of a 24 hour cat curfew as set out in the report and resolve to:**
  - a) Defer implementation of the Council decision of 28 June 2021 to make an Order under section 25 of the Domestic Animals Act 1994 (the Act) to make it an offence if a cat is found at large outside of the premises until 1 July 2022;**
  - b) Authorise the Chief Executive Officer to engage external consultants to verify broad community sentiment regarding the introduction of a 24 hour cat curfew;**
  - c) Allocate a budget of \$60,000 for the purposes of resolution b) above, and note this unbudgeted expenditure will be funded from any budget surplus achieved in 2021/22; and**

- d) Receive a further report no later than February 2022 regarding the research proposal and Cat Curfew.**

## **1. INTRODUCTION**

Council at its meeting of 28 June 2021 resolved to make an Order under section 25 of the *Domestic Animals Act 1994* (the Act) to make it an offence if a cat is found at large outside of the premises of the owner from 1 October 2021. This Order is commonly referred to as a 24 hour cat curfew.

Following the Council decision there has been a great deal of community interest in the Order and its 24 Hour Cat Curfew, as well community feedback both for and against the new requirements.

This report provides further information as requested by Council as part of its adoption of Notice of Motion 120 (NoM) on 26 July 2021.

## **2. DISCUSSION**

### **PART A**

- 1. Council's ability to delay the introduction of the cat curfew until the Domestic Animal Management Plan (DAMP) has been adopted by Council (provisionally 28 February 2022) to better understand the guidance and support needed from Council for residents to prepare for the curfew and any relevant implications that require consideration.**

Council, if it wished to do so, can choose to delay the introduction of the curfew to commence after 1 October 2021, however this will need to be enacted via a Council resolution.

The original cat curfew as it stands is to commence 1 October 2021, however the Order has not yet been gazetted to confirm the introduction of the curfew. Operationally, it has been proposed that a 6 month amnesty period is implemented whereby only warnings for curfew breaches will be issued. This amnesty essentially pushes back the enforcement of the curfew to April 2022. This enables Council to adequately communicate the new curfew requirements to cat owners and residents, and allow for further messaging to go out in the pet registration renewal letters due to be sent in February/March 2022 (for payment April 2022).

To delay the introduction would be a reasonable outcome given that Council is yet to adequately communicate the new requirements to all registered cat owners and provide them with sufficient time to prepare for the cat curfew. There was an initial flyer distributed to households in July advising of the new cat curfew and its 1 October commencement date, however, a letter that was also to be sent to all registered cat owners has yet to be distributed. This letter was delayed due to Notice of Motion 120 and Council wanting to further information pursuant to the curfew. It is proposed that once there is clear direction on the cat curfew and its commencement that the message will be communicated to all registered cat owners.

In addition, there may not be adequate time now to effectively communicate to cat owners and residents the 1 October curfew commencement date, so a delay would better assist Council in the roll out of its communications to further inform and educate the community. Any additional time provided to cat owners would also assist them in preparing for the curfew.

Council has recently conducted an online survey as part of its DAMP consultation process and received 3,258 online submissions. As part of this survey comments were sought on what support Council could offer to assist with the introduction of the cat curfew. With such a high number of responses, additional time will assist Council in reviewing these responses and to gain a better understanding of the support that the community have identified. A review of responses highlight three main areas where Council can provide guidance and support with the cat curfew:

- Clear communication with cat owners and the community
- The need for guidance or help with sourcing, installation and building of cat enclosures and fencing
- The provision of free or subsidised cat enclosures or fencing.

The Cat Curfew order has yet to be gazetted in the Victorian Government Gazette. If a new commencement date is resolved by Council, a new resolution will need to be made to update the section 25 order and the new order will then need to be gazetted. If the curfew was to be delayed, a suggested commencement date would be 10 April 2022, as it would coincide with the new animal registration process timelines.

**2. The best means to seek data verification of broad community sentiment regarding the introduction of a 24-hour cat curfew in a timely and cost efficient manner including but not limited to conducting a statistically significant random (unbiased) sample survey of Knox residents.**

Council officers have sought expert advice from two external providers on suggested methodology to seek data verification of broad community sentiment regarding the introduction of a 24-hour cat curfew. Provider A is a specialist researcher and Provider B is a leading university; a summary of both proposals follow:

**Provider A - Specialist Research Consultancy**

Provider A recommends computer assisted telephone interviews (CATI) of Knox's resident adult population. The CATI will consist of random sampling of both mobile and landline numbers and will also be supplemented by an online survey to registered cat owners.

CATI has been proposed as the methodology said to be the most robust method to obtain sufficient and reliable sample sets for community surveys as it allows for random sampling, is more time efficient than other random sampling methods, and allows call backs to verify responses.

The provider recommends that there be a CATI sample size of either 800 or 1200 residents from across the municipality. These sample sizes will provide accuracy rates of  $\pm 3.46\%$  for 800 residents and  $\pm 2.28\%$  for 1200 residents. The sample will be stratified by suburb, age, and gender to reflect the adult population of the municipality, with minimum quotas set for each strata.

In addition to the CATI all registered cat owners will be engaged through an SMS/email invite to take part in an online survey. This survey will also allow for cat owner data to be compared with general resident sentiment. It needs to be understood that any directed survey of registered cat owners would not be unbiased.

A timeline more than 10 weeks has been provided to conduct this project, which includes project planning, stakeholder engagement, design and execution of the survey, analysis of the data, and reporting back to Council.

Cost estimates to undertake the project are \$38,200 for a sample size of 800 and \$55,500 for a sample size of 1200.

### **Provider B - Leading University**

Provider B suggests that a sample size of up to 800 responses would be required to achieve an error margin of  $\pm 5\%$  and has provided two options.

1. A household survey where surveyors visit homes that have been randomly selected. If no one is home, a web link and/or a replied paid envelope can be left at the property. In this process streets will be selected at random and then houses within the streets.

This process has been identified as being labour-intensive and more expensive than other types of surveys but can reduce bias. Further, door to door interactions are also currently prohibited as part of government lockdown restrictions.

2. A phone-based online survey by texting a URL to mobile phones for two separate groups.
  - i) Registered cat owners
  - ii) Those that have contacted Council previously (i.e. for a waste issue) and are not registered cat owners.

This method was identified as being cheaper, however, following issues exist:

- a) It would exclude those without a smart phone or those that are uncomfortable in using the required technology.
- b) Both contact lists would need to be used.
- c) Requires the respondent to take the further initiative to respond to the invitation, potentially reducing the response rate.
- d) It makes a strong assumption that those that have contacted Council previously are no different overall in their views on cat curfews from those that did not contact Council.

Both options would benefit from stratification such as geographical areas, as it would lead to greater statistical precision.

No timelines or costings have been supplied by this provider. It is also worth noting that the household survey (option 1) would currently not be practicable due to the restrictions related to the COVID19 pandemic. Costings indicated have been provided based on an hourly rate which would not allow an accurate budgeting for the project.

If Council was to proceed with measuring community sentiment through such means then the submission provided by Provider A is the preferable option as it is more appropriate and thorough and could be undertaken within a COVID-19 environment. Provider A clearly outlines what is required to achieve a statistically significant, random, and unbiased sample survey of Knox residents, as well as indicative costs and timelines. To provide a more accurate survey result officers recommend the 1,200 sample size detailed in the proposal.

Due to the costs to undertake such a project there may be further procurement requirements to address as part of selecting an appropriate provider, as well the need to allocate budget for such a task as no budget have been allocated to undertake this project.

**3. Council's approach as prioritising education before enforcement, including a warning system for first time offences.**

Council's current compliance approach already employs an education and warning stage prior to issuing of infringements. This approach is guided by what is legally possible under the Act. The 28 June 2021 Council report proposed that a 6-month amnesty period would apply from 1 October, as part of Council adopting a 24-hour cat curfew. During this period, it was proposed that no infringements would apply for a breach of the cat curfew order, and instead warnings would be issued.

Once the 6-month amnesty period is over, officers will revert to the current process for all animals that are not secured to their owners' premises (i.e. dogs). This provides registered animals with a 'free trip home' for a first offence. The first trip home is a service that Council currently provides as part of the animal registration service, for those that have registered their cat or dogs and attempts to avoid the impounding of an animal where practicable by returning animals back to their owner. In these instances, the owner will be issued a warning instead of an infringement.

There are occasions where it is not possible to return a registered animal directly back to its owner (i.e. if the owner is uncontactable, if the animal is found out of hours or the animal is not wearing its Council tag for identification), and in these instances the animal will be taken to the pound for collection. In addition to being registered, cat owners must also ensure that their pet is wearing its Council tag. If the cat is not wearing a tag or it cannot be identified and its registration confirmed, it will be taken to the pound. Currently the fee to reclaim a cat from the pound is \$163 for an unregistered cat and \$122 if the cat was registered at the time it was impounded.

For a registered cat's second offence, an officer will still attempt to return it back to its owner and avoid the pound, however an infringement will apply. For all subsequent offences, the cat will be taken to the pound and infringements issued.

For an unregistered cat, it will be taken to the pound and not released until the requirements of the *Domestic Animals Act 1994* have been complied with. These requirements include registration, desexing and payment of the impound release fee. Infringements are normally issued for all of these types of offences, however, during the amnesty period it was envisaged that an infringement would only be issued for the cat not being registered, and a warning will be received for the section 25 cat curfew offence.

It is worth noting that even with the cat curfew in place, Section 23 of the Act would also apply (Dogs and cats on private property without permission). This process provides a warning to the cat owner by way for a 'Notice of Objection' and attempts to return the cat home on the first occasion, with infringements applying for subsequent offences.

Further to the above, legal advice also advises that it would be appropriate for authorised officers to consider whether a warning is an appropriate and proportionate enforcement action in relation to first time offences. However, it very clearly advises that it would probably go too far to expressly mandate that all first-time offences be treated this way, as this would require authorised



officers to effectively ignore other considerations that may be relevant. An example of this could include investigating a dog attack matter, in this instance Council will issue infringements or charges for the dog at large offence and not warnings, even though it may be a first offence. It is appropriate to therefore not mandate this approach to enforcement as discretion needs to be maintained for authorised officers to make appropriate assessments pursuant to the Act and in reflection of the specific circumstances.

## **PART B**

**Noting that Council has made a decision to introduce a 24 hour cat curfew commencing 1 October 2021, that Council receive a report at its August Council Meeting that provides advice regarding the feasibility, legality and operability of an alternate option for a cat curfew which would entail a dual curfew consisting of:**

- a) A 7pm – 7am night-time curfew for all existing registered cats within Knox; and**
- b) A 24-hour curfew for all newly registered cats within Knox at a specified date in the future (no later than 28 February 2022).**

Council may, by resolution, modify or delay the implementation of the section 25 cat curfew order made at its 28 June 2021 meeting. However, any such order must be made in line with the legislative requirements of the Act.

Legal advice from Maddocks Lawyers has been obtained in relation to this question of the Notice of Motion. This was to further explore the legal complexities of this proposition and whether the legislation allows for an Order that would create a two-class curfew, one for cats registered before a specific date, and one for cats registered after.

The legal advice concludes that although there is no express provision in the Act that would prohibit Council from discriminating against cats based on their registration date, on balance, Council cannot subject cats to different restrictions based solely on the date on which they are registered. This advice is based on the purpose of the Act and the wording of the provision relating to Cats found at large (s 25). The advice also provided that if such an order were introduced there would be a risk that Council would be acting *ultra vires* and the Order could be vulnerable to challenge.

In addition to the legal advice, there would also be several operational impediments for enforcing a dual curfew as it would treat cats differently depending on the date they are registered, resulting in an inequitable application of the law. Given that the average life span for a domestic cat is between 15 and 20 years, it would essentially mean that Council would not have a municipal wide 24-hour cat curfew applying to all cats for more than 20 years.

This can result in two neighbouring cat owners that purchased a cat on the same day being subject to a different set of rules should one register the day before the dual curfew cut-off date and the other the day after. As a result of this registration timing, for the life of the cats, one cat owner must confine their animal 24/7 or risk an infringement or possible further enforcement action whilst their neighbour will be free to allow their cat to roam during the day, and must only bring their cat in at night. To further complicate matters, the same owner could have both cats and one would be subject to a 24-hour curfew and the other only a night-time curfew.

The proposal also remains silent on a number of other issues that will also need to be considered such as what is to occur with unregistered cats, cats that are found in the municipality but are registered to another Council, older cats that are adopted and registered for the first time, or those moving into Knox with an existing cat. All the above must also be considered in any alternative curfew arrangement.

Of further note is that some cat owners may have already undertaken works to their property or have made purchases in preparation for the 24-hour cat curfew. If the current impending 24 hour curfew adopted by Council were to change, these cat owners may not be able to return or refund their purchases and could seek compensation from Council.

There are also further complexities with enforcement as the authorised officer would need to ascertain the date on which a cat was registered prior to being able to determine what action they are able to take or even if a cat is permitted to be out during the day or not. It would be unclear to both Council officers and residents if a cat is permitted to be out without first catching the cat, checking it for any identification, and then checking Council's registration database for the animals first date of registration. These complexities add further resource burden in enforcing such a dual curfew.

There would remain limited enforcement of the night-time cat curfew due to the points of proof required to issue a warning or infringement. The responsibility to provide adequate evidence of an offence will be with the resident effected by the cat; namely that they ensure any cat they trap was during the curfew hours and sign a written statement for Council to be able to pursue any compliance action. They must also be prepared to attend the Magistrates' Court on behalf of Council as a witness should the infringement be contested or not be paid by the cat owner. Some residents may also not wish to provide the statement leaving Council unable to enforce the curfew and it being relied on more as an educational tool.

From an operational perspective, a dual curfew will be at best be particularly challenging for Officers to effectively enforce. It is envisaged that there could be little or no enforcement of the night-time curfew, and limited enforcement of the 24-hour curfew for several years as the majority of cats would be subject to the night-time curfew requirements only.

In addition to any section 25 offences, section 23 of the Act will continue to apply (Dogs and cats on private property without permission) regardless of the type of curfew in place.

### **3. CONSULTATION**

This report provides further information to Council in response to their Notice of Motion. No further consultation has occurred due to the pressing timeframes required for this report to be returned to Council.

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

Council's 2017-2021 Domestic Animal Management Plan acknowledges that many cat owners recognise the health and wellbeing associated with confining their cat. In addition, an increasing number of cat owners are taking it upon themselves to confine cats to their property or indoors 24/7 without any requirements via legislation.

Providing their basic needs are met, cats can enjoy longer and healthier lives when safely contained to the property. Serious problems can occur if cats are allowed to roam outdoors, particularly at night (around 80% of accidents involving cats happen at night). Roaming cats can get hit by cars, injured in fights, catch fatal diseases (e.g. Feline AIDS) or become lost. Roaming cats can also kill native wildlife – even well-fed cats will hunt. Roaming cats can annoy neighbours by spraying, fighting, yowling and digging in gardens. A cat curfew is expected to provide improved protection for both Knox’s native wildlife and the cats themselves, as well as reducing cat nuisances.

The curfew aligns with one of the purposes of the *Domestic Animals Act 1994* which is to:

- *promote animal welfare, the responsible ownership of dogs and cats and the protection of the environment by providing for:*
  - a) *a scheme to protect the community and the environment from feral and nuisance dogs and cats...*

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

Additional funding would be required from Council’s budget to undertake any further community survey and data analysis if determined by Council.

It is anticipated the introduction of a cat curfew will result in an increased demand for Council’s free cat-trap loan service, managed by Council’s Community Laws Officers. It is also to be expected that there will be an increase in the number cats being impounded by Council and transported to the pound.

While there may be an expectation that the intervention may be absorbed with existing City Safety and Health staffing resources, experience from other councils in introducing a cat curfew, has found an initial increase in activity impacting upon staff resources early in the introduction period. It is expected that an additional resource may be required to administer and support a permanent curfew and a business case is being prepared. This also has the potential to flow onto Council’s prosecution service if enforcement or contested infringements escalate into the court process.

Introduction of a 24-hour cat curfew is likely to result in additional cost burdens on cat owners through the voluntary installation of fencing modifications or cat enclosures and runs. Some of these costs may have already been outlaid by cat owners since Council’s decision at their meeting on 28 June 2021.

## **6. SOCIAL IMPLICATIONS**

Whilst councils generally introduce cat confinement requirements to address wider community concerns related to the protection of wildlife, nuisances and cat welfare; the community has an expectation that Council will actively enforce legislated requirements. The introduction of the cat curfew is expected to result in an increase in demand for this service, managed by Council’s City Safety and Health Department.

A 24-hour cat curfew will lessen the burden of proof required to be provided by residents to prove an offence for breach of curfew, and will allow the curfew to be effectively enforced by Council.

Council’s approach to managing and rolling-out a 24-hour cat curfew in Knox will be through a comprehensive education and information campaign, to promote the additional containment

requirements for cat owners and benefits of cat containment, as well as providing a 6-month amnesty period where only warnings will be issued. When the amnesty period is over, Authorised Officers will revert to their 'one trip home free' policy which is a benefit of dog and cat registration. This process attempts to reunite the animal with its owner and provides for a warning for a first offence. Unregistered animals are taken to Council's pound and infringements issued.

There may be some negative impact due to concerns regarding the containment of cats and effects on their health and behaviour. Some cat owners may not be able to easily comply with the requirements of a 24-hour curfew or a night time curfew. It is also possible that there may be an increase in owned cat surrender or abandonment due to the added responsibility to cat ownership. It is hoped that with the educational component this outcome is minimised.

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

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

Strategy 1.1 - Protect and enhance our natural environment

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

### **Goal 4 - We are safe and secure**

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

## **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 can delay the commencement of the curfew but will need to make a new resolution to do so. This will allow cat owners to better prepare for a curfew and will also provide additional time for Council to educate the community on the new requirements.

If Council wishes to do so, a new survey can be undertaken to further gauge broad community sentiment of the 24-hour cat curfew. It is recommended that an external provider is engaged to undertake this process and that budget is allocated to undertake this activity.

Council Officers intend to apply a 6-month amnesty period at the commencement of the 24-hour curfew to allow for further education. Once the amnesty period is over, officers will revert to their current standard process of providing a 'first trip home free' for redigested animals. This is one of the many benefits having your cat or dog registered. Impounded cats that are not registered will be taken to Council's pound and infringements issued.

The dual curfew proposed in Part B would be challenging to enforce and manage operationally. The legal advice provided by Maddocks Lawyers stated that an order cannot subject cats to different restrictions based solely on the date on which they are registered. In addition, there would be a risk that if such an order were introduced Council would be acting *ultra vires* and the order could be vulnerable to challenge.

Unless Council makes a further resolution regarding the existing Order, the 1 October 2021 commencement date will remain and must be implemented by Council Officers.

#### **10. CONFIDENTIALITY**

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

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#### **Attachments**

Nil