

MINUTES



Strategic Planning Committee Meeting
Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Tuesday 14 June 2022

The Agenda for the Strategic Planning Committee Meeting, Tuesday 14 June 2022, 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 Strategic Planning Committee Meeting.

The meeting commenced at 7:02pm.

PRESENT:

<i>Cr S Laukens (Chairperson)</i>	<i>Friberg 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 L Cooper (Via Zoom)</i>	<i>Scott Ward</i>
<i>Cr D Pearce (Via Zoom)</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson (Via Zoom)</i>	<i>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 I Kelly</i>	<i>Acting Director - City Centre</i>
<i>Ms S Stanton (Via Zoom)</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology & Transformation</i>
<i>Mr A Dowling</i>	<i>Acting Manager, Governance</i>

Due to technological issues with the livestream, the meeting paused at 7:04pm and resumed at 7:12pm.

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1 Apologies

Nil.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

The Chairperson, Councillor Laukens invited Councillors to raise any opposition to the Minutes of the Strategic Planning Committee Meeting held on Monday 9 May 2022. There being none, the Chairperson declared the Minutes be confirmed.

4 Considering and Ordering Upon Officers' Reports

4.1 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The regular ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the monthly status of each project at May 2022 month end.

RECOMMENDATION

That the Committee receive and note the monthly ICT Capital Works Report.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Seymour

That the Committee receive and note the monthly ICT Capital Works Report.

CARRIED

4.2 Capital Works Program Monthly Report

SUMMARY: Coordinator – Capital Works, John Bixby

The Capital Works Program Report shows projects on Council’s Capital Works Program and indicates the status of each project as of 28 May 2022.

RECOMMENDATION

That the Committee receive and note the Capital Works Program Report as of 28 May 2022.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Allred

That the Committee receive and note the Capital Works Program Report as of 28 May 2022.

CARRIED

4.3 Knox Multicultural Advisory Committee Recruitment and 2021-2022 Annual Report

SUMMARY: Coordinator Healthy and Safe Communities, Lisette Pine

The Knox Multicultural Advisory Committee (KMAC) provides Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

During February – March 2022, an Expression of Interest and recruitment process was conducted for new Committee members to fill five vacancies. This report seeks approval for the appointment of five new Committee members for a two-year term from June 2022 to June 2024 (refer Confidential Attachment 2).

This report also presents an overview of the Committee’s achievements for March 2020 to March 2022.

RECOMMENDATION

That the Committee:

1. Appoint the following applicants to the Knox Multicultural Advisory Committee for the period June 2022 to June 2024 as presented in Confidential Attachment 2;

Name	Category
1	Community Representative
2	Community Representative
3	Community Representative
4	Community Representative
5	Professional/Industry Representative

2. Note the achievements of the Committee for the period March 2020 – March 2022; and
3. Thank the following outgoing Committee members for their valuable contribution:
 - Gina Etienne.
 - Vin Butera.
 - Angela Ng.
 - Rick Comfort.
 - Shri Prasad.
 - Shirley Teh.

RESOLUTION

MOVED: Councillor Grasso

SECONDED: Councillor Allred

That the Committee:

- 1. Appoint the following applicants to the Knox Multicultural Advisory Committee for the period June 2022 to June 2024 as presented in Confidential Attachment 2;**

Name	Category
1. Awi San Lun	Community Representative
2. Phuong Thy (Tiffany) Ha	Community Representative
3. Nora Fernandes	Community Representative
4. Sharon Heng Yeo	Community Representative
5. Esmat Adine	Professional/Industry Representative

- 2. Note the achievements of the Committee for the period March 2020 – March 2022; and**
- 3. Thank the following outgoing Committee members for their valuable contribution:**
- **Gina Etienne.**
 - **Vin Butera.**
 - **Angela Ng.**
 - **Rick Comfort.**
 - **Shri Prasad.**
 - **Shirley Teh.**

CARRIED

4.4 Amendments to Business Support Grant criteria

SUMMARY: Coordinator Economic Development, Jayde Hayes

The Business Support Grants were a component of the Community and Business Support Package adopted by Council in May 2020. An initial round of the grants allocated \$268,321 across 3 grant streams. The remaining budget of \$66,679 was allocated to the Creative and Cultural Sector – Placemaking and Liveable Communities stream. There were few applications for this round mainly due to lockdowns and pandemic restrictions in operation at the time.

In October 2021 a report to Council endorsed a second round of eCommerce grants if the funding could not be expended on Placemaking and Liveable Communities grants. On reviewing the details of the eCommerce grants, some anomalies were found. These are outlined within the report and recommendations made for amendment prior to opening the second round of eCommerce grants.

RECOMMENDATION

That the Committee approve changes to elements of the eCommerce grant guidelines and framework prior to releasing a second round as outlined in Attachments 1 and 2.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Dwight

That the Committee approve changes to elements of the eCommerce grant guidelines and framework prior to releasing a second round as outlined in Attachments 1 and 2, subject to the following additional amendments:

- 1. Amend the following paragraph of the Application and Assessment process in Attachment 1 (on Page 55 of the Agenda) to read as follows:**

“Applications will be received via Council’s SmartyGrants software. Applicants will need to provide proof of eligibility and ~~either an invoice (for retrospective applications) or a quote outlining the project.~~”

- 2. Amend the Fund Principles and Scope in Attachment 2 (on page 72 of the Agenda) by deleting the following dot point**

“Retrospective projects undertaken from 2 March 2020 can also be considered.”

- 3. Amend the following paragraph of the Application Process in Attachment 2 on page 72 of the Agenda) to read as follows:**

“A quote ~~or invoice (for retrospective applications)~~ will be required to outline the project works.”

CARRIED

4.5 Lease Update - Stamford Restaurant

SUMMARY: Acting Coordinator Property Management, Paige Kennett

Due to the on-going business challenges experienced by the Stamford Restaurant, the current tenant is seeking to transfer the lease with the sale of their business. Under the Retail Lease Act 2003, Council as landlord has 28 days to respond to any request for a lease transfer. The current Council Leases and Licensing Policy, states approval is required from the Council or Strategic Planning Committee. This report is presented to the Committee to consider the transfer of lease and delegation for further negotiations.

RECOMMENDATION

That the Committee:

1. Agree to the transfer of lease to the new tenants;
2. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to negotiate final terms with the new tenants and to execute all necessary documentation to finalise the lease transfer.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That the Committee:

1. **Agree to the transfer of lease to the new tenants;**
2. **Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to negotiate final terms with the new tenants and to execute all necessary documentation to finalise the lease transfer.**
3. **Reinforce to the new tenants as part of the negotiation of final terms:**
 - a) **The significance of the homestead property's heritage fabric and integrity, including internal and external features, outbuildings and the grounds, of which the Council and community wish to protect;**
 - b) **That structural changes to the building have already been undertaken to enable the commercial use of the venue (as outlined in the lease) and further internal and/or external changes not already contemplated by Council may impact the heritage fabric and integrity of the homestead property; and**
 - c) **That landlord consideration and approval is required for any tenant works (as outlined in the lease).**

CARRIED

Following the meeting, Councillor Cooper requested the minutes reflect that she abstained from voting on this item.

5 Motions for Which Notice has Previously Been Given

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7:28pm

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on Monday, 11 July 2022

.....
Chairperson

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

AGENDA

knox
your city



Meeting of the Strategic Planning Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 14 June 2022 at 7:00 PM

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Bruce Dobson

Chief Executive Officer

1 Apologies

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 9 May 2022

4 Considering and Ordering Upon Officers' Reports

4.1 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The regular ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the monthly status of each project at May 2022 month end.

RECOMMENDATION

That the Committee receive and note the monthly ICT Capital Works Report.

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 06 June 2022 is attached in the Confidential section of this agenda.

There are 20 projects which make up the ICT strategy:

- **In progress (10):** Early Years, Corporate Reporting, Digital Customer Channel Transformation (Intranet Redevelopment), Active Aging, Asset Management Information System, Enterprise Integration Platform, Master Data Management, Spatial Capabilities Project.
- **Completed (6):** HR Systems, Community Engagement Platform, Facilities Booking (Phase 1), Business Intelligence, Digital Customer Channel Transformation (Website Redevelopment) and the Pathway Program.
- **Yet to commence (4):** Digital Customer Channel Transformation (Phase 3 customer portal), CRM and Cloud Migration projects, External Facilities Booking (Phase 2).

Completed projects have realised significant benefits to date as time/cost savings which can be used by the business for more value-adding activities which contribute to quality service provision. Improvements in the digital solutions used by the community ensure that they are involved in decision making (e.g., Community Engagement Platform) and can easily access information and services through our new website and Pathway enhancements.

In addition to the individual projects, the establishment of data and enterprise architecture practices are fundamental to the maturity of our solution and service design. IT has been working to create rigour in these areas whilst maintaining delivery of the in-progress projects.

The portfolio budget remains on track to utilise the allocated \$16.9M, however the timing of some projects has been reassessed, resulting in some projects now forecast to be completed beyond 30 June 2023 (the original date for ICT Strategy completion). This is being discussed further with the ICT Governance Committee and Steering Committee in the first instance.

Highlights within the last quarter:

- **Project Boards** have been established as a standard governance mechanism for projects under the ICT Steering Committee and ICT Governance Committees. The Board will be chaired by Executive Sponsors and will provide a forum for a more in-depth conversation and direction than can be achieved at the ICT Steering Committee. Projects which require escalation of issues or require approval of change beyond agreed thresholds will attend the ICT Steering Committee.
- **Early Years Project:** This project will review key systems and processes currently used by Kindergarten and Long Day Care families, to improve their experience and ensure consistent data between services. Customer experience research has been completed with customer journey maps, insights and *Moments that Matter* to inform the development of the project and service provision for Family and Children's Services. The project team conducted a market Expression of Interest for Early Years requirements, with four vendors being selected to participate in a closed Request for Tender process, where a contract will be awarded. Current and future state processes are mapped to inform change activities and benefits realisation. The Business Case has been approved by the ICT Steering Committee and endorsement will be sought from ICT Governance Committee in June 2022.
- **Corporate Reporting Project:** This project seeks an intuitive Corporate Reporting application to streamline and improve Council's management of strategic plans and frameworks, audit compliance and risk. The project has completed requirements gathering and process mapping, and the Scoping document has been endorsed by ICT Governance bodies in March 2022. An open Request for Tender commenced in March 2022, and Panel selection was undertaken in April/May 2022. A Business Case is also being completed in parallel and will be approved by ICT Governance bodies ahead of a contract being awarded in June 2022.
- **Digital Customer Channel Transformation Phase 2 (Intranet):** A vendor supported research and design phase is complete, with stakeholder interviews conducted on pain points, key intranet activities and new ways of working when considering a replacement for this important staff communication channel. Once the design is agreed the Scope will be approved by Governance Bodies and the project will return to market to seek vendor costs to build the new intranet. These costs will be used to create a Business Case which will be approved by ICT Governance bodies ahead of a contract being awarded.
- **Active Ageing Project.** This project will review key systems and processes currently used by Active Ageing community, to improve their experience and optimise the data shared with other systems. Project has commenced and requirements gathering will be underway shortly.
- **Asset Management Information System is progressing with challenges:** The replacement of the "Lifecycle" solution with "Confirm" as Council's modern asset management system is progressing through its Implementation Phase. Multiple acquisitions of the Confirm product have resulted in resource turnover and quality issues, which have continued to cause implementation delays. Project is undertaking a review with recommendations to set new implementation timelines with the vendor and with support of governance bodies, senior leaders and Strategic Procurement.

- **Enterprise Integration Platform Project:** This project seeks to reduce the overall complexity of our technical environment with a single enterprise platform that will connect our various systems, and support KCC's vision of sustainable integration capability. This solution will be used for the integration of many of the new ICT projects. The Proof-of-Concept readiness activities are progressing after initial difficulty recruiting a Project Manager in a tight labour market, which has now been resolved. The Dell Boomi product will be trialed in July 2022, and outcomes /learnings will be shared with governance bodies.
- **Master Data Management Project:** The project will improve decision making with quality data management and modernise the way we deliver customer experience through our services. Following the recent recruitment of a Data Architect, Council now has access to the specialist capability to drive business maturity around data management. A data strategy and data governance framework will be created, and the Executive Management Team (EMT) will be engaged on a problem state definition and finalisation of project scope. Transition of Project sponsorship to be considered in light of the organisational restructure.
- **The Spatial Capabilities Project:** Council uses spatial information to better understand its community, assets and resources and ensure that it provides high-quality services, policies, and programs. This project centres on how to increase spatial capabilities across a range of functions across council. The earliest phase of this project upgraded the current Intramaps solution to enable capability creation across Council. Due to a change in direction from our solution provider Technology One, the next phase will be migrating Intramaps from on-premises to the Cloud.

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.

Report Prepared By: IT Program Coordinator, Shona Richards.

Report Authorised By: Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change), Sam Stanton

Attachments

1. 9. KCC Project Status Report - excluding Budget O W.rpt (12) [4.1.1 - 3 pages]
Confidential Attachment 1 is circulated under separate cover.

Knox City Council Project Status Report

06-Jun-2022

Project Number	Project Name
789	Facilities Booking Solution
All Wards	<p>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.</p> <p>A planned second phase will commence in late 22 to extend booking capabilities to the general public enabling booking of Knox external facilities including halls, pavilions, reserves etc.</p>
812	Asset Management Information System
All Wards	<p>Lifecycle' system is a critical tool to manage Council Assets. This project replaces the current Asset Management Information system with a contemporary, modern, well supported equivalent that meets Council's current and future needs. The project is in implementation stage with activities presently focused validation of asset data handover and process owner acceptance testing. User Training and system integration testing with key stakeholders is being finalised. System champion training and Pathway integration is completed. KX integration in final stage for signoff. There have been issues with implementation readiness activities which have caused release delays, which are under review by ICT Governance bodies.</p>
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	<p>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 will fully integrate with Knox systems. The phase will commence 2022.</p>
977	Pathway Program
All Wards	<p>The ICT funding for Pathway enhancements has concluded and ongoing development transitioned to BAU operations in September 2021. IT will continue to support Pathway and ePathway development as a core application at Knox.</p>
1031	Spatial Capability
All Wards	<p>The Spatial Capability program looks to improve processes and tools by utilising geographical information such as mapping. In March 22 discussions have recommenced about spatial capabilities being delivered alongside a migration of our current GIS platform from on-premise to the Cloud.</p>
1034	Business Intelligence
All Wards	<p>This project was completed in July 2021. 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 project implementation a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users were 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.</p>
1036	HR System
All Wards	<p>This project was completed in 2021. New systems are in place for Recruitment, Learning, Onboarding, Time and Attendance, Performance and Succession Planning. Formal handover has occurred with Strategy, People & Culture.</p>

Knox City Council Project Status Report

06-Jun-2022

Project Number	Project Name
1037	Project Management Office - ICT Governance
All Wards	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
All Wards	This Project was completed in June 2021 following the successful deployment of Council's new website. Ongoing support has been handed over to the newly established Digital Experience Team. All final project tasks including the decommissioning of the old website have been completed.
1245	Corporate Reporting Solutions
All Wards	The Corporate Reporting Project will deliver process and technical solutions for risk management and business planning. A Request for Tender (RFT) was released in March 2022 and closed in April 2022. Evaluation of submissions is underway with final Procurement Report to be completed by end of May. Business Case is also in progress and will be presented for approval in June 2022.
1257	Project Management Office
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.
1368	Enterprise Integration Platform
All Wards	This project will deliver a new Enterprise Integration Platform which will manage integration between our disparate IT systems and reducing complexity when transferring data between them. A project manager has now been assigned to re-start the project. Scoping for the Proof of Concept is in progress and development of the POC is expected to start in July 2022.
1369	Master Data Management
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 has been on hold awaiting the recruitment of a data architect and Project Manager, who will take the lead on forming our data management strategy and business engagement. These role has been filled from June 2022, and their recommendations will further inform the recommencement of this project.
1371	Participation Platform
All Wards	This project is now complete. The Knox Have Your Say platform went 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.

Knox City Council Project Status Report

06-Jun-2022

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 an optimal online experience for our Active Aging users. Requirements gathering and Project Scoping is now underway with the current phase to be completed in July 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 delivering a better experience for our online community. The project is currently in RFT stage to procure a new solution, with scenarios designed for vendor demonstrations and mandatory compliance and reference check have been completed. The project remains on track and within budget.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	In April vendor intranet research focussed on user journey development, staff persona development, system possibilities and defining the roadmap of new intranet feature development. Vendor led research will conclude in May with the final recommendations report to be ready early June. The project team will then finalise project scope and begin the system build procurement stage.
1377	Cloud Solutions
All Wards	Cloud solutions increase operation and storage flexibility of our IT systems, improves business continuity risk, improves staff accessibility, and ensures ease of regular automatic updates. Cloud solutions reduces maintenance cost of hardware, software, resource and energy costs. Project has commenced with a review of network architecture, then a vendor consultant will be brought in for a migration strategy to move remaining solutions from On Premise to Cloud.
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 now due to commence in 2022 (was late 2021) in line with the completion of the Customer Experience Strategy.

4.2 Capital Works Program Monthly Report

SUMMARY: Coordinator – Capital Works, John Bixby

The Capital Works Program Report shows projects on Council’s Capital Works Program and indicates the status of each project as of 28 May 2022.

RECOMMENDATION

That the Committee receive and note the Capital Works Program Report as of 28 May 2022.

1. INTRODUCTION

This report summarises Council’s Capital Works Program for the 2021/22 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 28 May 2022 is attached as Attachment A.

Highlights of the Works Report as of 28 May 2022 include:

- Elidon Park tennis courts 4, 5 and 6 renewal completed. Courts 7, 8 and 9 detailed design completed with contractor to be appointed in June.
- Knox Park Athletics changeroom upgrade work completed in early May.
- Gilbert Park floodlighting upgrade for Diamonds 1 and 2 completed.
- Berrabri Kindergarten veranda space upgrade works completed.
- Shared path construction works completed at High Street - Wantirna South, Burwood Highway - Knoxfield and Napoleon Road - Rowville.
- Road reconstruction works for Violen Street – Bayswater, Edinburgh Road – Boronia Completed in May.
- Road reconstruction design for Mossfield Avenue - Ferntree Gully, Mountain Gate Drive - Ferntree Gully, Studfield Shops Rear Laneway - Wantirna South, Avalon Road - Rowville, Faraday Street - Boronia, Adele Avenue - Ferntree Gully and Marlborough Road - Bayswater are all complete.

Council acknowledges the adopted budget reported in April 2022 and has kept this report format consistent to previous months. The report format will be updated with the commencement of the 22/23 Capital Works financial period.

2. CONFIDENTIALITY

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

Report Prepared by: Acting Coordinator – Capital Works, John Bixby

Report Authorised by: Director Infrastructure, Grant Thorne

Attachments

1. Capital Works Program Works Report as at 28 May 2022 (4) [4.2.1 - 23 pages]

Knox City Council Project Status Report

28-May-2022

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$714,225
All Wards	Our supplier based in Wantirna South has almost completed the off-site fabrication and assembly of the new Ferntree Gully Community Centre shared path bridge. We expect the bridge to be installed on site prior to the end of financial year with some minor elements of the project extending into 2022-2023 financial year. A program of bridge barrier renewal works at various locations is expected to commence in June with some sites likely to extend into 2022-2023 financial year.	
4	High Risk Road Failures	\$500,000
All Wards	Major patching program underway with works occurring at various locations around the municipality. Program expected to be completed by June 30.	
7	Road Surface Renewal Program	\$5,193,000
All Wards	The final works package for the financial year is in progress with 40 streets programmed for resurfacing during May and June. We anticipate completion of the program by June 30.	
8	Drainage Pit and Pipe Renewal Program	\$3,410,000
All Wards	Drainage renewal works are in progress at various locations around the municipality. The next works packages are about to be awarded to contractors although works are unlikely to be completed by June 30.	
9	Footpath Renewal Program	\$2,785,943
All Wards	Remaining footpath renewal works packages are underway and will be completed by June 30.	
10	Bicycle / Shared Path Renewal Program	\$516,794
All Wards	The shared path renewal program is in progress at various locations across the municipality and will be completed by June 30.	
16	Building Renewal Program	\$6,407,000
All Wards	Program is approximately 40% committed/expended. Works commencing or nearing completion over June include - Kings Park Pavilion - roof renewal, building remediation (design), State Basketball Centre Switchboards/distribution boards, Leisureworks - DDA emergency egress path design (DDA retrofitting), pool plant renewals, hvac plant renewals, Civic Centre - accessible toilet refit, Bayswater Senior Citizens - internal sliding door replacement, hvac renewals, Coonara Community House - external lighting, Chandler Park Pavilion - kitchen replacement, Scoresby Reserve - public toilet demolition, Wally Tew Reserve - public toilet demolition, Taylors Lane - Preschool - kitchen renewal, Lewis Park - Sportsground Lighting fittings replacement, Marie Wallace -roof replacement	
17	Playground Renewal Program	\$2,015,968
All Wards	The contract for construction of the 3 playground renewals sites (Karoo Road, Rowville; Heritage Way, Lysterfield and Grange Dr, Lysterfield) is under tender evaluation. It is estimated that construction will commence late June 2022. The contract for the design of Stud Park and Tim Neville Playgrounds has been awarded. The consultants are now commencing design work.	

Knox City Council Project Status Report

28-May-2022

Project Number	Project Name	Total Adjusted Budget
22	Fire Hydrant Replacement Program	\$142,000
All Wards	Expenditure is not likely to be required until June 2022.	
24	Carpark Renewal	\$700,000
All Wards	Kerb & channel renewal works have occurred at various locations in preparation for resurfacing works. Asphalt resurfacing works are programmed for May/June at the following carpark locations: Knox Park Reserve (athletics pavilion), Guy Turner Reserve (Scouts), Liberty Reserve, Park Ridge Reserve.	
25	Plant & Machinery Renewal Program	\$2,885,000
All Wards	Fleet Renewal Program behind due to effects of Covid on manufacturing and world wide delays in getting stock. 35% committed and 20%of funds expended.	
26	Street Tree Replacement Program	\$525,471
All Wards	Bulk tree planting program currently being delivered.	
31	Stamford Park Redevelopment	\$10,298,748
Tirhatuan	The Tender was awarded for construction of the Parklands at Councils May Council meeting.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Vehicle barrier improvement works are about to commence in relation to issues highlighted in the recent bridge audits.	
147	Energy Retrofits for Community Buildings	\$164,671
All Wards	Car park lighting replacement at Knox Athletics Car Park is scheduled to commence and be completed in June. Car park lighting at Knox Park Baseball is also expected to be replaced with LEDs in June.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works rollout progressing with works expected to be completed by early June including Carrington Park Leisure Centre, Waterford Valley Golf Course Pavilion and emergency evacuation diagrams at various centres.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos audit scope review complete. Prices are currently being sought with engagement of Consultant by mid June and reports provided in July. In addition asbestos removal has been undertaken at Basin Progress Hall.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Viewtech Place Rowville scheduled for asphalt works May 31 (night works).	
409	Parks Furniture Renewal	\$75,000
All Wards	Seat Installation completed at Lakewood estate. (Applewood Drive Entrance).	

Knox City Council Project Status Report

28-May-2022

Project Number	Project Name	Total Adjusted Budget
410	Parks Signage Renewal	\$20,000
All Wards	Signage renewal completed at Knox Family and Children's Centre.	
412	Water Sensitive Urban Design Renewal	\$510,000
All Wards	Wicks Reserve sediment basin desilt complete, Starlight Reserve sediment basin desilt to commence in the next few weeks, Boronia retarding basin maintenance to go to quote next week.	
441	Significant Municipal Site Renewal	\$322,575
Dobson	Quarry Reserve works start date delayed until early June.	
443	Reserves Paths Renewal	\$75,000
All Wards	Awaiting quotes on final renewal works for 21/22 financial year.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Kitchen retrofitting - Funds to be expended with provision of food act requirements for renewal of Chandler Park Pavilion kitchen. Design complete and quotes imminent with Contractor expected to be appointed by June.	
536	Parkland Asset Renewal	\$75,000
All Wards	Plant orders completed for garden bed renewals, Awaiting stock delivery.	
537	Roadside Plantings Renewal	\$120,000
All Wards	Kellets Rd: Removal of inappropriate plantings and lawn reinstatement completed.	
566	Artwork Renewal	\$107,169
All Wards	All renewal projects achievable in 21/22 are now complete. Further projects planned for 22/23 FY.	
576	Emergency Warning Systems in Early Years Facilities	\$75,945
All Wards	Cooinda and Kinderlea have been completed. Berrabri to be undertaken in July 2022. Eildon EWS will be undertaken in May as part of Redevelopment project - not funded from this program. Scoresby West refurbishment is delayed until 22/23 financial year for construction and accordingly the provision of EWS. Internal transfer from Renewals for Kinderlea will complete this year's program.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Design	\$9,343
Dobson	Upper Ferntree Gully Neighbourhood Activity Centre Design project has included the streetscape lighting enhancements. Currently investigating solar powered lighting options. Waiting on quotations for installation. Estimated completion by August 2022.	
593	Marie Wallace Reserve, Bayswater Masterplan Implementation Stage 4	\$60,070
Dinsdale	Marie Wallace Masterplan Implementation works have been completed.	

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Project Number	Project Name	Total Adjusted Budget
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 4	\$175,198
Tirhatuan	Scoresby Masterplan Implementation works have been completed. These works included Pedestrian Solar Lighting and new public toilet. Additional path links will be considered as part of any future carpark redevelopment works.	
675	Public Art Project	\$201,655
All Wards	Final costs relating to current public art (Erica Way, Stamford Park and Boronia) will be spent in May/June, with a carry forward required of \$117,000 to complete and commence major projects committed through the new and upgrade program.	
708	Cricket Run Up and Goal Square Renewal Works	\$82,212
All Wards	Project will be completed by 30 June.	
717	Knox Central Package	\$18,235,000
Dinsdale	The purchase of the parcel of land to enable the future road corridor has been finalised. The review of the masterplan will confirm the nature and location of the road corridor. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	ERP - Knox Interim Library works completed.	
746	Revegetation Plan	\$100,000
All Wards	Site preparation completed, mulch delivered and spread March 2022. Plants order completed, Plants to be planted June 2022.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$60,000
Dobson	Talaskia Masterplan Implementation works completed. Remaining funding to be transferred to Facilities team for public toilet implementation works.	
834	Oversowing of Sports Fields	\$60,000
All Wards	Project will be completed by June 30.	
837	Westfield Library (Permanent) - Design and Fitout	\$3,200,000
Dinsdale	Detailed design development and documentation for fit out is well underway and progressing on schedule	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	Consultants developing draft concept plan.	
849	Installation of Change Tables into Kindergartens	\$48,065
All Wards	Change tables were delivered and installed. Project has been completed.	

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Project Number	Project Name	Total Adjusted Budget
867	Knox Regional Netball Centre Extension	\$12,531,053
Dobson	External wall cladding 90% complete, internal services rough in 95% complete, car park 90% complete, plastering 80% complete.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$873,211
Friberg	Delivery of Stage 3 of the HV Jones Masterplan includes upgrades to the netball courts and renewal of the existing carpark. The public tender has now closed and currently under evaluation.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$331,729
Friberg	Design of the skate bowl extension to commence in 2022/23 financial year, in line with the masterplan implementation.	
871	Energy Performance Contract Implementation	\$553,437
All Wards	Pool blankets at Knox Leisureworks are getting installed in late May, along with replacement of Air Handling Unit Boilers and Variable Speed Drive installations. The replacement of Packaged Air Conditioning units have been delayed until June due to supply issues relating to availability of equipment.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$57,815
Tirhatuan	(1) Negotiations continuing around surface defects issue. Additional Geotech work tentatively planned for mid-June. Anticipate investigating further remedial treatment options once the geotechnical report is received. (2) Courts 4 & 5 - Initial survey and geotechnical investigation completed. Consultation with arborists underway. Survey of additional areas completed. Design 60% complete.	
941	Knox Regional Netball Centre - Court Renewals	\$123,594
Dobson	Project is scheduled to be completed by 30 June.	
942	Tree Management	\$63,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Former Operations Centre)	\$3,514,194
Dinsdale	Monitoring works at the former Operations Centre site is continuing.	
946	Boronia Precinct Planning	\$360,500
Baird	The revised Boronia Renewal Strategy has been adopted by Council on 23 August. Further community consultation will be undertaken in early 2022 subject to Ministerial authorisation of Amendment C192 to the Knox Planning Scheme. In the meantime, the internal Project Control Group provides directions on the implementation of a number of priority projects.	

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Project Number	Project Name	Total Adjusted Budget
948	Modular Building Program	\$4,085,325
All Wards	Lakesfield Reserve Modular Building is complete. Existing building is now demolished with feature survey/design commenced with delivery time of 4-6 weeks. The carpark construction works timing still is planned for Oct 22. Marie Wallace Modular secondary change facility has commenced construction offsite with an expected works timeframe of 16 weeks and completion by end of August/early September. The existing pavilion refurbishment will follow handover of the modular change rooms in mid-September with completion expected by end of 2022. Gilbert Park Modular Construction Contract has been appointed and construction is progressing with expected completion late June/early July. Pavilion refurbishment works package will follow in July. Carried forward for Lakesfield carpark, Marie Wallace and Gilbert Park existing pavilion refurbishment forecasted.	
950	Family & Childrens Services Buildings & Facilities	\$227,388
All Wards	Scoresby West Kindergarten - Detail designs completed. Tender period from early June 2022. Expect to award contract by End June 2022 for construction in term 3 (July-September 2022).	
951	Community Toilet Replacement Program	\$674,285
All Wards	Wicks Reserve contractor appointed with expected completion by Mid-August 2022. Design development progressing for UFTG public toilet replacement with delivery to be undertaken in 23/24. Carried forward required for final payment for Wicks and Chandler Reserve public toilets which is scheduled for 22/23.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Works to be undertaken after completion of redevelopment project at the centre.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$710,905
Taylor	Construction of the new Junior BMX pump track currently underway. Estimated completion by August 2022. Installation of new outdoor gym equipment has been completed.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$469,595
Scott	Construction of the new picnic shelter, BBQ facilities and toilets has been completed. Complementary works including pathways and landscaping to commence in June/July 2022.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,112,743
Dinsdale	Stage 1 Waterways - Design is 98% complete with final approvals being sought from Melbourne Water. Stage 2 Sport and Play Hub - concept plans and pavilion redesign work to be finalised by early June. Stakeholder and community consultation will then commence.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation - Stage 2	\$365,543
Scott	Construction is now complete of Egan Lee Reserve Stage 2 masterplan implementation. All minor defects have been rectified by the contractor.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$30,000
Collier	The development of a masterplan for Wantirna Reserve, Wantirna is scheduled to commence in the new financial year.	

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Project Number	Project Name	Total Adjusted Budget
1054	Knox Regional Sports Park - Stages 2 and 3	\$27,045,920
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The construction works for the Victorian Association of Radio Model Soaring (VARMS) project at Rowville Recreation Reserve are progressing. Completion is expected in September 2022.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$494,086
Collier	(1) Courts 1-5: Tennis Court renewal design and drainage design completed with positive feedback on design received from Tennis Club. Tenders have closed and evaluation now underway. Anticipate presenting recommendation report to July SPC meeting. (2) Courts 6-10: Temporary remedial works for Court 9 completed. Geotechnical investigation coordinated by Waste for Wantirna Reserve overall site underway. Awaiting advice on outcome of investigation findings to progress with appropriate design methodology.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$103,100
Taylor	All works have been completed.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$95,000
All Wards	The project budget will be spent by 30 June.	
1124	Sportsfield Fencing Renewals	\$134,955
All Wards	The project budget will be spent by 30 June.	
1125	Stormwater Harvesting Infrastructure Renewal	\$60,000
All Wards	Works at Bayswater to commence late May.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Project is completed.	
1134	Ferntree Gully Community Arts Centre Office Upgrades	\$50,000
Dobson	Office upgrade complete, minor refurbishment and layout improvements to office space to meet social distancing requirements and functionality. Savings forecasted.	
1136	Arts Facility Upgrades	\$134,000
All Wards	All works highlighted for 21/22 are fully completed.	
1137	Knox Leisureworks - Major Redevelopment	\$154,500
Baird	Ramp emergency egress for Disability Discrimination Act compliance currently being designed to proceed to "Request For Quotation" in June. Some carry forward forecast expected for a site Asset Management Plan and future works program.	

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Project Number	Project Name	Total Adjusted Budget
1145	Glenfern Road, Ferntree Gully - Footpath Construction	\$191,810
Dobson	Works completed.	
1148	Montana Avenue, Boronia - Footpath Construction	\$66,529
Chandler	Consultation letter has been sent to residents. Path project will be assessed after closing date (27/5/22) for returned questionnaires.	
1155	Kelletts Road, Rowville (973 Stud Road to Taylors Lane) - Shared Path	\$18,456
Taylor	Construction works completed.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$65,000
Collier	Line marking treatments have been completed. Tender closed on Friday 13 May for shared path work. Contract was awarded on the understanding that the contractor had a blanket Memorandum of Authorisation for Department of Transport works and could complete works by end of June. However, we have been advised that DoT have recently changed their conditions and no longer allow this blanket Memorandum of Authorisation to be used in this type of situation. A new Memorandum of Authorisation is required which may result in a delay of some work.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$106,577
Collier	Line marking treatments have been completed. Tender closed on Friday 13 May for shared path work. Contract was awarded on the understanding that the contractor had a blanket Memorandum of Authorisation for Department of Transport works and could complete works by end of June. However, we have been advised that DoT have recently changed their conditions and no longer allow this blanket Memorandum of Authorisation to be used in this type of situation. A new Memorandum of Authorisation is required which may result in a delay of some work.	
1165	Mowbray Drive & Argyle Way, Wantirna South - On Road Bicycle Link	\$120,000
Scott	Works completed.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Works completed.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	Construction has commenced.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$689,554
Dobson	Contractors have been engaged for the construction of the public toilet. Planning and building permits have been obtained. Estimated that construction works will commence 6th June 2022. Tender submissions for the city skyline lookout are currently under evaluation. It is estimated the contract will commence in June 2022 with construction of the lookout completed by December 2022.	

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Project Number	Project Name	Total Adjusted Budget
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$100,000
Chandler	Various planting and maintenance works have been completed and program has been delivered to its capacity. Any further works will be based on the strategic direction of the future Green Streets Plan.	
1176	Solar in Community Facilities	\$112,639
All Wards	Solar at the Rowville Early Learning Centre (Eildon Parade) is scheduled to be installed in June, along with Solar on Bena Angliss Maternal Child Health Centre and the Flamingo Children and Family Centre. Awaiting quotes for a number of other sites including Wally Tew Pavilion and Scoresby Recreation Reserve Pavilion for installation in the 2022/23 financial year.	
1180	Forest Rd to Koolunga Reserve, FTG - Wetland Construction	\$386,056
Chandler	Project on-hold pending while engagement with the community is undertaken to develop the Future Directions Plan for Koolunga Native Reserve and agreed actions.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Survey complete, functional design near completion, anticipating to go out to quote within the next 2 weeks.	
1183	Peregrine Reserve - Wetland Construction	\$60,000
Taylor	Survey nearing completion, expect further functional design work to be undertaken in the next 2-3 weeks.	
1184	Egan Lee Reserve - Wetland Construction	\$550,000
Scott	Additional modelling on-going to support proposed changes to intent of project, concept design underway.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$75,669
Friberg	Lighting component has commenced, completion by 30 June.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$150,000
Baird	Completed.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$100,000
Dinsdale	Completed.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$300,000
Dobson	Completed.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Reconstruction	\$460,000
Baird	Footpath works essentially completed. Some minor kerb and channel work remaining, all asphalt works now completed.	

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Project Number	Project Name	Total Adjusted Budget
1229	Sullivan Court, Wantirna (Rachelle Drive to End)- Reconstruction	\$160,000
Collier	Works completed.	
1230	Wanaka Close, Rowville (Erie Avenue to End) - Reconstruction	\$90,000
Tirhatuan	Construction works completed.	
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Reconstruction	\$135,000
Friberg	Works completed.	
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design	\$23,936
Chandler	Design deferred until further notice - awaiting direction from Boronia Renewal Strategy Working Group.	
1237	Carrington Park - Multi Purpose Facility - Construction	\$2,381,577
Friberg	Defects Liability and Maintenance Period (ending 25 Feb 2023.)	
1238	BAMP Facility Upgrades	\$1,007,471
All Wards	Program development progressing with expectation that priority projects will be nominated to Building Assessment Panel by Sept with view to progress to design/scoping phase by October. Projects to be nominated/scoped to be assessed for upgrade to meet fit for purpose recommendations from BAMP. Construction would not be expected to be undertaken to late 22.	
1261	Wantirna Reserve - Car Park Upgrade (Design)	\$40,000
Collier	Consultation with Leisure & Waste ongoing in relation to hockey and other projects associated with Wantirna Reserve. Design deferred until Master Plan work is completed and advice is received on project status and scope.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$5,000
All Wards	Purchase is planned for 2-way radio set for pop up event kit, will expend the forecast of \$2,500 with some savings returned.	
1265	Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping	\$154,617
Baird	Detailed design progressing for provision by end of June 2022 with cost plan provision for planned construction in 2023/2024. Savings on original budget expected.	
1266	Rowville Children and Family Centre (Childcare) Refurbishment	\$1,262,700
Tirhatuan	Eildon Park refurbishment works progressing to completion by end of May. Building handover to children service team will be undertaken over the month of June.	

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Project Number	Project Name	Total Adjusted Budget
1267	Early Years Facilities - Landscaping Upgrades	\$287,133
All Wards	Projects to renew the outdoor play spaces for Liberty, Murrindal, Knoxfield, Rowville and Liberty Avenue Kindergarten works are complete. Works continues on The Basin Kindergarten outdoor space, Wantirna Hub decking, Eildon Parade Children Family Centre shade sail and outdoor works, Upper Ferntree Gully cubby renovation. All works are expected to be completed by 30 June.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$37,238
Tirhatuan	Detail design has completed in mid May. Carried forward required for construction with additional funding expected to be required based on concept plan scope of works.	
1271	Wantirna Community Infrastructure Planning	\$40,000
Collier	Consultants are undertaking work.	
1274	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath Design	\$11,462
Chandler	Concept Design completed and design approach confirmed after internal consultation. Detailed design well underway with structural consultant appointed. Title re-establishment survey completed with geotechnical investigation, underground service locating and detailed design underway. Initial Arborist assessment completed.	
1276	Liverpool Road, The Basin - Footpath Design	\$12,361
Chandler	Contractor has been onsite for service proofing. Further service identification works are needed and will be organised at the start of June.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$110,000
Tirhatuan	Design for a shared path alignment plan has been completed. Consultation letters have been sent to business owners to propose licence/lease agreement.	
1282	Ferntree Gully Road Shared Path - Scoping	\$10,000
Friberg	Council's Property Management team have advised that acquisition could take about two years. They have recommended that purchase of the land is undertaken instead of license agreement as there are multiple owners and we are already looking to take ownership of the service road. The land transfer will be at market cost which will need to be factored into the budget for the design component of the project.	
1297	Amesbury Avenue, Wantirna - Intersection Treatments	\$133,427
Collier	Quotations have been received for work to progress the bike link to Boronia Road.	
1300	Parking Management Plan Implementation	\$90,000
All Wards	Wantirna Mall letters were sent out to businesses on Wednesday 27th April. Signage & line marking to be organised by Maintenance team.	
1306	Dog Park Installations	\$225,809
All Wards	Project works scheduled for the 21/22 program are complete.	

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Project Number	Project Name	Total Adjusted Budget
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$18,115
Dobson	Scoping confirmed, survey and proving of underground service locating completed. Detailed design underway, estimated at 65% complete.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$425,792
Friberg	Stage 1 Commercial Rd area - Drainage upgrade included within road renewal package. Works completed.	
	Stage 2 Burwood Hwy North catchment area - Detail design and engineer's estimate completed - this has highlighted funding shortfall. Awaiting confirmation of budget approach.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Emergency/reactive works undertaken as required, works in the vicinity of Conyers St, The Basin are ready for construction, design of work within the vicinity of Claremont Ave, The Basin nearing completion.	
1311	Major Roads LED Streetlight Replacement	\$440,370
All Wards	Installation contract finalised. Lights to be delivered and installation commence in late June and be completed by July 2022.	
1312	Cathies Lane Landfill Solar Feasibility - Stage 2	\$53,314
All Wards	No additional expenditure expected for this project. The investigations have been completed with Council to consider a Power Purchase Agreement instead of a Solar Farm at the landfill.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$5,574,861
Baird	Construction works underway albeit with a couple of delays due to supply issues.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$152,036
Taylor	Stage 1 Design completed and quote for construction received. This has highlighted funding shortfall. Construction deferred with remaining funds to be carried over and supplemented with additional funds in 2022/23 subject to budget approval.	
	Stage 2 (Car park extension) design 95% complete with club consultation underway. Car park to be constructed when funding is anticipated to be available in 23/24.	
1318	Miller Park Reserve - Cricket Net Renewal	\$250,000
Chandler	Project will be completed by 30 June.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$128,819
Friberg	Project is aiming to be completed by 30 June, with possibility of carry forward into the next financial year.	

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Project Number	Project Name	Total Adjusted Budget
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$555,252
Taylor	Courts 4-6 - Surface Defects have been rectified, PC has been achieved and courts handed over to Club. Courts 7-9 - Detailed Design completed. Tender advertised and closing 31 May 2022. Anticipate being able to make recommendation for appointment by mid-June.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$425,000
Chandler	Works completed.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals	\$714,806
Dobson	(1) Courts 5-6: Construction well underway with works approximately 80% complete. Contractor has completed concrete slab construction and installed fence posts and light poles. Temporary court line-marking to be installed in late May due to insufficient ambient temperature to allow acrylic installation. Anticipate to install final acrylic surface in late Spring/early Summer. (2) Courts 1-4: Geotechnical investigation and arborist consultation completed. Design complete.	
1354	Buckingham Drive, Rowville LATM - Design	\$0
Taylor	A Council report was presented at the meeting on 23 May 2022. Council resolved to proceed with the project.	
1363	Lupton Way Shared Zone Construction and Public Art Lighting	\$553,220
Baird	Consultation letters have been sent to owners including a revised draft of the licence agreement, the Beautify Boronia owners agreement and proposed works on private land. Manufacturing has commenced for the electrical switchboard and street furniture.	
1365	Programmed Road Renewal Works from June annual Audits	\$715,000
All Wards	Funds available to supplement funding requirements for various road renewal works as required. Minor expenditure on miscellaneous works has occurred and majority of funds are likely to be savings.	
1367	Rowville Tennis Court Renewal	\$26,000
Taylor	The club has requested that the works be completed next year due to numerous lockdowns causing losses of coaching revenue and memberships.	
1386	Parks - New Tractor	\$120,000
All Wards	Tender in progress. Tractor availability still unknown due to shipping delays.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$1,500,000
Scott	Community consultation has been completed. Report to be presented at Council with the design to follow in anticipation for delivery in the 22/23 financial period.	
1390	Golf Practice Nets	\$80,000
All Wards	Project is completed.	

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Project Number	Project Name	Total Adjusted Budget
1391	Knox Hockey Facility Development	\$3,625,000
Collier	Construction has begun on site with temp fencing erected and earthworks commencing.	
1392	3-Year Old Kindergarten Facility Management	\$250,000
All Wards	Officers continue to plan and prepare for the introduction and expansion of 3 year old Kindergarten services to Council's early years programs, identifying facilities which will need to be considered as part of Council's capital works program over the next five years.	
1394	Knox Park Athletics - Changeroom Upgrade	\$59,460
Friberg	Works completed in early May.	
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$494,975
Friberg	Lighting works at Diamond 2 completed. All invoices for Gilbert Park 1 and 2 reconciled.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$113,188
Dinsdale	Works completed.	
1404	Berrabri Kindergarten, Scoresby - Verandah Space upgrade	\$105,000
Tirhatuan	Project completed - savings expected.	
1405	F W Kerr Kindergarten, Ferntree Gully - External upgrade	\$20,000
Dobson	Works commencing in May.	
1406	Miller's Homestead - Upgrade	\$162,500
Chandler	Access audit completed, awaiting final report from the consultant to inform first package of works and subsequently design consultants will be engaged noting the heritage implications of the site. Scoping being undertaken in conjunction with established service provision of the new tenancy This would be expected to be complete by mid year.	
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	Following investigation and consideration of the current site and current facility constraints, the proposed works will not be able address the required storage upgrades at the current facility. It is proposed that any remaining funding be attributed as savings.	
1411	Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path	\$309,082
Baird	Construction has commenced.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$250,000
Dinsdale	Project deferred due to construction works at Mountain High Shopping Centre, which have temporarily required access to Macauley Place to support delivery of project. These works are anticipated to occupy the site for a further 12 months. The Macauley Place share zone project will be deferred until the 23/24 year on this basis.	

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Project Number	Project Name	Total Adjusted Budget
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$466,091
Dobson	Development of the Kings Park Masterplan. The consultants have developed a draft masterplan in preparation for the next round of final consultation.	
1414	Cardiff Street - Flood Mitigation Works	\$700,000
Baird	Awaiting survey (due in June 2022) with data to support a Request for Quotation to undertake proof of concept modelling.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment -Scope & Analysis	\$400,000
Dobson	Awaiting survey (due in June 2022) with data to support a Request for Quotation to undertake proof of concept modelling.	
1418	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade	\$120,000
Dobson	Upgrade scope being formulated with Parks department and main consultant, final scope expected within the next two weeks.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$80,000
Friberg	Upgrade scope being formulated with Parks department and main consultant, final scope expected within the next two weeks.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$57,578
Friberg	Concept design nearing completion. Projected delayed due to the management of the redesign of the Melbourne Water main drain.	
1425	Albert Street UFTG & Chandler Road Boronia - Passive Irrigation Research & Development	\$60,000
All Wards	This project is in partnership with Melbourne University and is on-hold due to resourcing constraints.	
1426	The Basin Triangle Masterplan	\$60,000
Chandler	Minor changes currently being finalised for the Draft Basin Triangle Masterplan. Phase 2 of Community Engagement expected to commence in June 2022.	
1428	Violen Street, Bayswater - Reconstruction	\$185,000
Dinsdale	Construction works completed.	
1429	Edinburgh Road, Boronia - Reconstruction	\$180,000
Baird	Works completed.	
1430	Wilhelma Avenue, Boronia - Reconstruction	\$250,000
Baird	Works completed.	

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Project Number	Project Name	Total Adjusted Budget
1431	Manuka Drive, FTG - Reconstruction	\$365,000
Baird	Works completed.	
1432	Murene Court, Boronia - Reconstruction	\$210,000
Baird	Works nearing completion. Drainage works and kerb & channel construction works completed. Minor footpath works underway with asphalt works programmed for late May.	
1434	Harcrest Estate Lake & Wetland Renewal	\$127,718
Scott	Project has been completed	
1437	1000 Steps Car Parking and Shared Use Path Bridge	\$300,000
Dobson	Property Management currently investigating impacts of different alignment options of the bridge.	
1439	Mossfield Avenue, Ferntree Gully - Design Only	\$45,000
Baird	Design complete, including drainage upgrade element. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	
1440	Mountain Gate Drive, Ferntree Gully - Design Only	\$65,000
Friberg	Design complete, including drainage upgrade element. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	
1441	Studfield Shops, Rear Laneway, Wantirna South - Design Only	\$40,000
Dinsdale	Design complete, including drainage upgrade element. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	
1442	Avalon Road, Rowville - Design Only	\$70,000
Tirhatuan	Design complete, including drainage upgrade element. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	
1443	Faraday Street Boronia - Design Only	\$45,000
Baird	Design complete. Review of design plans and cost estimates underway.	
1444	Adele Avenue, Ferntree Gully - Design Only	\$35,000
Friberg	Design complete. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	
1445	Marlborough Road, Bayswater - Design Only	\$30,000
Dinsdale	Design complete. Project included with road renewal tender package. Tender process underway and anticipate presenting recommendation report to July SPC meeting.	

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Project Number	Project Name	Total Adjusted Budget
1446	Windermere Reserve, Ferntree Gully - Oval Renewal	\$1,350,000
Friberg	Works currently in progress on site. Delays in progress due to wet weather.	
1447	Knox Gardens Reserve, Wantirna South - Drainage #2 Oval	\$155,645
Scott	Project is complete.	
1448	Fairpark Reserve, Ferntree Gully - Netball Court Renewals	\$220,000
Baird	Construction well underway with works approximately 50% complete. Basketball/netball tower foundation design and certification completed. Asphaltting and lighting works delayed due to building permit application and supply lead-time delays in industry. Works expected to be completed by end June.	
1449	Fairpark Reserve, Ferntree Gully - Re-turfing	\$250,000
Baird	The project has been deferred. The ground requires a full redevelopment. An investigation into this ground showed that new turf would not be beneficial to the ground improving. There are several issues with this oval.	
1450	Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals	\$390,000
Baird	Design complete and tender closed 3 May 2022. Tender evaluation underway.	
1451	Carrington Park Reserve, Knoxfield - Tennis Court Renewals	\$175,000
Friberg	Initial survey and geotechnical investigation completed. Awaiting advice on project scope.	
1452	Llewellyn Reserve, Wantirna South - Cricket Pitch Renewal (Oval #1)	\$20,000
Scott	Project is complete.	
1453	Kings Park, Upper Ferntree Gully (Oval #2) - Sportsfield Drainage	\$67,708
Dobson	Project has been withdrawn from program with funds to be redistributed to other projects. Investigation into this ground showed that a new drainage system would not be beneficial to the ground improving. An alternate proposal will be presented to the forward capital works program.	
1454	Lewis Park, Wantirna South (Oval 2) - New Irrigation	\$15,000
Dinsdale	Project has been withdrawn from program with funds to be redistributed to other projects. Investigation into this ground showed that a new drainage system would not be beneficial to the ground improving. An alternate proposal will be presented to the forward capital works program.	
1455	Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	\$295,000
Dobson	On schedule to be completed by 30 June.	
1456	Dobson Park, Ferntree Gully - Cricket Net Renewal	\$340,000
Baird	Project will be completed by 30 June.	

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Project Number	Project Name	Total Adjusted Budget
1457	Wantirna Reserve, Wantirna - Sportsfield Renewal - Scope	\$35,074
Collier	Project will be completed by 30 June.	
1458	Knox Gardens Reserve, Wantirna South - Tennis Court Renewals - Design	\$50,000
Scott	Initial survey completed. Geotechnical investigation completed and consultation with arborists underway. Design has commenced and is around 70% complete.	
1459	Lewis Park, Wantirna South - Oval 1 Floodlighting	\$250,000
Dinsdale	Waiting for further land titles associated with this park property owned by Melbourne Water to finalise the building permit. Lighting poles are expected to be delivered in mid June with the aim of completing the project by the end of June 2022.	
1460	Templeton Reserve, Wantirna - Floodlighting Upgrade	\$250,000
Collier	Building permit approved. Contractor commenced electrical works on site. Poles expected end of May with cross arms delivered in mid June and completion of project expected by end of June 2022	
1461	Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting	\$280,362
Dobson	Building permit approved. Contractor commenced electrical works on site. Poles expected end of May with cross arms delivered in mid June and completion of project expected by end of June 2022.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$100,000
Friberg	Project has been postponed to align with next financial year facility shutdown and Track Renewal works.	
1463	Tormore Reserve, Boronia - Safety Fencing (Behind Goals)	\$100,000
Baird	Works progressing well - footings and poles installed. Netting to be installed in the coming weeks.	
1464	Schultz Reserve, Wantirna - Pavilion Refurbishment	\$75,000
Collier	Consultation with Clubs is in progress.	
1465	Knox Park Athletics, Knoxfield - Lighting to Track	\$300,000
Friberg	Work has been delayed till next financial year to coincide with the Athletics track renewal project.	
1466	Schultz Reserve, Wantirna - Shade Structure	\$50,000
Collier	Consultation with Clubs underway.	
1467	Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)	\$50,000
Baird	Works will occur upon completion of the major pavilion redevelopment and associated carpark and landscaping works. This will be in 2022/23.	

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Project Number	Project Name	Total Adjusted Budget
1468	Park Ridge Reserve, Rowville - Existing Pavilion Refurbishment	\$20,000
Taylor	Works will align with the new Modular project.	
1469	Milpera Reserve, Wantirna - Existing Pavilion Refurbishment	\$20,000
Collier	Works will align with the new Modular project.	
1470	Electronic Entry to Sporting Pavilions.	\$50,000
All Wards	Prices being sought currently however installations won't be until 22/23 capital year with no forecast expenditure pre 30th June	
1471	Knox Skate & BMX Park, Knoxfield - Access Road	\$120,000
Friberg	Design completed, quote received and Works Authorisation approved. Construction to commence in late May.	
1472	Wally Tew Reserve, Ferntree Gully - Car Park Upgrade	\$40,000
Dobson	Design completed and quotes for construction received. Awaiting final funding approval.	
1473	Egan Lee Reserve, Knoxfield - Car Park Extension - Design	\$35,000
Scott	Initial survey completed and concept layout options submitted, approved and preferred option selected. Geotechnical investigation completed along with consultation with arborists. Design underway and approximately 15% complete.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark - Design	\$35,000
Friberg	Design draft and estimate completed. Review undertaken and considered in finalising design.	
1475	Gilmour Reserve, Upper Ferntree Gully - New Car Park - Design	\$35,000
Dobson	Majority of site is within Melbourne Water land and any proposal for development is subject to agreement with Melbourne Water. Consultation with Melbourne Water, coordinated by Leisure, is underway. Design deferred until clarity is received.	
1476	Community Placemaking Program - Murals and Lighting - Scope	\$50,000
All Wards	FTG Creative Placemaking Plan is in draft form, and a selection of 'quick win' stage one retail precinct arts projects planned. A carry forward of \$55,000 required to realised stage one of the plan in 22/23.	
1477	FTG Library, Ferntree Gully - External Blinds	\$20,000
Dobson	Concept design of upgrading of decking, installation of new roof and external blinds is expected to complete by mid June.	
1478	Locker Program - Council Kindergartens	\$50,000
All Wards	Lockers have been delivered to 5 preschool sites. Remaining lockers are expected to be delivered by mid June with any room modifications to follow. Project completion expected by end of June.	

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Project Number	Project Name	Total Adjusted Budget
1479 Tirhatuan	Liberty Avenue, Rowville Kindergarten - Verandah Replacement - Design Design progressing, costing to follow by early June - savings expected.	\$10,000
1480 Taylor	Park Ridge Kindergarten, Rowville - Verandah - Design Design progressing with design and costing to follow by end of May/early June – savings expected.	\$10,000
1481 Baird	Alice Johnson Children and Family Centre, Ferntree Gully - Verandah Project completed - Savings forecasted.	\$65,000
1482 Collier	Billoo Park Kindergarten, Wantirna -Storage & Verandah Upgrade - Design Project 100% completed - savings forecast.	\$10,000
1483 All Wards	Update FCS signage from Preschool to Kindergarten Funds being redirected to Rowville Children's Centre Redevelopment as per Budget Variation approval.	\$0
1484 Baird	136 Boronia Road (Knox Infolink) - Redevelopment Project brief being drafted in preparation for seeking a consultant.	\$30,000
1485 Chandler	The Basin Community House - Kitchen Upgrades Project is complete however awaiting internal transfer for expenditure - some savings forecast.	\$10,000
1486 Chandler	The Basin Progress Hall - Event Upgrades The contractor is appointed and works are progressing with completion expected mid-late June.	\$40,000
1487 Dinsdale	Knox Community Gardens, Boronia - Shed Removals Demolition works now complete and invoiced.	\$50,000
1488 Dinsdale	Knox Community Gardens, Boronia - New Facility Design Facility needs analysis complete. Submissions have been received for development of high level concept designs with consultant to be appointed by the end of March.	\$20,000
1489 All Wards	Public changing outlets to support vulnerable persons - Scoping Preferred supplier has been chosen and final purchase decisions are being made.	\$10,000
1490 Taylor	Bergins Road, Rowville - Footpath Construction Works Completed.	\$129,998
1491 Baird	Malvern Street, Bayswater - Footpath Construction Works completed.	\$120,000

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Project Number	Project Name	Total Adjusted Budget
1492 Dobson	Francis Crescent, Ferntree Gully - Footpath Construction Construction has commenced.	\$43,890
1494 Friberg	1726 Ferntree Gully Road, Ferntree Gully - Footpath Scope The survey works have been completed. A full design will be done next financial year.	\$4,180
1495 Tirhatuan	Ferntree Gully Road, Scoresby - Footpath Construction Prices from tenders have been received. Prices exceed allocated budget amount. Additional funding is required. Once the contract is awarded the contractor is required to obtain an Memorandum of Agreement from Department of Transport. This will delay the start of works.	\$29,260
1496 Baird	Short Street, Boronia - Footpath Design Prices from tenders have been received. Prices exceed allocated budget amount. Additional funding is required and may be sourced from other projects that have been completed under budget.	\$35,000
1497 Baird	Cypress Avenue, Boronia - Footpath Design Project Delivery has been engaged to undertake a design for the section of the footpath outside 23 Cypress Avenue to the corner of Springfield Road. The pram ramps connecting to Stradbroke Road will require the nature strip to be levelled which will require the construction of retaining walls. The survey for this corner site has been completed. Design is expected to be completed before the end of the financial year.	\$20,000
1498 Dobson	Pleasant Road, Ferntree Gully - Footpath Scope The feature survey has been completed.	\$10,000
1499 Taylor	Buckingham Drive, Rowville - LATM Treatment A Council report was presented at the meeting on 23 May 2022. Council resolved to proceed with the project.	\$120,000
1500 Tirhatuan	Liberty Avenue, Rowville - LATM Design Residents have been consulted and notified that construction will occur next financial year.	\$15,000
1501 Friberg	Dobson Street, Ferntree Gully - Traffic device Insufficient support was received from the community. Following discussions with the Ward Councillor, residents have been advised that the project will no longer proceed. A speed trailer will be set up in Term 2 as an alternative.	\$10,000
1502 Scott	High Street Road, Wantirna South - Shared Path Construction works are almost complete. Warning tactiles and topsoil still need to be done.	\$346,500
1503 Scott	Burwood Highway, Knoxfield - Shared Path Construction works completed.	\$400,000

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Project Number	Project Name	Total Adjusted Budget
1504	Napoleon Road, Rowville -Shared Path	\$155,925
Taylor	Construction has been completed. Officers are preparing a plan detailing line marking, signage and bollards.	
1505	Mountain Highway, Boronia - Shared Path - Design	\$80,000
Chandler	Survey works have been completed. Alignment plan is being developed in consultation with the new Department of Transport team.	
1508	Sasses Avenue, Bayswater - On Road Bicycle Lanes	\$40,000
Dinsdale	Schematic design completed for the on-road bike facilities.	
1509	Moirra Avenue / Johnson Drive Intersection, Ferntree Gully - Traffic Island	\$15,000
Baird	Works have been completed.	
1510	Kelletts Road at Lakesfield Drive, Lysterfield - Footpath link at School crossing	\$3,000
Dobson	Unable to schedule a contractor to provide Traffic Management Plans to complete the works before the end of the financial year.	
1511	Alma Avenue, Ferntree Gully - New School Crossing	\$30,000
Dobson	Works have been completed.	
1512	Maryborough Road, Boronia - Rumble Strips	\$10,000
Baird	A suitable product for rumble strips is not available as they would be too noisy in this situation. We are currently exploring visual only treatments.	
1513	Regency Terrace, Lysterfield - Connection to Napoleon Road Bus Stop	\$24,000
Taylor	Construction has been completed. Officers are preparing a plan detailing line marking, signage and bollards.	
1514	Carrington Park, Knoxfield - Masterplan Implementation	\$300,000
Friberg	Carrington Park Masterplan implementation stage 1 works include the design and construction of a new playground and picnic area. Works on site have now been completed.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan	\$25,000
Taylor	Draft Landscape Plan being prepared. Second round of community consultation to commence in June 2022.	
1516	Lakesfield Reserve, Lysterfield - Landscape Plan	\$25,000
Dobson	First round of community consultation commenced in early May and has closed on 27th May. A draft landscape plan will be prepared based on the community's feedback for another round of community consultation.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	Draft Landscape Plan being prepared. Second round of community consultation to commence in June 2022.	
1518	Schultz Reserve, Wantirna - Landscape Plan	\$25,000
Collier	Draft Landscape Plan being prepared. Second round of community consultation to commence in June 2022.	
1521	Erica Avenue Streetscape Renewal	\$800,000
	The design and delivery of the Erica Ave Streetscape renewal is part of the DJPR Suburban Revitalisation Program. The detailed design stage is currently in progress. Further engagement with key stakeholders is required prior to finalising the detailed design, estimated for June 2022.	

4.3 Knox Multicultural Advisory Committee Recruitment and 2021-2022 Annual Report

SUMMARY: Coordinator Healthy and Safe Communities, Lisette Pine

The Knox Multicultural Advisory Committee (KMAC) provides Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

During February – March 2022, an Expression of Interest and recruitment process was conducted for new Committee members to fill five vacancies. This report seeks approval for the appointment of five new Committee members for a two-year term from June 2022 to June 2024 (refer Confidential Attachment 2).

This report also presents an overview of the Committee’s achievements for March 2020 to March 2022.

RECOMMENDATION

That the Committee:

1. Appoint the following applicants to the Knox Multicultural Advisory Committee for the period June 2022 to June 2024 as presented in Confidential Attachment 2;

Name	Category
1	Community Representative
2	Community Representative
3	Community Representative
4	Community Representative
5	Professional/Industry Representative

2. Note the achievements of the Committee for the period March 2020 – March 2022; and
3. Thank the following outgoing Committee members for their valuable contribution:
 - Gina Etienne.
 - Vin Butera.
 - Angela Ng.
 - Rick Comfort.
 - Shri Prasad.
 - Shirley Teh.

1. INTRODUCTION

The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox.

The KMAC also has a role to monitor and provide advice on the implementation of specific actions and activities related to culturally diverse communities in Knox, included in the Knox Community Access and Equity Implementation Plan 2017-2022.

The Committee facilitates stakeholder engagement which supports quality decision making and in turn, the achievement of Council's goals and strategies in the Community and Council Plan 2021-2025.

1.1 Terms of Reference

The Terms of Reference for KMAC (refer Attachment 1) is aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy 2018.

The current Terms of Reference were due for review in April 2022; this process will be undertaken following the appointment of the new Committee members and a report prepared for Council consideration.

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Access and Equity Implementation Plan 2017-2022.

2. DISCUSSION

2.1 Selection and Recruitment of KMAC members

The selection and recruitment of new members for KMAC followed the process outlined in Section 3.1 of the Terms of Reference (Refer Attachment 1).

The five Committee vacancies have occurred due to:

- Three Committee members completing a four-year term; and
- Two Committee members resigning prior to the end of their term.

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, and via various networks during February 2022.

Council received 19 EOIs, with eight applicants shortlisted for an interview.

A Selection Panel was established to interview and assess the applicants in accordance with the Committee's Terms of Reference. The Selection Panel comprised Councillor Sorina Grasso, Sally Brooks from the Migrant Information Centre (Eastern Melbourne) and one Council officer from the Healthy and Safe Communities Team.

The following criteria was used when assessing the applicants:

1. Being a Knox resident, a Knox focused organisation, agency, work, volunteer or study in Knox;
2. Having personal or professional link with multicultural communities in and beyond the Knox municipality; and/or
3. Having one or more of the following personal experiences:
 - Settling into a new country with a different language and culture, understanding the issues, opportunities and processes involved in settlement into a new country;
 - Knowledge of and understanding of the issues important to multicultural communities;
 - Trying to maintain and celebrate culture of country of origin within the Australian community;
 - Providing assistance to people in multicultural communities;
 - Have direct links to local multicultural community group/s; and/or
 - Understanding or dealing with multicultural policies, grants and projects.

The Selection Panel met on 23 February 2022, to interview the eight shortlisted applicants. All interviews were conducted via Zoom.

The selection process involved reviewing the application and applicant against the selection criteria listed above and the applicant's knowledge and experience of cultural diversity, as well as their motivation for wishing to join the Committee.

Shortlisted applicants were also advised by the Panel that new Committee members would not be eligible to commence on KMAC until outgoing committee members had completed their four-year term in June 2022, and Committee recommendations were considered by Council.

Recommendations and the assessment of applicants are provided in Confidential Attachment 2, whilst applications are detailed in Confidential Attachment 3.

2.2 KMAC Achievements – March 2020 to March 2022.

The KMAC currently includes representatives who have a lived experience and/or working knowledge of the issues affecting people culturally and linguistically diverse backgrounds. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on presentations regarding issues and activities aligned to priority areas in the Community Access and Equity Implementation Plan 2017-2022.

During the reporting period, the Committee has maintained a particular focus on the issues and complexities associated with living through the COVID 19 Pandemic. KMAC members supported the distribution of key Pandemic information to members of the community and key service providers. The Committee also provided feedback to a number of key Council plans.

It should be noted, that due to the restrictions imposed as a result of the COVID-19 Pandemic, meetings were held online. Therefore, the annual combined All-Advisory-Committees meeting did not take place in 2021.

The following information provides an overview of the Committee activities and key issues considered:

Topic	Action	Outcome
Providing feedback for the Knox Community and Council Plan and Municipal Survey.	Corporate Planning Staff provided an overview of the planning framework to develop the Council and Community Plan 2021 - 2025 and community engagement for the Municipal Survey.	KMAC were requested to provide feedback on strategies for communicating with cultural diverse communities including consideration for in-language surveys. Communication considerations for the survey included: <ul style="list-style-type: none"> • Sending flyers to faith and community centres and utilise the Telephone Interpreter Service. • Consider a multi group engagement process. • Engaging the larger cultural clubs (Hungarian, Italian, Polish etc.) who have many community links. • Engage the recently established Iranian community in Knox. MIC can assist Council to connect with this community. • Distribute hard copies in Learning Centres and Libraries are a great resource, library groups allow time in group activities to hand out surveys, etc. • Engage community leaders to facilitate the survey. • Incorporate the survey in planned community meetings, discuss the project and then do the survey.

Topic	Action	Outcome
		<p>KMAC also provided feedback on the draft Council and Community Plan 2021-2025– the committee supported the focus areas and acknowledged that culturally diverse communities in Knox are concerned about housing choices, the impact of climate change and the environment.</p>
Cultural Diversity Week March 2020	Council officers provided an update on the planned event for Cultural Diversity Week 2020.	<p>KMAC provided feedback on the types of activities to be provided at the event – a celebration of culture, food and stories from a variety of culturally diverse community groups.</p> <p>An event was planned with the support of the Committee at The Basin Community House during Cultural Diversity Week showcasing the richness diverse communities bring to Knox, however, this was cancelled due to the escalation of COVID-19 and Stage 3 Restrictions.</p>
Discussion on the increase in COVID-19 Racism Incidents and KMAC response.	An extraordinary KMAC meeting (May 2020) called to discuss the implications of an increase in COVID-19 racist incidents in Knox and KMAC response.	<p>KMAC held a discussion about the noticeable increase in racist incidents related to the pandemic and racial profiling of the Asian community.</p> <p>It was agreed a joint KMAC and Knox Interfaith Network statement endorsing harmony, cultural diversity and social justice be developed and posted on the Council website.</p> <p>KMAC also recommended:</p> <ul style="list-style-type: none"> • Council provide increased access to translated materials re COVID-19. • Links should be provided for community on the Council Website to the Victoria Equal Opportunity and Human Rights Commission Website, specifically its Community Reporting Tool for racist incidents.

Topic	Action	Outcome
Discussion on Resilience and Recovery for the COVID Pandemic.	The Coordinator Emergency Management presented information in relation to how Council will be working with community to develop a Recovery Plan.	<p>KMAC provided feedback on:</p> <p>The importance to highlight community harmony.</p> <p>Acknowledging that restrictions had a profound impact on young people who should be a key group to support through the recovery process.</p> <p>The Pandemic has made people more aware of community health.</p> <p>The recovery process should consider homeless people, refugees and youth who were disproportionately affected by the Pandemic.</p>
Project -Response Relief Recovery for Knox Multicultural Communities Project	<p>Community Wellbeing partnered with the Southern Migrant and Refugee Centre to conduct a series of one-hour online Focus Group discussions (Sept-Nov 2020) with multicultural communities and service providers.</p> <p>The purpose was to:</p> <p>Gain an understanding of emerging issues and challenges, community strengths and opportunities during the COVID-19 lockdowns and learn about needs for ongoing support.</p>	<p>KMAC members were involved in some of the focus groups and also provided feedback on the engagement strategies and approach.</p> <p>The following is a summary of project findings:</p> <p>Challenges and difficulties -</p> <ul style="list-style-type: none"> ● Access to information – in-language information and new technology platforms. ● Social Isolation and disconnection. ● Health and wellbeing – accessing culturally appropriate food and services, and increased mental health issues. ● Access to government support – eligibility for international students /refugees. <p>Positive experiences and opportunities -</p> <ul style="list-style-type: none"> ● Service providers adapted to support community. ● Increased family time, slower lifestyle, learning new technology skills. ● Strengthened community – support and emergence of new leaders. ● Trust in Council – trusted source of information. ● KMAC is involved in an ongoing capacity to support the recovery and communication with diverse communities in Knox.

Topic	Action	Outcome
Project- Knox City Council COVID-19 Recovery Planning Stakeholder Discussion	<p>Ongoing work from the Response, Relief and Recovery Project focused on the impacts COVID-19 has had on community and local services; the recovery work that is underway or planned by local services providers and community groups, and understanding the support needs of community and service providers.</p> <p>An overview of this project was presented to KMAC for discussion.</p>	<p>KMAC raised a number of concerns relating to the impact of COVID-19, including:</p> <ul style="list-style-type: none"> • An increase in racism; social isolation and unemployment may contribute to people’s mental health. • COVID related information needs to be translated into various languages. • Committee members expressed the need for Council to have a multicultural lens on the recovery approach.
Providing feedback for the Knox Council Climate Response Plan	<p>Senior Project Officer Sustainable Futures presented:</p> <p>An overview of the process for developing a Climate Response Plan 2020-2030. The Plan will focus on key areas that Council and the Community can influence and adapt to prepare and advocate for reducing emissions and supporting vulnerable communities.</p>	<p>The KMAC feedback included the use of simple/easy English to get the message across regarding the importance of a Climate Change Response Plan to multicultural communities.</p> <p>Communication and engagement with diverse communities is key to a community supported response.</p>
Discussion with Victoria Police in relation to Community Safety	<p>Victoria Police discussed with KMAC community crime and racist incidents during COVID lockdown.</p>	<p>The KMAC members reported an increase in racist incidents within their communities. Highlighting that people do not always report to Victoria Police and opportunities to build relationships to encourage reporting. This could include attending community meetings, producing information in-language and ongoing conversations with the Committee.</p> <p>Victoria Police will continue to reach out to community leaders to support this work.</p>

Topic	Action	Outcome
KMAC support for distribution of Rapid Antigen Tests for Culturally Diverse Communities	Community Wellbeing partnered with KMAC to support distribution of Rapid Antigen Tests.	KMAC members reached out through their communities to support the distribution of Rapid Antigen Tests during 2021/2022. Over 1,000 tests were delivered by Council to culturally diverse communities in Knox.
Statement of Support for Afghan Refugees	Welcoming Australia reached out to member Councils to support the Afghan community in relation to the escalating humanitarian crisis in Afghanistan.	KMAC supported the development of statement of support for the Afghan community as Council is a signatory to the Refugee Council of Australia's Refugee Welcome Zone. To welcome the resettlement of people from Afghanistan, to uphold their human rights, compassion and care.
Cultural Diversity Week March 2021– Campfire Conversations	During Cultural Diversity Week 2021, Knox City Council hosted a Campfire Conversation on-line event with our First Nations people and members of the Zomi and Iranian community. Supported by KMAC, the event was an intimate and compelling cultural exchange and recognised the intrinsic value that each member of our community holds to better understand one another.	Campfire Conversations supported a cultural exchange of journeys and stories that enriched the lives of participants and the online community. In particular, the main outcomes included: <ul style="list-style-type: none"> • A greater appreciation of the challenges for refugee communities and touchpoints for Council support including links to emergency relief organisations. • Messaging to the broader community that Knox Council welcomes and supports all refugees. • A greater appreciation of each other and the significance for refugee and migrant communities being welcomed to country, through the First Nations traditional ceremony. • Progressing social cohesion to support a community where there is a sense of belonging for all, and the diversity of people is appreciated and positively valued. A real connection to place.

Topic	Action	Outcome
		<ul style="list-style-type: none"> • Creating a unified effort and focus to support and work with the Zomi and Iranian communities in Knox through Council partnering with Welcoming Australia and the Migrant Information Centre. • The on-line event was viewed by over 5,000 people via various social media platforms. • The use of online media created the opportunity to reach beyond Council boundaries and share positive stories and to celebrate culture with a range of diverse community groups.
Presentation and discussion with Zomi community (an ethnic group of Myanmar) in the Eastern Region	In late 2021, KMAC invited a community leader from the Zomi community and a young Zomi representative to share their refugee story, culture and experiences of settling in a new country.	The KMAC members were grateful to have the chance to share experiences, learn about the Zomi culture and history and acknowledge the courage and resilience of refugee communities. KMAC are keen to continue the conversation and explore opportunities to support refugee communities.
Providing feedback for the Knox Cycling Action Plan	In February, 2022, the Knox Sustainable Transport Planning Officer provided an overview of the Knox Cycling Action Plan that will provide Council with a road map of how our cycling infrastructure could be improved across the next ten years.	<p>KMAC members participated in a community engagement activity that gave an opportunity to share their view on:</p> <ul style="list-style-type: none"> • Knox’s bike network; • Users that would benefit from using a shared path/bike network; • Cycling challenges; • What should a future network be like; • How should Council prioritise funding for cycling project; and • Preferred communication channels to discover information or programs. <p>Feedback will be incorporated into the draft plan and presented back to the committee at a future meeting.</p>

Topic	Action	Outcome
Cultural Diversity Week March 2022 – Let’s Continue the Conversation	<p>Council partnered with the Eastern Regional Libraries to host a week-long event called “Reconnecting through Culture.” Various multicultural groups shared something about their culture.</p> <p>During the week-long celebration a variety of culturally diverse community groups shared cultural displays, participated in storytelling, faith conversations, performed cultural dances and cooking demonstration.</p>	<p>The KMAC provided feedback on the types of activities to be provided throughout the week.</p> <p>KMAC members attended the launch of Cultural Diversity Week on Tuesday, 22 March 2022.</p> <p>The event was attended by Councillors, Council Staff, Migrant Information Centre & Knox Interfaith Network. The evening featured entertainment and a celebration of the rich diversity in Knox.</p> <p>On Saturday 26 March, a “Continue the Conversation” event was held to acknowledge the end of the week at The Basin Community House.</p> <p>The Zomi and Irian community were invited to “continue the conversation” as a follow-on from Campfire Conversations, not just this week, but into 2022 and beyond, by coming together to strengthen our knowledge and understanding.</p> <p>The event explored traditional cultural practices of the First Nations people, including a cultural walk and additionally, hearing from some of our Zomi and Iranian community members, sharing their own stories and aspects of traditional cultural practices.</p>

3. CONSULTATION

During 2021/2022, Council Officers consulted with KMAC on key issues including the impact of the Pandemic on communities, communicating and engaging with diverse communities including refugee communities and ways to celebrated and acknowledge the rich diversity of culture and communities in Knox.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council’s Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The KMAC is supported by Council's Healthy and Safe Communities Team within the Community Wellbeing Department, within existing resources

7. SOCIAL IMPLICATIONS

The Committee's feedback and advice to Council on matters relating to plans, policies and programs reflect the needs of residents from culturally diverse communities. The KMAC also provides a central point for Council and the Knox community to identify issues relevant to people from culturally diverse communities. The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Community and Council Plan 2021-2025.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

9. 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.

10. CONFIDENTIALITY

Attachments 2 and 3 are included in the confidential agenda, as they contain 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, or to disclosure before they are appointed.

Report Prepared By: Coordinator Healthy and Safe Communities, Lisette Pine

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Terms of Reference - Knox Multicultural Advisory Committee - 2019 [4.3.1 - 6 pages]

Confidential Attachment 2 and 3 are circulated under separate cover.



Knox Multicultural Advisory Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Community Development Officer Access and Equity
Approval Date:	8 April 2019	Committee Group:	Inclusive, Active and Creative Communities
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of the Knox Multicultural Advisory Committee is to provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

The Advisory Committee will facilitate stakeholder engagement which supports quality decision making and in turn, achievement of Council's goals and strategies within the Community and Council Plan 2017-2021.

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Access and Equity Implementation Plan 2017-2022.

The Committee is aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy. The other groups are the Life Stages Group, the Sustainable Development Group, and the Grants Evaluation Group.

Whilst the individual Committee will meet at the designated times within its Terms of Reference each 'group' will meet once annually. A designated Council Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;



- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The Knox Multicultural Advisory Committee shall comprise a maximum of 14 community and agency members including:

- One permanent representative from the Knox Interfaith Network;
- One permanent representative from the Migrant Information Centre Eastern Melbourne; and
- A maximum of two Councillors.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of multiculturalism.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor, the CEO Migrant Information Centre Eastern Melbourne or his/her delegate and 1 Council Officer from the Community Wellbeing Department.
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/ industry



representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee

4. Delegated Authority and Decision Making

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

The committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year, the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues, which will also be documented. For efficiency purposes, the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.



6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than seven (7) days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the notes of the meeting.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;



- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions, which will be run a minimum of annually by the Governance team.

10. Reporting

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Community Services Directorate.

12. Personal Support

The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. Review Date

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.



14. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

4.4 Amendments to Business Support Grant criteria

SUMMARY: Coordinator Economic Development, Jayde Hayes

The Business Support Grants were a component of the Community and Business Support Package adopted by Council in May 2020. An initial round of the grants allocated \$268,321 across 3 grant streams. The remaining budget of \$66,679 was allocated to the Creative and Cultural Sector – Placemaking and Liveable Communities stream. There were few applications for this round mainly due to lockdowns and pandemic restrictions in operation at the time.

In October 2021 a report to Council endorsed a second round of eCommerce grants if the funding could not be expended on Placemaking and Liveable Communities grants. On reviewing the details of the eCommerce grants, some anomalies were found. These are outlined within the report and recommendations made for amendment prior to opening the second round of eCommerce grants.

RECOMMENDATION

That the Committee approve changes to elements of the eCommerce grant guidelines and framework prior to releasing a second round as outlined in Attachments 1 and 2.

1. INTRODUCTION

In May 2020 the Community and Business Support Package was adopted by Council. The package included a range of programs designed to assist the community during the pandemic. The Business Support Grants allocated \$335,000 to several grant streams including Manufacturing and Supply Chain Transition, Arts and Cultural Sector Industry Facilitation, Placemaking and eCommerce.

The initial round of grants allocated \$90,765, \$81,087 and \$96,469 to Manufacturing, Creative and Cultural Sector and eCommerce grants respectively. The remaining \$66,679 was allocated to a second round of the Creative and Cultural Sector – Placemaking and Liveable Communities grant.

2. DISCUSSION

There were issues in delivering the Placemaking and Liveable Communities grant program related to recurring lockdowns in 2021 and the pandemic restrictions placed on activity across the community during non-lockdown periods. In October 2021 a Council report adopted a recommendation to reallocate the remaining business support grant funding to a second round of the eCommerce grant if the Placemaking and Liveable Communities funding wasn't completely expended.

There were few applications received in the Placemaking and Liveable Communities round and most of the projects in the applications were not eligible for funding. Four projects were funded in this round with the applicants receiving \$20,552.22. The grant round was closed in December 2021.

The eCommerce grant details were reviewed prior to releasing the second round and it was noted that some of the fund elements could be considered irrelevant now that the peak of the

pandemic lockdowns have ceased. The initial round of eCommerce grants considered applications for retrospective projects due to many businesses only being able to operate via takeaway or delivery due to lockdown conditions.

Funding retrospective projects is not considered best-practice for grant programs so it is recommended to remove this parameter for the second round of eCommerce grants. Most of the eligibility criteria will remain unchanged in round 2 of the eCommerce grant, however it is recommended to remove the criteria 'Have had a minimum 30% reduction in turnover in their business since February 2020' (Attachment 1, p.2). This criterion was included to ensure only businesses that had been directly impacted by the lockdowns were considered for grants. Businesses could easily demonstrate this criterion as it was also needed for eligibility for the Jobkeeper program. We would not expect businesses to be experiencing this level of impact on their turnover currently. Also, businesses that may not have experienced a considerable downturn in their turnover in 2020 and 2021 may be impacted by the pandemic in different ways such as difficulties finding staff, supply chain shortages and increases in raw material costs. It is therefore recommended that this criterion be removed.

Finally, the original grant governance framework (Attachment 2, p.17) recommended a grant assessment panel of 5 people including an external industry advisor. Part of the learning for the initial round of eCommerce grants was that a panel of 5 assessors was unwarranted for grants worth mostly \$2,000 or less. It is recommended to reduce the grant assessment panel to 2 Council Officers plus 1 external industry advisor. There is also a Council Officer involved in coordinating the applications and assessments and undertaking compliance tasks including conflict of interest assessments.

3. CONSULTATION

No consultation has been undertaken on this issue given the minor operational nature of the change.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity considerations related to this issue.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There is \$46,114.78 remaining in the Business Support Grant budget to be allocated to applications in the second round of eCommerce grants.

7. SOCIAL IMPLICATIONS

N/A

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

9. 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.

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: Coordinator Economic Development, Jayde Hayes
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Community and Business Support Package FINALpdf [4.4.1 - 3 pages]
2. Attachment 2 - Community and Business Support Package Governance FINAL [4.4.2 - 24 pages]



COVID-19 Community and Business Support Package

11. Business Support Grants

Extensive grants and funding are available from the Federal and State Governments. The grants described below complement existing grants and programs offered by other levels of government.

Business Support Grant Funding Guidelines will be developed to support the Program and once finalised, the grants will generally be open to businesses operating in Knox, subject to specific criterion listed below. Businesses will need to demonstrate how the grant will help support their businesses in response to the impact of COVID-19.

The Guidelines formulation and grant evaluations will draw on industry and stakeholder expertise. In addition, a grant value has not been specified for each grant type. Rather, a value has been identified for the entire Business Support Grants program, as flexibility is recommended to respond to demand and specific circumstances.

11.1 Knox eCommerce Grant

Background

Customers have moved to online retail purchasing in large numbers since COVID-19 social distancing restrictions came into place. A second wave of growth is expected due to permanent changes in shopping behaviour.

Aims

The objective of this grant is to support existing businesses in Knox to build their online eCommerce presence and capability including website, social media and other online marketing channels.

This Grant is intended to complement the Digital Upskill Program, where businesses will learn a range of digital optimisation skills in addition to eCommerce.

Providing financial support to businesses in Knox to meet the needs of their customers will not only support their shopfront operations once they reopen or return to normal, it could generally increase and widen their range of customers.

Fund Principles and Scope

The Knox eCommerce Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox eCommerce Grant will have the following parameters:

- Businesses with up to 20 staff will be able to apply for up to \$2,000;
- Businesses with up to 50 staff will be able to apply for up to \$3,000;
- Council will reserve the right to part-fund projects; and
- ~~Retrospective projects undertaken from 2 March 2020 can also be considered.~~



COVID-19 Community and Business Support Package

The application process will require businesses to justify how the eCommerce project will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Website development or redevelopment with eCommerce functionality;
- Online shopping or eCommerce platform development external to the website;
- Social media and other online marketing strategy or delivery; and
- Capability development and/or training for staff to use and implement online activities.

The Knox eCommerce Grant will not be available for:

- Ongoing costs such as web and email hosting, or staff costs;
- Purchase of IT equipment such as computers, tablets or point of sale equipment; and
- Purchase or subscription costs for software or applications.

Eligibility

To be eligible for funding, the following requirements must be met:

- Operating from a commercial or industrial zoned premises in Knox LGA with up to 50 staff;
- ~~Have had a minimum 30% reduction in turnover in their business since February 2020;~~
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the project will support their business due to the impact of COVID-19; and
- Hold all relevant licences, permits and approvals necessary to be operating.

Application and Assessment Process

- Applications will be received via Council's SmartyGrants software. Applicants will need to provide proof of eligibility and either an invoice (for retrospective applications) or a quote outlining the project.
- An assessment panel of Council officers and an external member will be convened to assess applications on an ongoing basis. A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination.

Submission Period

- ~~The submission period is expected to commence in July/ August 2020 and will be open for a six week period, with assessments taking place on a fortnightly basis;~~ will commence in July 2022. Applications will be assessed as they are submitted and the program will close once the grant funds are expended.

Successful Applicants

- Successful grant recipients will need to sign a letter of offer including terms and conditions prior to funding being provided.



Grants Governance Framework

(COVID-19 Stage 2 Community and Business Support Package)

June 2020



Grants Governance Framework
(COVID-19 Community and Business Support Package)

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Grants Governance Framework
(COVID-19 Community and Business Support Package)

Introduction

At its meeting of 25 May 2020, Council resolved to approve Stage 2 of a Community and Business Support Package in response to COVID-19, and more specifically, to address the social and economic ramifications of the closure of places of work and the cessation of services provided across the municipality.

The Package includes the extension of some previously endorsed Stage 1 initiatives, and comprises of a range of additional initiatives identified by both the Community Wellbeing and City Futures Departments and focusses on providing relief and recovery for Local Community Organisations, Local Service Providers and Local Business Operators.

A number of grant opportunities are included in the Stage 2 Community and Business Support Package.

Also at its meeting of 25 May 2020, Council resolved to:

To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives.

This report details the governance arrangements for the following grants, programs and contributions identified in the Stage 2 Community and Business Support Package:

- Minor Grants Program;
- Community Development Fund Grants Program;
- COVID-19 Supporting Local Services Fund;
- Hot Meals Program for Vulnerable Families;
- Not-for-Profit Group Facility Operating Contribution; and
- Business Support Grants (including an eCommerce Grant, a Manufacturing and Supply Chain Transition Grant, and a Creative & Cultural Sector Grant).



Grants Governance Framework
(COVID-19 Community and Business Support Package)

1. Minor Grants Program

Overview

The Minor Grants Program is offered as an accessible and responsive funding source to assist a wide range of community-led activities across the municipality and support volunteer effort and civic participation.

Applications are assessed against criteria specified in the Minor Grants Program Policy to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Minor Grants Program will be broadened to give Knox community groups and organisations the opportunity to apply for grants that respond to the COVID-19 pandemic and offer crisis relief, as well as recovery initiatives.

Funding allocation

The Minor Grants Program was increased by \$51,500 for the 2020-21 financial year; bringing the total grant pool for 2020-21 to \$200,000.

Governance arrangements

Refer to Knox City Council's Minor Grants Program Policy (April 2020 – April 2023).



Grants Governance Framework
(COVID-19 Community and Business Support Package)

2. Community Development Fund (CDF) Grants Program

Overview

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

Projects and events that involve collaboration with other organisations and services, share resources within the community, and involve volunteers, are favourably considered. The CDF grants encourage one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years.

Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan 2017-2021.

The 2020-21 grant round opened on 22 April, 2020 and will close on 22 June, 2020. This extended application period will give groups the opportunity to consider projects that will help rebuild community momentum and involvement once the current COVID-19 crisis passes.

Funding allocation

The CDF Grants Program was increased by \$80,000 for the 2020-21 financial year to enable an increase in grants/financial assistance to support COVID-19 recovery initiatives; bringing the total grant pool for 2020-21 to \$437,183.

Governance arrangements

Refer to Knox City Council's:

- Community Development Fund Policy (April 2018 – April 2021).
- Community Development Fund Guidelines 2020/2021.



Grants Governance Framework
(COVID-19 Community and Business Support Package)

3. COVID-19 Supporting Local Services Fund

Overview

The COVID-19 Supporting Local Services Fund (the Fund) is a one-off allocation of funding that aims to support local service providers, based in Knox or providing services and support to Knox residents, in the face of increased demand due to the current COVID-19 pandemic. The Fund will assist not-for-profit community organisations to address local community priorities that have arisen as a result of COVID-19. Expressions of interest should identify which priority area they are addressing and how the wellbeing of recipients will be improved as a result of the Fund. The priority areas that will be addressed through this Fund include:

- Homelessness and lack of crisis accommodation;
- Housing stress;
- Mental health;
- Financial Counselling;
- Food insecurity;
- Family violence;
- Technology issues including technology literacy; and
- Social isolation.

Funding allocation

The COVID-19 Supporting Local Services Fund was allocated \$200,000 for the 2020-21 financial year, for distribution as need arises.

Fund Principles

The COVID-19 Supporting Local Services Fund is underpinned by the following principles:

1. Facilitation of responsive and cost-effective services and supports that meet the emerging and increased health and wellbeing needs of the Knox community during the COVID-19 pandemic;
2. A responsive and equitable process; and
3. Accountability for funding.

Eligibility

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate:
 - a) An increase in demand for their services due to the COVID-19 pandemic; or
 - b) A need to adapt their service delivery model to meet the needs of the community during the COVID-19 pandemic.



Grants Governance Framework
(COVID-19 Community and Business Support Package)

Service organisations unable to meet this requirement could be considered for other Council grant programs that may be more appropriate for their project idea, including projects that focus on community recovery once the crisis has ended.

2. Applicants must be an incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State; or Commonwealth. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.

Application Process

Organisations can submit an expression of interest seeking Council support to cover additional costs that have arisen as a result of an increase in demand for services, or for adapting service delivery to meet the needs of the community during the COVID-19 pandemic. Such costs may include (but are not limited to):

- Additional staffing;
- Volunteer expenses;
- Food or goods for material aid provision;
- Wellbeing initiatives; and
- Equipment such as IT resources to enable organisations to address the identified social issues.

Applicants will need to give an overview of how the funding will be spent. Due to the responsive nature of this Fund, Council will be asking for estimations of costs, rather than evidence of exact costs.

Submission Period

Council is seeking expressions of interest from eligible not-for-profit community organisations. This one-off funding round will remain open until all funds have been distributed.

Assessment Process

Once an expression of interest has been received, Council's Community Partnership Team will check the eligibility of the organisation. Each expression of interest will then be assessed and determined by an Assessment Panel, on a fortnightly basis.

Applications will be assessed on the following criteria:

- The level of benefit to Knox residents;
- Clear demonstration of:
 - An increase in demand for services due to the COVID-19 pandemic; or
 - A need to adapt the service delivery model to meet the needs of the community during the COVID-19 pandemic.
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable;



Grants Governance Framework
(COVID-19 Community and Business Support Package)

- The capacity of the applying organisation to deliver the project and manage the grant; and
- Demonstration of consultation and/or partnership with others (as appropriate).

A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Councillors with a fortnightly update on all EOI's assessed and recommended and not recommended via a memo and a formal report will be prepared for Council on a monthly basis, advising of outcomes and the remaining quantum. This process will continue until the fund is fully expended.

Assessment Panel

A temporary panel will be formed to assess all expressions of interest. The Assessment Panel will comprise the following Council officers:

- Director Community Services (Chair);
- Manager Community Wellbeing;
- Manager City Futures or delegate (for probity); and
- Relevant delegates from Active Ageing and Disability Services; Youth Leisure and Cultural Services; Family and Children's Services; Emergency Management; City Futures; or Health Services depending on the specific nature of the application or expertise required for assessment.

Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; and
- Financial acquittal.



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4. Hot Meals Program for Vulnerable Families Grant

Overview

The impact of the COVID-19 Stage 3 Restrictions saw the suspension of regular, free community meal services by a number of Emergency Relief Services in Knox. During this time, only two services, Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia (in partnership with five Knox churches), were providing hot takeaway meals on a weekly basis for the community. Other Emergency Relief Services in Knox have continued to provide frozen meals and packaged food parcels on a regular basis to meet community need.

The hot meal takeaway service is now supporting a broader cohort of the Knox community as needs has grown as a result of the pandemic.

Funding allocation

The Hot Meals Program for Vulnerable Families Program was allocated \$315,000 for the 2020-21 financial year.

Aims

The Hot Meal Program for Vulnerable Families Grant is a one-off allocation of funding made available to support local service providers to increase hot meal provision for Knox residents during and into the recovery period after COVID-19, when demand is expected to spike.

The Hot Meal Program for Vulnerable Families Grant will also support local service providers to continue to provide frozen meals and food parcels for Knox residents during and into the recovery period after COVID-19, when demand is expected to spike.

Principles

The Hot Meal Program for Vulnerable Families Grant is underpinned by the following principles:

1. Facilitation of responsive and cost-effective hot meal provision and emergency food relief that meets the emerging and increased health and wellbeing needs of the Knox community during and into the recovery period of the COVID-19 pandemic;
2. A responsive and equitable process;
3. Accountability for funding; and
4. Commitment to working in partnership with Knox City Council and the Knox Emergency Relief Network.

This funding stream has been divided into two categories, these being contested and uncontested. The contested category relates to the \$50,500 allocation to emergency relief centres for the purpose of providing food relief in the form of food and personal care packages. The uncontested category refers to the hot meal delivery program in partnership with Foothills Community Care and St Paul's Anglican Church, Boronia (with five other churches).



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Eligibility

Uncontested – Hot Meals Program

The impact of the COVID-19 Stage 3 Restrictions saw the suspension of regular free community meal services normally provided by a number of emergency relief providers in Knox. During this time, there were only two regular weekly services for people seeking a hot meal in Knox, provided by Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia (in partnership with five other Knox churches).

As restrictions increased, a number of community meal providers were unable to continue providing meals for the community. Foothills Community Care and St Paul's (with five other churches) were able to continue to provide hot meals and consistently adapted the method of service to ensure that all requirements were met to ensure volunteer and patron safety, whilst providing much needed hot meals and emergency relief packs. Increased community awareness and need has resulted in increased patronage to the two services.

As the current sole providers of hot meals, the uncontested stream of the Hot Meals Program Grant was developed in partnership with Foothills Community Care and St Paul's Boronia (as lead with five other churches) to ensure that hot meals continue to be provided to meet the needs of the Knox community during and after the COVID-19 pandemic.

An increase in capacity for meal provision to the Knox community will result from this funding. Expected community outcomes will apply as follows (in negotiation and agreement with Foothills Community Care and St Paul's Anglican Church, Boronia):

- An additional hot meal service to the community.
- An expansion of existing community meal services.
- Meals provided directly to the home of community members who are elderly, socially isolated, or otherwise vulnerable.
- Personal care packages are included with meals.
- 'Pay forward' meal vouchers are introduced to support both local restaurants and cafes as well as community members.
- Community meals are provided on special occasions such as Mother's Day and Father's Day.

Contested – Emergency Relief Grant

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate that they are an established emergency relief provider in the Knox municipality. Partnership applications are encouraged.
2. Applicants must provide details about the emergency food relief they will provide, including costings.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must be an incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State; or



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Commonwealth. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.

5. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.
6. If the Applicant has recently received other Knox City Council grant funding, they must demonstrate how the Hot Meal Program for Vulnerable Families Grant will provide different or increased benefits to the Knox community.

Local service providers unable to meet the above requirements may be eligible for other Council grant programs that may be more appropriate for their project idea, including projects that focus on community recovery once the crisis has ended. Please contact Council's Community Partnerships Team on 9298 8000 for more information.

Contested and Uncontested

Recipients of both streams of funding (contested and non-contested) will be required to:

- Submit relevant documentation in accordance with the relevant on-line application forms.
- Report back to Council on issues including number of recipients and emerging trends.
- Work in partnership with Knox City Council and the Knox Emergency Relief Network to ensure that community need is met and to avoid duplication.

Application Process

Uncontested

A funding agreement will be developed between Knox City Council and Foothills Community Care and Knox City Council and St Paul's Anglican Church, Boronia. The Funding Agreements will define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. The recipients will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Acquittal

Each organisation will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; &
- Financial acquittal.



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Application Process

Contested

Interested applicants will need to submit an application form via SmartyGrants.

The contested grant pool is \$50,500. Applications from interested organisations will be consider for amounts up to \$5,000.00.

Applicants will be asked to provide details of the type of emergency relief to be provided, proposed budget expenditure, partnership details (if relevant) and proposed number of recipients.

Submission Period

Applications will open on 1 July 2020 and close on 31 August 2020.

Assessment Process

Assessment of all eligible applications will be undertaken by the special Hot Meal Program for Vulnerable Families Grant Panel in August 2020.

Applications will be assessed on the following criteria:

- The level of benefit to Knox residents;
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable;
- Clear demonstration of community need and proposed project objectives;
- The capacity of the applying organisation to deliver the project and manage the grant; and
- Demonstration of consultation and/or partnership with others (as appropriate).

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a formal report advising of outcomes.

Assessment Panel

A temporary panel will be formed to assess all expressions of interest. The Assessment Panel will comprise the following Council officers:

- Director Community Services (Chair);
- Manager Community Wellbeing (or delegate);
- Coordinator Community Partnerships;
- Manager City Futures or delegate (for Probity).

Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within



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their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; &
- Financial acquittal.



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5. Not-for-Profit Group Facility Operating Contribution

Overview

Not-for-profit groups and clubs with a lease or licence in a Council facility have continued to incur costs, despite having to close down facilities as a result of the pandemic. The closures have had an impact on the ability of not-for-profit groups to cover existing and new operating costs due to limited or falling revenues. A one-off contribution towards not-for-profit groups and clubs with a lease or licence in a Council facility will enable their ongoing operation through the pandemic. Such costs may include utilities to ensure security through alarms and lighting as well as power bills to maintain club assets such as canteen stock.

Funding allocation

The Not-for-Profit Group Facility Operating Contribution was allocated \$160,000 for the 2020-21 financial year for those Not-for-Profit Groups and Clubs with a lease or licence (including seasonal tenancy agreements) in a Council facility.

Eligibility

Only not-for-profit groups and clubs with a lease or licence or seasonal tenancy agreement in a Council facility will be eligible for this contribution.

Contribution Process

A letter will be sent to eligible NFP groups including an EFT consent form and an acquittal outcome report offering an operating contribution payment.

All signed EFT consent forms to be sent to the Community Services Coordinator Business Improvements to manage the process.

Payment of Grants

Contributions will be paid by electronic funds transfer (EFT) to each recipient. Funding payments will be processed within 10 days of receiving the signed EFT consent form.

Acquittal

Recipients will be required to submit an acquittal outcome report by June 2021 which will indicate where the majority of the contribution was used as per Council advice (utilities and COVID-19 operating expenses).



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6. Business Support Grants

The Business Support Grants are open to businesses operating in Knox. Businesses will need to demonstrate how the grant will help support their businesses in response to the impact of COVID-19.

There are three types of Business Support Grants (the Knox eCommerce Grant, the Knox Manufacturing and Supply Chain Transition Grant, and the Creative & Cultural Grant). Each Grant has its own set of criterion, which are set out below.

The Business Support Grants Program was allocated \$335,000 in the 2020-21 financial year. The funding of \$335,000 has not been divided and allocated to each of the three Business Support Grants, as it is important to be flexible and respond to the demand and specific circumstances of Knox's business community.

6.1 Knox eCommerce Grant

Overview

The objective of this grant is to support existing businesses in Knox to build their online eCommerce presence and capability including website, social media and other online marketing channels.

This Grant is intended to complement the Digital Upskill Program, where businesses will learn a range of digital optimisation skills in addition to eCommerce.

Providing financial support to businesses in Knox to meet the needs of their customers will not only support their shopfront operations once they reopen or return to normal, it could generally increase and widen their range of customers.

Funding allocation

The Business Support Grants Program (which includes the Knox eCommerce Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

Fund Principles and Scope

The Knox eCommerce Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox eCommerce Grant will have the following parameters:

- Businesses with up to 20 staff will be able to apply for up to \$2,000;
- Businesses with up to 50 staff will be able to apply for up to \$3,000;
- Council will reserve the right to part-fund projects; and



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- Retrospective projects undertaken from 2 March 2020 can also be considered.

The application process will require businesses to justify how the eCommerce project will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Website development or redevelopment with eCommerce functionality;
- Online shopping or eCommerce platform development external to the website;
- Social media and other online marketing strategy or delivery; and
- Capability development and/or training for staff to use and implement online activities.

The Knox eCommerce Grant will not be available for:

- Ongoing costs such as web and email hosting, or staff costs;
- Purchase of IT equipment such as computers, tablets or point of sale equipment; and
- Purchase or subscription costs for software or applications.

Eligibility

To be eligible for funding, the following requirements must be met:

- Operating from a property in Knox Local Government Area with up to 50 staff;
- Be able to demonstrate a minimum 30% reduction in turnover in their business since February 2020;
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the project will support their business due to the impact of COVID-19;
- Hold all relevant licences, permits and approvals necessary to be operating; and
- Have no outstanding debts or outstanding compliance requirements with Knox City Council.

Application Process

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.
- A quote or invoice (for retrospective applications) will be required to outline the project works.
- An overview of the project will be required to explain how the project will assist the business to improve due to the impacts of COVID-19, how it will benefit the business ongoing and how it will build capacity in the business.



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Submission Period

An initial funding round will receive submissions from ~~July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.~~ July 2022. Applications will be assessed as they are submitted and the program will close ~~once the grants funds are expended.~~

Assessment Process

On receipt of application for the Knox eCommerce Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business, addressing both the current and future environments;
- Clear overview of proposed project objectives; and
- The capacity of the business to deliver the project and manage the grant.

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

Assessment Panel

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise ~~the following members:~~ of two Council Officers and one external industry advisor.

- ~~Manager City Futures (Chair)~~
- ~~Senior Program Lead Business Recovery~~
- ~~Senior Program Lead Economic Development~~
- ~~Manager Community Wellbeing or delegate (for Probity)~~
- ~~Industry advisor – Danielle Storey (CEO, Eastern Innovation Business Centre)~~

Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g.



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governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

6.2 Knox Manufacturing and Supply Chain Transition Grant

Overview

The objective of this grant is to support existing manufacturing businesses in Knox to transition and pivot their manufacturing to respond to medical, health and other supply chain needs that have arisen due to COVID-19. In addition, the objective is to assist with regulatory processes, maintain and create jobs, create new local business-to-business opportunities, and build on Knox's comparative advantage in the medical and health sector.

Funding allocation

The Business Support Grants Program (which includes the Knox Manufacturing and Supply Chain Transition Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

Fund Principles and Scope

The Knox Manufacturing and Supply Chain Transition Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox Manufacturing and Supply Chain Transition Grant will have the following parameters:

- Manufacturing businesses will be able to apply for up to \$20,000; and
- Council will reserve the right to part-fund projects.



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The application process will require manufacturing businesses to justify how the grant will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Capital/equipment to facilitate meeting health, medical and other demonstrated supply chain opportunities;
- Obtaining expertise/specialist advice to oversee process improvements, partnership arrangements or compliance requirements;
- Accessing local research/ testing that will support businesses to pivot to new opportunities; and
- Obtaining support/advice to assist local firms that have COVID-19 export and import replacement opportunities.

Eligibility

To be eligible for funding, the following requirements must be met:

- Operating from a property in Knox Local Government Area;
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the grant funding will support their business to transition to new supply chain opportunities arisen due to COVID-19;
- Hold all relevant licences, permits and approvals necessary to be operating; and
- Have no outstanding debts or compliance requirements with Knox City Council.

Application Process

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.
- An overview of the project will be required to explain how it will improve outcomes due to the impact of COVID-19, as per the Principles and Scope of the grant.
- Supporting documentation including quotes and/or proposals will be required for goods or services requested through the grant application.

Submission Period

An initial funding round will receive submissions from July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.

Assessment Process

On receipt of application for the Knox Manufacturing and Supply Chain Transition Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible



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applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business, addressing both the current and future environments;
- Clear overview of proposed project objectives; and
- The capacity of the business to deliver the project and manage the grant.

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

Assessment Panel

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Manager Community Wellbeing or delegate (for Probity)
- Industry advisor – Sharad Menon (Industry Engagement Manager, Advanced Manufacturing Industry 4.0 Hub, Swinburne University of Technology)

Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.



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Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

6.3 Knox Creative & Cultural Sector Grant

Overview

The objective of this grant is to support cultural and creative sectors in Knox – a sector that is heavily reliant on patron numbers, events/ festivals and tourism. The funding compliments the Sustaining Creative Workers initiative issued by the State Government to support the continued work of Victoria's independent creative practitioners.

Funding allocation

The Business Support Grants Program (which includes the Knox Creative & Cultural Sector Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

Fund Principles and Scope

The Knox Creative & Cultural Sector Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox Creative & Cultural Sector Grant will have the following parameters:

Stream 1 – Creative Industry Facilitation Grant

- Creative and cultural businesses will be able to apply for up to \$5,000;
- Needs to be an individual business application; and
- Council will reserve the right to part-fund projects.

Stream 1 – Creative Industry Facilitation Grant is proposed and will include activities such as:

- Participation in, or development of online training and development packages e.g. creative seminars/ creative classes online with skills/ social interaction;
- Innovate their marketing and communication activities such as building search engine optimisation, developing social media and digital platform strategies or other communications engagement; and



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- Facilitate partnership/ network or research and development opportunities with other creative professionals across new platforms, channels, portals, etc.

Stream 2 – Placemaking and Liveable Communities Grant

- Creative and cultural businesses will be able to apply for up to \$10,000;
- Needs to demonstrate local business and community partnerships and community outcomes; and
- Council will reserve the right to part-fund projects.

Stream 2 Placemaking and Liveable Communities Grant will enhance placemaking/ liveability and activity centre renewal activities, in Wantirna, Bayswater, Boronia and Ferntree Gully Village, post COVID-19 restrictions.

With COVID-19 having a deep impact on retail, hospitality and community arts and recreation services, this grant recognises the link between vibrant retail and activity centres and the creative and cultural sectors.

These initiatives could include:

- Funding neighbourhood pop-up activations, community art projects/ installations, and cultural development activities;
- Running events/ performances/ multimedia/ digital exhibitions that are connected to the activity centres;
- Supporting partnership arrangements between artists and traders to improve visual merchandising/ rejuvenation of shopfronts, activity centre beautification or marketing; and
- Footpath, trading and dining displays that compliment commercial and community activity in these centres.

Eligibility

To be eligible for funding, the following requirements must be met:

- Hold an Australian Business Number (ABN) and/ or be a registered Not-for-Profit organisation or Incorporated Group;
- Be currently operating within the cultural and creative sector, as listed by the ABS/Creative Victoria;
- Be an Australian owned business;
- Be located in or operating within Knox; and
- Hold all relevant licences, permits and approvals necessary to be operating.

Application Process

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.



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- An overview of the project will be required to explain how the project will improve outcomes due to the impact of COVID-19, as per the Principles and Scope of the grant.
- Due to the nature of this grant, supporting documentation can include a budget prepared by the applicant incorporating estimates of costs. Quotes and/or proposal will be required for projects engaging providers of professional services (training, marketing & communication services etc.).

Submission Period

An initial funding round will receive submissions from July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.

Assessment Process

On receipt of application for the Knox Creative & Cultural Sector Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business or organisation;
- Clear overview of proposed project objectives;
- The capacity of the business or organisation to deliver the project and manage the grant; and
- The capacity to operate within Council's arts and events policies and regulations (Stream 2 only).

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

Assessment Panel

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Coordinator Arts & Cultural Services



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- Industry advisor – Danielle Storey (CEO, Eastern Innovation Business Centre)

Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

4.5 Lease Update - Stamford Restaurant

SUMMARY: Acting Coordinator Property Management, Paige Kennett

Due to the on-going business challenges experienced by the Stamford Restaurant, the current tenant is seeking to transfer the lease with the sale of their business. Under the Retail Lease Act 2003, Council as landlord has 28 days to respond to any request for a lease transfer. The current Council Leases and Licensing Policy, states approval is required from the Council or Strategic Planning Committee. This report is presented to the Committee to consider the transfer of lease and delegation for further negotiations.

RECOMMENDATION

That the Committee:

- 1. Agree to the transfer of lease to the new tenants;**
- 2. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to negotiate final terms with the new tenants and to execute all necessary documentation to finalise the lease transfer.**

1. INTRODUCTION

Council is the owner and landlord of the historic Stamford Homestead premises at 8 Emmeline Row, Rowville, which is currently leased as a fine dining restaurant. The current tenant has experienced many challenges since the beginning of the pandemic and has made the difficult decision to sell the business and transfer the lease. Whilst this decision has been difficult, the current tenant acknowledges and thanks Council for its ongoing support.

Under the *Retail Leases Act 2003*, a landlord has a statutory timeframe of 28 days to respond to any request for a transfer of lease. Councils' Leasing and Licensing Policy states Council is required to approve all Leases. This report comes to Council to consider the transfer of the Lease and the continued negotiations for the proposed new tenant.

2. DISCUSSION

The current lease commenced early 2019, and after a short construction and set up period, the tenant commenced trading mid-2019. Shortly after the pandemic began in 2020, the restaurant ceased trading. The current tenants have experienced a range of challenges since the onset of the pandemic that are continuing. Unfortunately, these events have led to the tenant arriving at the difficult decision to sell the business and is now working with Council to transfer the lease to another reputable business that can reinstate and carry on the Stamford Homestead Restaurant business.

The proposed new tenants, a business operated by a pair of experienced restaurateurs, have visited the Homestead and have expressed a vision for Stamford: *"Stamford will be known as the iconic venue where one and all from the community will come to enjoy things like a coffee after a morning stroll all the way to a venue for their special day."*

The proposed new tenants want to highlight the heritage and grandeur of the homestead through an affordable Italian and modern Australian cuisine including seafood and steaks, which is the

proposed tenant's forte. They believe that lowering the price point will encourage more of the local community to enjoy the dining experience, as well as the premises.

They plan to support and encourage events and functions such as weddings, memorials, fundraisers and community social days; whilst maintaining a fine dining experience. They have proposed a marketing and promotional campaign for both the events/functions and the restaurant for the launch.

The proposed tenants have been working together as Directors within the hospitality industry since 2010. They have extensive establishment and operation experience with restaurants both locally and internationally.

The current lease requires construction of a conservatory which would serve as an extension to the homestead and provide needed additional dining space. The lease clause stipulates that the current tenants were to submit plans to Council for approval 6 months after exercising the first option (year 5) and construct the conservatory by the end of year 8 of the lease, at their sole cost. The proposed tenant has agreed to the construction of the conservatory and has indicated preference that they would complete these works prior to re-opening.

It is proposed that the new tenants will take over the current lease as is, with a few minor points to be negotiated.

Items for negotiation broadly include lease terms (proposed tenants have requested an additional 5 years, providing security of tenancy until 2055), annual rental increases, market reviews, and extensions to dining areas within the restaurant. Officers will continue to negotiate with the new tenant, agreeing to terms that will see long-term benefits to the community, the business and to Council.

Due diligence has been undertaken by the property agent, Fitzroys along with Council officers, including references, financial statements, and relevant business experience. The proposed tenant has demonstrated market knowledge, is keen to fulfil the lease obligations for the conservatory as an upfront capital expense and has provided evidence of financial capacity to do so. Further, the proposal to utilise the premises for a variety of functions and dining experiences to suitably cater to the local market shows sufficient business intelligence to give surety to their expertise.

The *Retail Lease Act 2003* stipulates that a landlord can only withhold consent to transfer of lease under the following conditions:

- The proposed tenant wants to use the premises in a way that is not permitted under the lease;
- Lack of experience; or
- Is not financially stable.

The due diligence carried out demonstrates that the proposed new tenant suitably meets all of these criteria.

The 28 days to approve the transfer of the lease expires 14 June 2022; with no response to the proposed tenant constituting acceptance of the transfer of the lease.

Council officers have not identified any grounds to deny the transfer per the three conditions listed above. Indeed, the proposed tenant presents as a great candidate to manage the premises

sympathetically to its heritage and intended use, whilst improving the accessibility of the venue to the community with a targeted price point and expansion to include the conservatory.

3. CONSULTATION

Council officers have been working with the agent acting, Fitzroys on Council's behalf and with the current and proposed future tenant.

If there are changes to the future terms of the lease, officers may need to undertake community engagement for the lease. This will be considered at the time of negotiations.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no known environmental/amenity considerations related to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council resolved to support the current tenant through the State Government Rent Relief Program and other independent offers while the business was recovering from the pandemic, which was greatly appreciated by the current tenant. Upon successful transfer of the lease, the current tenant is required to pay back all debts and rent relief payments to Council in full.

While the terms of the lease will be negotiated with the proposed new tenant, officers are in the process of negotiating a fair and reasonable outcome that will not see the annual rental reduce from its current rental amount.

7. SOCIAL IMPLICATIONS

Supporting and endorsing the transfer of lease relinquishes the current tenant from their current situation and supports a new business to inject new energy into and revitalise the Stamford Restaurant for an enhanced experience and accessibility for our community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

9. 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.

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

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

8 Confidential Items