

AGENDA



Meeting of the Strategic Planning Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 8 May 2023 at 7:00 PM

This meeting will be conducted as a hybrid
meeting

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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 Tuesday 11 April 2023

4 Considering and Ordering Upon Officers' Reports

4.1 ICT Capital Works

SUMMARY:

The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the monthly status of each project.

RECOMMENDATION

That the Committee receive and note the ICT Capital Works Report, as at 17 April 2023.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2022/2023 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month.

The ICT Capital Works Report is included as an attachment. Key updates in the ICT Capital Works Report include:

- Enterprise Integration Platform Project: A vendor has been selected by the panel and the contract is ready to sign pending the approval of the project's business case. The project business case will be taken to the ICT Steering Committee on 18 April 2023 for approval.
- Asset Management Information System project: This project is facing a number of challenges, including resource constraints within the Asset Strategy team, and cost and scope pressures which have resulted in a red health status. Senior-level meetings have taken place between Council and the vendor to ensure that there is the necessary commitment from the vendor in delivering the Confirm solution for Phase II and III. For the most part, an agreement has been reached on the key issues, with the necessary contract updates to be completed by 28 April 2023. The project has continued to make progress in the areas of testing and process design. The RAG (Red, Amber, Green) health indicators will remain Red until the vendor, resourcing, cost, and scope issues have been signed off.
- Cloud Migration: The resignation of two key project resources has impacted project progress, including the completion of the Project Initiation Document.

2. CONFIDENTIALITY

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the *Local Government Act 2020* as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

Report Prepared By: Portfolio Office Lead, Elly Liu



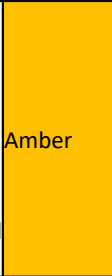
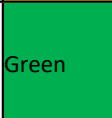
Head of Portfolio Office and Enterprise Change, Sophie Binks

Report Authorised By: Manager Strategy and Transformation, Liesl Westberry

Attachments

1. Council Report SPC May [4.1.1 - 6 pages]

Project Name & Status	Status
<p>In progress - On track Asset Management Information System</p> <p>Council’s current Asset Management Information system ‘Lifecycle’ is a critical tool to manage Council Assets. This project is to replace the current Lifecycle system with 'Confirm' a contemporary, modern, well supported and compliant system that meets Council’s current and future needs. The 'Confirm' solution is market leading, innovative, and flexible in managing the broad range of Council asset classes and provision of services in the most effective and efficient manner. In order to deliver incremental value to the Council, the project has been separated into two distinct phases, with each phase consisting of several workstreams. The first phase was completed in December 2022, with the shift of the Parks and Works Departments onto Confirm and discontinuation of their usage of Lifecycle. The second phase will cover the implementation of the remaining Infrastructure departments, these being Facilities, Plant and Fleet. Included in the second phase will also be the implementation of Asset Renewals, Strategic Asset Management and the decommissioning of Lifecycle.</p> <p>This month, the project has focused on addressing the issues raised through the recently completed intervention plan. Senior-level meetings have taken place between Council and the vendor to ensure that there is the necessary commitment from the vendor in delivering the Confirm solution for Phase II & III. For the most part, an agreement has been reached on the key issues, with the necessary contract updates to be completed by 28 April 2023. The project has continued to make progress in the areas of testing and process design. The RAG (Red, Amber, Green) health indicator will remain in Red until the vendor, resourcing, cost, and scope issues have been signed off.</p>	<p>RED</p>
<p>Corporate Reporting Solutions</p> <p>The Corporate Reporting project will replace Interplan with a new system, Pulse. This will manage strategic, risk and audit reporting, and improve transparency, efficiency and ability to make data and risk-based decisions. Pulse will also give better visibility of the delegations and policies that apply to staff. Pulse will be rolled out in 2023 in the following phases: Audit - February, Corporate Reporting - April, Risk - June, Corporate Indicators - July and Polices & Delegations - August.</p> <p>The first Corporate Reporting module went live late March and is currently being rolled out to our end users for Quarter 3 Council Plan progress report. Early feedback is positive, with the system administrators and end-users finding the system intuitive and easy to use. Testing has begun for the Risk module and the project team have been working through some data import challenges with the vendor.</p>	<p>Green</p>
<p>Digital Customer Channels Transformation (DCCT) Program – Phase 2 Intranet Redevelopment</p> <p>This project will replace the current staff intranet with a contemporary digital solution, enabling staff to efficiently connect with colleagues, information, ideas and systems across Council. The project will be delivered in three stages: Stage 1 is due September 2023 and includes rewriting content and provision of core functionality such as staff directory, news hub, and the ability for staff to access the intranet without</p>	<p>Green</p>

Project Name & Status	Status
<p>having to log into the Council's network. Stage 2 is due December 2023 and includes improvements to complex forms and movement of information from obsolete functionality. Stage 3 is due March 2024 and includes staff collaboration functionality.</p> <p>The recruitment of the replacement Project Manager and Content Writer were successfully undertaken, and both resources have now been onboarded to the project. The project Business Case was approved by the ICT Steering Committee and a contract with WebVine, our build contractor, was signed on 27 March 2023. The kick-off with WebVine was held, and the design and discovery workshops are to take place from mid-April 2023. The drafting of wireframes has been completed, bringing together a vast amount of work done to date into a clear vision of our build which we can share with WebVine.</p>	
<p>Early Years Platform</p> <p>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 Kindergarten and Childcare communities. The Project delivered the core system for the ongoing Early Years solution (Phase 1) in late 2022. A second phase will deliver Sign In / Sign Out and the decommissioning of existing systems will conclude the project outcomes in mid-2023.</p> <p>The implementation of EnrolNow is now complete. The project has been completed under budget and ahead of time. The decommissioning activities for legacy systems, Knox Early Years System (KEYS) and KN Enrol, are underway and are targeted to be complete by 30 June 23. Discussions underway with the Corporate Information team regarding the Audit Trail record requirements. The extracted data from KNE enrol is ready for user verification.</p>	<p>Green</p> 
<p>Enterprise Integration Platform</p> <p>This project will develop an organisational capability which can enable the sharing of data easily between systems, reducing the risk of integration failure and disruption to business, and enabling Knox City Council's transformation and customer experience goals. The project conducted a Proof of Concept in 2022, which proved the use of the Mulesoft Platform for complex integration between two core legacy systems (Document Management Knox eXplorer and Pathway).</p> <p>A vendor has been selected by the panel and the contract is ready to be signed pending approval of the business case which is to be presented to governance bodies in April 2023.</p>	<p>Amber</p> 
<p>Project Management Office</p> <p>The Project Management Office (PMO) oversees quality aspects of the overall Portfolio of ICT. The PMO is used for PMO resource costs, and non-project specific charges, including annual leave and admin/team activities.</p>	<p>Green</p> 

Project Name & Status	Status
The budget for this function continues to be managed according to plan.	
<p>Project Management Office - ICT Governance</p> <p>This provides a budget allocation to cover the costs associated with ICT governance, including independent members of the ICT Governance Committee.</p> <p>The allocation continues to track to plan.</p>	Green
On hold	
<p>Cloud Migration</p> <p>The Cloud Migration project aims to detail, prioritise, and migrate systems from On-Premises to the Cloud. Cloud solutions increase operation and storage flexibility of our IT systems, improve business continuity risk, improve staff accessibility, and ensure ease of regular automatic updates. Cloud solutions reduce maintenance cost of hardware, software, resource, and energy costs. A review of network architecture was conducted in early 2022 as a precursor to the project.</p> <p>A workshop with key stakeholders was held on 3 March 2023 to determine the project scope. The resignation of two key project resources will impact the project progress, including the completion of the Project Initiation Document. This project remains Green as the delay is unlikely to impact the overall delivery timeline.</p>	Green
<p>Master Data Management</p> <p>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.</p> <p>A new Data Enablement Lead commenced in February 2023 to program manage the Master Data Management initiative, design and run data governance and data management. Once a draft data strategy is written and a new plan is in place for the MDM program (ETA 15 May 2023), a new baseline will be established and presented to governance bodies for approval. This will return the project to Green status.</p>	Red
<p>Spatial Capability</p> <p>Spatial information is all about the location of people, properties, and objects. Council uses spatial information to better understand its community, assets and resources and ensure that it provides the high-quality services, policies, and programs. This project centres on increasing spatial capabilities in a range of functions across council. Existing geographic information systems (GIS) were successfully upgraded</p>	Red

Project Name & Status	Status
<p>in June 2020. The business users are now taking advantage of improved functionality of Intramaps and QGIS.</p> <p>In late 2022 vendor negotiations were finalised and a new contract was put in place to extend the current On-Premise Intramaps arrangement until June 2025. The recommencement of the spatial capabilities scope will now be considered in the context of the new Customer and Performance Roadmap which is in development.</p>	
Not started	
<p>Customer Relationship Management</p> <p>Customer Relationship Management (CRM) refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers.</p> <p>This project is now due to commence in line with the completion of the Customer Experience Strategy. Commencement of the CRM project will now be considered in the context of the Customer and Performance Roadmap which is in development.</p>	Grey
<p>Digital Customer Channels Transformation (DCCT) Program – Phase 3 Integration Phase</p> <p>This phase will expand on earlier delivery of the Digital program, with the implementation of a secure portal to Knox staff, a Knox business hub and additional integration with Knox systems.</p> <p>The phase will commence in 2023.</p>	Grey
<p>Facilities Booking Solution - Phase 2 Community Facilities Booking Solution</p> <p>This is the second phase of the Facilities Booking Project. Phase 1 deployed the Primavira solution. Phase 2 will be to extend the booking solution to the community for facilities booking, including access to 300+ facilities such as halls, pavilions, ovals etc.</p> <p>This project will commence when resource capacity becomes available from the Asset Management Project in the next 12 months.</p>	Grey
Completed	
<p>Business Intelligence</p> <p>The Business Intelligence Project aims to build and continually improve Council’s business intelligence capability, and work with the business to develop BI solutions which provide crucial insights to drive improved strategy development, evidence-based planning and business improvement.</p>	

Project Name & Status	Status
<p>The Business Intelligence Project was completed in 2021. This project has finalised its set objectives to enable Council teams with BI and Analytics capability and has implemented 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 in July 2021.</p>	Green
<p>Community Engagement Platform</p> <p>Assist Strategy and Business Intelligence to deliver a centre-led community engagement approach, which includes effective processes, tools, data management and technology integration. This will be supported by a new community engagement digital platform to facilitate external and internal engagement. Together the project will deliver improved outcomes to the community, by ensuring that the community voice is included in decisions made by Council.</p> <p>This project was completed in February 2021, when the Knox "Have Your Say" platform went live. 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.</p>	Green
<p>Digital Customer Channels Transformation (DCCT) Program – Phase 1 Website Redevelopment</p> <p>The project replaced the existing website, with a new digital solution which delivers a quick, convenient and rewarding digital interactions with Council. Content on the site was refreshed and a new operating model was established to ensure the website meets Community expectations into the future.</p> <p>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.</p>	Green
<p>Facilities Booking Solution - Phase 1 Staff Room Bookings</p> <p>The project has successfully implemented a contemporary facilities booking solution called Primavira, to facilitate staff bookings of Civic Centre function rooms, fleet vehicles, staff meeting rooms and staff meeting rooms in Knox Community and Leisure Centres (50+ additional rooms available for staff reservation).</p> <p>This project was successfully completed in 2019.</p>	Green

Project Name & Status	Status
<p>HR Systems</p> <p>The Enhancing our People Systems project is made up of three work packages: 1. PageUp Recruitment, Learning, Variations and Onboarding (delivered in 2020); 2. Humanforce Time & Attendance and (delivered in 2021); and 3. PageUp Performance and Succession (delivered in 2021).</p> <p>This project was completed in 2021. New systems are in place and formal handover has occurred with People & Culture.</p>	Green
<p>Pathway Program</p> <p>This program delivers enhancements to the Pathway system which manages customer requests and enquiries, rates, payments, infringements, animal registrations, and permit and renewal applications. The key outcomes include developing online services with an improved customer experience, enable seamless integration between systems, and optimise the use of available functionality within Pathway such as dashboards and electronic document delivery.</p> <p>The ICT funding for Pathway enhancements has concluded and the ongoing development was transitioned to BAU operations in September 2021. The program has delivered significant benefits to Council. IT will continue to support Pathway and ePathway development as a core application at Knox.</p>	Green
Removed	
<p>Active Aging System Platform</p> <p>This project reviewed Carelink Plus, the key system and related processes currently used by Community Access and Support to assess their experience and optimise the data shared with other systems.</p> <p>The initiation phase found the Carelink Plus application is broadly meeting business needs and is now used by only a small number of users. An upgrade is required, and some improvement opportunities were identified for the Community Transport team. A change request was endorsed by the ICT Steering Committee in November to descope this project from the ICT program and instead manage delivery of the changes by Technical Services as part of their regular upgrade cycle.</p>	

4.2 Capital Works Program 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 April 2023.

RECOMMENDATION

That the Committee receive and note the Capital Works Program Report, as of 28 April 2023.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2022/23 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 April 2023, is attached as Attachment A.

Highlights of the Works Report as of 28 April 2023 include:

- Drainage Pit and Pipe Renewal Program – program complete with recent works at Francis Crescent works reaching completion.
- Stamford Park Redevelopment – works are progressing well with the pedestrian bridge and boardwalks and swale inlet structure completed.
- Wantirna Reserve Tennis Court Renewal – practical completion of court renewal works achieved, expected handover to club to occur early May.
- Studfield shops, rear laneway, Wantirna South works completed.
- Templeton Reserve Wantirna and Kings Park Upper Ferntree Gully floodlighting works completed.
- Short Street, Boronia - Footpath Construction completed
- Buckingham Drive Rowville and Liberty Avenue Rowville LATM treatment completed

Council has a number of projects well progressed and nearing completion. Several projects are presently out to quote/tender and under construction, with expectation of reaching completion in the May period which is positive. It is noted that many projects were delayed earlier in the year due to wet weather, material and labour shortages.

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 27 April 2023 - Attachment A [4.2.1 - 16 pages]

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$855,820
All Wards	Brenock Park Drive Pedestrian Bridge to commence construction/installation works on site in May. Bridge maintenance package has commenced. Full funding is on schedule to be expended by end of financial year.	
4	High Risk Road Failures	\$300,000
All Wards	High friction/non-skid road treatment to be applied to Francis Crescent FTG, programmed for mid-May.	
7	Road Surface Renewal Program	\$4,187,200
All Wards	Road resurfacing program currently in progress and expected to be completed by late May, weather permitting.	
8	Drainage Pit and Pipe Renewal Program	\$2,600,000
All Wards	Francis Crescent works have just been completed. Minor works to be completed to expend full budget.	
9	Footpath Renewal Program	\$2,430,850
All Wards	Footpath renewal works currently in progress at various locations around municipality. Program on schedule to be completed by the end of May.	
10	Bicycle and Shared Path Renewal Program	\$688,000
All Wards	Shared path renewal works scheduled at various locations - Bunjil Way shared path adjacent to Knox Athletics Track and Scoresby Road shared path south of Burwood Hwy programmed for early May.	
16	Building Renewal Program	\$3,959,250
All Wards	Expenditure is on track. Prices received and about to award for 2 x kitchen and 1 x bathroom refits. Painting program has commenced, due for completion by end of May. Some Quotes for minor renewal works from Facilities Management Contractor approved and work orders raised for completion in May. Other works expected to be completed or nearing completion by end of April include Knox Leisureworks pool plant renewals, Kings Park Pavilion building remediation, HVAC renewal at Rowville Community Centre, Marie Wallace Cricket Pavilion renewal works and Gilbert Park Softball Pavilion renewal works.	
17	Playground Renewal Program	\$1,509,500
All Wards	Knox Playspace Renewal 2022-23: Second round of community consultation is expected to commence April. Stud Park Playground renewal tender has been awarded with works to commence in June. Draft concept design being prepared for Tim Neville Arboretum Playground Renewal with consultation scheduled for April/May.	
22	Fire Hydrant Replacement Program	\$147,000
All Wards	Expenditure is not likely required until late June.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
24	Carpark Renewal	\$560,000
All Wards	Concrete kerb & channel works completed at Mountain Gate Shopping Centre Carpark and Dobson Reserve Carpark. Asphalt resurfacing works programmed to commence early May.	
25	Plant & Machinery Renewal Program	\$2,260,000
All Wards	Fleet renewal program underway. Expected delays due to ongoing supply issues across manufacturing. To date Council has 64% of funds committed and 35% of funds expended.	
26	Street Tree Replacement Program	\$524,519
All Wards	Program funds fully committed with majority of bulk tree planting completed.	
31	Stamford Park Redevelopment	\$6,000,000
Tirhatuan	Construction - Works are progressing well with the pedestrian bridge and boardwalks now in place, and swale inlet structure completed.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	New concrete retaining wall currently under construction at Harnett Street FTG.	
147	Energy Retrofits for Community Buildings	\$150,000
All Wards	Car Park lighting upgrades, insulation upgrades and heat pump projects are expected to be completed by June.	
229	Building Code Australia Compliance	\$40,000
All Wards	BCA Compliance Budget has been utilised for Defect Notes from Fire Services Inspections at both Early Years Hubs, Stamford House and the Operations Centre as well as Defects from Annual Essential Safety Measure Reports (AESMR) for other Council buildings.	
345	Asbestos Removal	\$40,000
All Wards	Small asbestos removal jobs completed or nearing completion at Scoresby Reserve Tennis, Rosa Benedikt, Dobson Park Pavilion and Gilbert Park Softball Pavilion. Program expected to be completed by mid June.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$200,000
All Wards	Miscellaneous Industrial Roads resurfacing program on schedule for early to mid-May.	
409	Parks Furniture Renewal	\$72,000
All Wards	Awaiting delivery of furniture for ongoing renewals.	
410	Parks Signage Renewal	\$10,000
All Wards	Program Completed for 2022/2023.	
412	Water Sensitive Urban Design Renewal	\$178,000
All Wards	Contractor commissioned for Juniper and Yarrabing works, civil work to be completed in May and revegetation in Spring.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
441	Significant Municipal Site Renewal	\$313,559
All Wards	Scoping final works for financial year.	
443	Reserves Paths Renewal	\$75,000
All Wards	Scoping further works.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Minor works required for Kings Park Baseball Pavilion and Schultz Reserve Pavilion both raised and scheduled for early May. Refit for HV Jones Soccer Pavilion kitchen to utilise remainder of budget. Prices received and about to be awarded for completion by late May/early June.	
536	Parkland Asset Renewal	\$74,995
All Wards	Construction of post and rail fencing completed at Ferntree Gully community centre.	
537	Roadside Plantings Renewal	\$62,005
All Wards	Roadside mulching program complete.	
566	Artwork Renewal	\$80,000
All Wards	Renewal projects planned FTG Placemaking Totem, First Nations Tiriki Onus restoration, Alley Oop, Knox Skate Park Restoration, Dabs Myla Restoration and other minor repairs and improvements to civic and public artworks. Budget will be fully expended 30 June.	
576	Emergency Warning Systems in Early Years Facilities	\$100,000
All Wards	All intended projects expected to be complete by middle of May. Awaiting internal transfer from Scoresby West Preschool Renewals for the EWS/Electronic Locking System to close of the project.	
675	Public Art Project	\$317,000
All Wards	Variety of major public art project delivered and in progress 22/23, including contingency and contributions to major public artwork contracts including: FTG placemaking project, Erica Avenue Public Art Project, Knox Library Public Art, Stamford Park (2 major public artworks), Boronia Library Mural, Boronia Light Boxes. This allocation also funds the two Council Plan Items - Public Art Trail and Arts Link. Some major projects are held up by the delays in infrastructure projects (public art is the last item for installation). May to June will see major public art spending for Stamford Park, Knox Regional Netball Centre and FTG Village contracts, Tim Neville Arboretum Mural & Rowville Library Mural. Not all contracted projects will be fully realised by EOFY, and a carry forward will be required.	
708	Cricket Run Up and Goal Square Renewal Works	\$70,000
All Wards	On track to spend all funds by June 2023.	
717	Knox Central Package	\$300,000
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.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
746	Revegetation Plan	\$100,000
All Wards	Approaching the final stages of site preparation, with works expected to be completed by end of May.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$60,000
Dobson	Talaskia Masterplan Implementation works completed.	
834	Oversowing of Sports Fields	\$70,000
All Wards	All funds to be spent by 30 June.	
837	Westfield Library (Permanent) - Design and Fitout	\$3,444,205
Dinsdale	Quantity Surveyor report received and negotiations underway with Scentre Group for fit out.	
867	Knox Regional Netball Centre Extension	\$4,010,722
Dobson	Construction of the new facility is complete and refurbishment works of the existing facility are progressing. This includes an upgrade of the existing netball centre's administrative areas, foyer, amenities and installation of a lift.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$835,000
Friberg	Delivery of Stage 3 of the HV Jones Masterplan includes upgrades to the netball courts and extension of the existing carpark. Construction has commenced. Currently undergoing excavation of the netball courts	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$40,000
Friberg	Consultation on the draft design has now concluded. Currently consolidating the findings from the consultation. The consultant is developing a final concept before moving onto tender documentation phase.	
871	Energy Performance Contract Implementation	\$218,065
All Wards	Reviewing documentation for a number of final projects along with fine tuning of solar projects underway. Measurement and Verification Program to commence in June.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$38,900
Tirhatuan	(1) Discussions and negotiations with original contractor and Council's insurer continuing around surface defects issue. Insurance claim on surface issues submitted and accepted by Council's insurer. Investigations related to remedial treatment proposals along with costings from Contractor is being assessed by independent industry expert with final recommendation report to be presented to Council's insurers for approval. Separate plumbing investigations continuing in attempt to find source of minor water supply leak; (2) Courts 4 & 5 - Detailed Design completed.	
941	Knox Regional Netball Centre - Court Renewals	\$129,600
Dobson	On target to complete by June 30.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
944	Knox Central (Former Operations Centre)	\$350,000
Dinsdale	The final report has been drafted and is under review by the Auditor.	
948	Modular Building Program	\$1,677,000
All Wards	<ol style="list-style-type: none"> 1) Lakesfield Reserve Carpark - Project combined with Rowville Recreation Reserve Carpark. Contract works substantially underway with Kerb and Asphalt works completed. Total works 80% completed. Additional footpath works anticipated to be complete around mid-May 2023 2) Marie Wallace Modular completed and Marie Wallace Junior Football Pavilion refurbishment expected to be completed/handover by End of April. 3) Gilbert Park Modular Pavilion completed. Contractor refurbishing the existing Pavilion with roofing and ceiling works complete and plastering, kitchen and bathroom works underway. Completion expected by end of June. 	
950	Family & Childrens Services Buildings & Facilities	\$350,000
All Wards	Project is completed and has been handed over.	
951	Community Toilet Replacement Program	\$277,000
All Wards	Chandler Reserve toilet block expected to proceed to request for quotes in late April 2023 with contractor appointed by late May 2023.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$381,126
Taylor	Construction of the new Junior BMX pump track and outdoor gym equipment now complete and officially open.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$31,606
Scott	Works scheduled for the 22/23 FY have been completed. Any future masterplan implementation works will occur subject to the budget process.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,000,000
Dinsdale	Construction - Melbourne Water is delivering these works.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$30,000
Collier	Site stakeholders consultation is scheduled to take place on 1st May. The broader community consultation will be conducted afterwards.	
1054	Knox Regional Sports Park - Stages 2 and 3 (VARMS)	\$1,528,457
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 new VARMS (Victorian Association of Radio Model Soaring) clubhouse and runway are complete and in operation. The new Stud Road left turning lane into the site is in the final stages with asphaltting and line marking expected to be completed in May.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$1,646,389
Collier	Contract works essentially complete. Practical Completion inspection completed and report received with defects to be attended to prior to issuing Practical Completion Certificate. Testing of lighting has occurred and awaiting lux report. Minor reinstatement works to follow with final handover to club anticipated now to occur late April/early May 2023.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$100,000
All Wards	Project Completed.	
1124	Sportsfield Fencing Renewals	\$50,000
All Wards	On track to complete all works by 30 June.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$39,557
Collier	Construction work is complete.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$106,577
Collier	Construction work is complete.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$527,428
Dobson	Quarry Reserve City Skyline lookout: Contractor has received the building permit and initiated the next steps in the project by requesting the manufacturing of structural steel, along with the corresponding documentation.	
1176	Solar in Community Facilities	\$130,000
All Wards	Carry forward of funds required to complete Solar PV installation at Knox Civic Centre. Detailed design to commence in June.	
1180	Forest Road to Koolunga Reserve, FTG - Wetland Construction	\$386,000
Chandler	Future Directions Plan, Bushland Management Plan and Stormwater Quality Plan currently on The Have Your Say website for consultation.	
1184	Egan Lee Reserve - Wetland Construction	\$35,000
Scott	Modelling report received - report findings to inform design of wetland.	
1238	BAMP Facility Upgrades	\$50,000
All Wards	Project brief being developed for fee proposals to be submitted mid-late April. Project Priority listing to be provided as part of consultancy report recommendations by end of June.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$2,000
All Wards	Ongoing renewal of Council's community event trailer and kit for use by Community and Council run events. Damaged gear has been replaced, some items to be tagged and tested, and purchase of storage boxes to improve logistics of the kit will see full spend by EOFY. This is an ongoing renewal budget requirement to support safe use of the kit and protection of Council assets.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1265	Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping	\$50,000
Baird	Concept plan is completed. Detailed design is expected to be completed by April if the project goes ahead.	
1267	Early Years Facilities - Landscaping Upgrades	\$100,000
All Wards	Liberty Avenue play space upgrade completed. Shade structure delayed due to material shortages with installation to be completed in June. Work to remove unsafe play space structures across all Early Years Facilities have commenced.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$52,288
Tirhatuan	This project is now fully completed.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$40,000
Tirhatuan	Consultation is being sought with private landowners.	
1297	Amesbury Avenue, Wantirna - Intersection Treatments	\$43,094
Collier	Construction work is complete.	
1300	Parking Management Plan Implementation	\$50,000
All Wards	Parking surveys for The Basin, Mountain Gate and Rowville have been conducted by the consultant in early February. We have received their report for The Basin and Mountain Gate and are waiting on the Rowville Report. Minor parking changes were made in line with existing parking plans.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$167,000
Dobson	Currently investigating the benefits of including an additional main drain outfall into the design. Based on modelling, the original design intent was not fit for purpose.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$136,390
Friberg	Consultant appointed to investigate alternatives to improve flooding issues south of Burwood Highway.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$100,000
All Wards	Quote received for McDonald Crescent, projects sitting with Knox Construction Group for delivery this financial year.	
1311	Major Roads LED Streetlight Replacement	\$126,587
All Wards	Lighting field audit is set to commence in June in preparation for Stage 2 and 3 of the Major Road Lighting Replacement Program. Still awaiting design approval for the 7 new lights along Dorset Rd between Oak Avenue and Olive Grove.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$8,363,296
Baird	Construction update - external brickwork on the oval side has been completed, street side is continuing. Internal works - window installation continues, plastering has commenced. Southern car park works have commenced.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
1316	Rowville Recreation Reserve - Car Park Upgrade	\$317,736
Taylor	Contract works combined with Lakesfield Reserve Carpark. Work commenced Mid-April with additional extension of time required due to split-staged construction requested by Club to allow for emergency vehicle access to games. Anticipated completion around early June 2023.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$121,175
Friberg	Small variation for extra work approved. Works to be completed by the end of April.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$445,104
Taylor	Works well underway. Decommissioning of lights and court surface complete with works 15% complete. Estimated completion of tennis court renewal late July 2023 with carry forward funds potentially required.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals	\$77,628
Dobson	(1) Courts 5 & 6 - Contract works have now reached Practical Completion with final acrylic layer constructed. Practical Completion Inspection has occurred and minor defects identified. (2) Courts 1 - 4 - Detailed Design completed with minor modification to be included followed by final review	
1363	Lupton Way Shared Zone Construction and Public Art Lighting	\$336,528
Baird	All civil works are completed. Painting and mural at the rear of shops are also completed.	
1386	Parks - New Tractor	\$120,000
All Wards	Tractor now due for arrival in May/June.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$1,380,000
Scott	Currently being re-designed to include sportsfield lighting and natural turf pitch. Carry forward required.	
1391	Knox Hockey Facility Development	\$3,270,000
Collier	Construction - Asphalt layer is completed with remediation works to achieve level surface within acceptable tolerance. Flood test has passed. Rubber shock pad has commenced but experiencing some delays due to wet weather. Light poles fully installed, fencing and car park works in progress.	
1406	Miller's Homestead - Upgrade	\$141,061
Chandler	Stage one works are in progress and expected to be completed by end of April.	
1411	Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path	\$172,605
Baird	Construction work is complete.	

Knox City Council Project Status Report

27-Apr-2023

Project Number	Project Name	Total Adjusted Budget
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$40,000
Dobson	Consultation on the draft masterplan has now closed. Currently in the process of consolidating feedback from the consultation. Soon to commence report for Council endorsement.	
1414	Cardiff Street - Flood Mitigation Works	\$688,000
Baird	Flood modelling results expected within the next 2 weeks. Results will be used to inform changes to the retarding basin outlet next financial year.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment - Scope & Analysis	\$40,000
Dobson	Quotes received, survey to start in the following week.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$35,000
Friberg	Consultant engaged to design interface between upgraded skate park and proposed wetland. Wetland design is progressing.	
1426	The Basin Triangle Masterplan	\$5,000
Chandler	Project on-hold while the Basin Parking Management Plan project is being conducted. Council Officers will re-engage with the community for both projects once they are ready for consultation.	
1437	1000 Steps Car Parking and Shared Use Path Bridge	\$0
Dobson	Federal Government is arranging final project payment to Council. Working with Communications Team regarding community notification.	
1439	Mossfield Avenue, Ferntree Gully - Construction	\$375,000
Baird	Construction delayed due to lead-time delay in supply of drainage pipes. Construction well underway with drainage completed and Kerb & Channel installed on eastern side and Kerb & Channel works progressing on western side. Works around 50% complete and anticipated to be completed by end May 2023. Temporary road closure in place to accelerate construction progress.	
1440	Mountain Gate Drive, Ferntree Gully - Construction	\$615,000
Friberg	Construction works nearing completion with deep lift pavement treatment completed. Final wearing course asphalt expected to occur late April 2023.	
1441	Studfield Shops, Rear Laneway, Wantirna South - Construction	\$375,000
Dinsdale	Construction works completed.	
1442	Avalon Road, Rowville - Construction	\$835,000
Tirhatuan	Construction now well underway following delay in pipe supply - and approximately 60% complete. Kerb & Channel works nearing completion. Drainage works completed and temporary road closure in place in order to accelerate construction. Construction anticipated to be completed around late May 2023.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1444	Adele Avenue, Ferntree Gully - Construction	\$370,000
Friberg	Works completed - Practical Completion Inspection to follow.	
1445	Marlborough Road, Bayswater - Construction	\$160,000
Dinsdale	Asphalt works completed and line-marking to follow.	
1448	Fairpark Reserve, Ferntree Gully - Netball Court Renewals	\$178,126
Baird	Project Completed.	
1450	Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals	\$592,747
Baird	Contract works completed. Testing of lighting has occurred and Practical Completion issued early March 2023.	
1455	Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	\$194,477
Dobson	Project is completed.	
1456	Dobson Park, Ferntree Gully - Cricket Net Renewal	\$194,477
Baird	Project is completed.	
1459	Lewis Park, Wantirna South - Oval 1 Floodlighting	\$129,666
Dinsdale	All light poles are now operational, aiming works rescheduled for early May. Lux testing/report completed. Project completion expected early May.	
1460	Templeton Reserve, Wantirna - Floodlighting Upgrade	\$128,101
Collier	All light poles are now operational, aiming works and Lux testing/report completed. All project works have been completed	
1461	Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting	\$171,337
Dobson	All light poles are now operational and aiming works completed. New floodlighting switching enclosure installed within pavilion. All project works have been completed.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$95,874
Friberg	Shade Structure is a component of larger refurbishment project, including track renewal and lighting. The whole project has been requested to be carried forward to next financial year, as a re-design of the whole athletic field is required.	
1464	Schultz Reserve, Wantirna - Pavilion Refurbishment	\$75,000
Collier	Tendered works to both ground and first floor have been completed.	
1465	Knox Park Athletics, Knoxfield - Lighting to Track	\$382,400
Friberg	Tender responses received and are a lot higher than expected. Internal conversation around next steps are underway.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1466	Schultz Reserve, Wantirna - Shade Structure	\$50,000
Collier	The shade structure 95% complete with minor flashing to be install early May.	
1467	Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)	\$50,000
Baird	Netting works complete with positive feedback received from the club.	
1470	Electronic Entry to Sporting Pavilions	\$60,000
All Wards	We will be attributing \$20k to each of Gilbert Park and Marie Wallace Pavilions for the Electronic Locking component of the renewal works currently underway. Both will be completed by end of May. The remaining funds will be attributed to Liberty Avenue Reserve Pavilion, to be completed in May/June.	
1472	Wally Tew Reserve, Ferntree Gully - Car Park Upgrade	\$77,295
Dobson	Project Completed.	
1476	Community Placemaking Program - Murals and Lighting	\$55,000
Dobson	FTG Creative Placemaking Plan is in implementation stage. Complemented with funding through DJPR \$110,000 (grant expenditure over two years until June 2024). Artworks include murals, lightboxes and creative elements for retail and train station precinct, laneways and parklets.	
1478	Locker Program - Council Kindergartens	\$43,000
All Wards	Project has been fully completed.	
1479	Liberty Avenue, Rowville Kindergarten - Verandah Replacement	\$100,000
Taylor	Project complete.	
1492	Francis Crescent, Ferntree Gully - Footpath Construction	\$20,000
Dobson	Construction work is complete.	
1494	1726 Ferntree Gully Road, Ferntree Gully - Footpath Scope	\$15,000
Friberg	Initial scoping discussion has occurred and resident consultation to be carried out. On hold until the land is sold and/or redeveloped. Once consultation is completed and scope confirmed design will commence. It is likely that consultation will not be resolved this year.	
1495	Ferntree Gully Road, Scoresby - Footpath Construction	\$49,765
Tirhatuan	Works are scheduled to start before the end of April.	
1496	Short Street, Boronia - Footpath Construction	\$51,785
Baird	Construction work is complete.	
1499	Buckingham Drive, Rowville - LATM Treatment	\$120,000
Taylor	Construction is complete.	

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Project Number	Project Name	Total Adjusted Budget
1500	Liberty Avenue, Rowville - LATM Installation Tirhatuan Construction is complete.	\$250,000
1505	Mountain Highway, Boronia - Shared Path - Design Chandler Design consultant has been appointed and design has commenced.	\$76,255
1514	Carrington Park, Knoxfield - Masterplan Implementation Friberg The construction of the Carrington path is scheduled to commence on Monday, May 1st, with an estimated completion time of around four days.	\$150,000
1515	Major Crescent Reserve, Lysterfield - Landscape Plan Taylor The draft for the detailed design documentation, which covers the construction of playground upgrade, new basketball shooting key area and new BBQ facilities, is around 80% complete.	\$25,000
1518	Schultz Reserve, Wantirna - Landscape Plan Collier The draft for the detailed design documentation, which covers the construction of path connections, playground upgrade, and new BBQ facilities, is around 80% complete.	\$25,000
1521	Erica Avenue Streetscape Renewal Baird Construction of Stage 1 (north eastern side of the street) has been completed. Preparation of the Stage 2a&b tender currently being prepared. Finalisation of overall design package (landscape/civil/electrical) scheduled for completion in June with tender period in July. Estimated construction commencement in August.	\$598,971
1522	Essex Court - Design Dinsdale Detailed Design essentially completed along with review. Minor design alterations to follow.	\$20,000
1523	Harley Street North - Design Friberg Detailed Design essentially completed along with review. Minor design alterations to follow.	\$35,000
1524	Harley Street - Design Friberg Detailed Design 95 % complete and nearing completion. Finalising service proving and Drainage Design. Plan review to follow in early May.	\$34,000
1525	Allister Close - Design Friberg Detailed Design and review completed.	\$33,000
1526	The Haven - Design Dinsdale Detailed Design essentially completed along with review. Minor design alterations to follow.	\$15,000
1527	Richards Avenue - Design Friberg Detailed Design 95 % complete and nearing completion. Finalising service proving and Drainage Design. Plan review to follow in early May.	\$90,000

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Project Number	Project Name	Total Adjusted Budget
1528	Chandler Road - Design	\$48,000
Chandler	Direction received from Boronia Renewal Strategy panel. Project scope identified and now includes 'Greenspine' shared path project between Tormore Reserve and Albert Avenue, along with road renewal from Dorset Road to Albert Avenue. Survey completed. Design work expected to commence late April 2023. Aim is for Design & Estimate work to be completed by September 2023 in order to submit Grant application to State Government for potential construction funds.	
1529	Knox Athletics Track Renewal & Upgrades	\$3,250,000
Friberg	Internal conversations ongoing around re-design.	
1531	Guy Turner Reserve - Sportsfield Renewal	\$1,425,000
Dinsdale	Carry forward required for turf establishment/maintenance.	
1532	Batterham Reserve Oval 1 - Sportsfield Renewal	\$20,000
Chandler	Draft design being reviewed.	
1533	Kings Park 1 - Sportsfield Renewal	\$20,000
Dobson	Draft design being reviewed.	
1534	Bayswater Oval - Sportsfield Renewal	\$20,000
Dinsdale	Draft design being reviewed.	
1535	Templeton Reserve - Fencing Renewal	\$37,000
Collier	Project completed.	
1536	Knox Gardens Reserve Oval 1 - Fencing Renewal	\$55,000
Scott	Project completed.	
1537	Bayswater Oval - Cricket Net Renewal	\$350,000
Dinsdale	Internal/club discussions to confirm the scope of works.	
1538	Guy Turner Reserve - Cricket Net Renewal	\$336,000
Dinsdale	Project to be completed by the end of April.	
1539	Schultz Reserve - New Cricket Nets	\$261,278
Collier	Project to be completed by the end of April.	
1540	Pickett Reserve - Cricket Net Renewal	\$11,000
Baird	Project completed.	
1541	Golf Practice Nets	\$40,000
All Wards	Project is completed.	

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Project Number	Project Name	Total Adjusted Budget
1543	Sportsfield Infrastructure program replacement	\$0
All Wards	Funds transferred to the Guy Turner Cricket Net Renewal project.	
1544	Irrigation Infrastructure Program Replacement	\$60,000
All Wards	Ongoing irrigation reactive/renewal replacement program.	
1545	Walker Reserve - extension of safety netting	\$10,000
Scott	Scope and cost investigations progressing, redesign in progress.	
1546	Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade	\$20,000
Taylor	Council has met with the clubs in late March to discuss design option. Architect has been appointed with concept design expected to be complete by end of June.	
1547	Kings Park (Baseball) - Floodlighting Upgrade	\$400,000
Dobson	Developing Project Plan to prepare tender docs and scheduled to advertise tender in April. Tender evaluation in May and appoint contractor in early June. Anticipate to complete project in 23/24 therefore bulk of funds to be carried forward.	
1548	Guy Turner Reserve - Floodlighting Upgrade	\$300,000
Dinsdale	Developing Project Plan to prepare tender docs and scheduled to advertise tender in April. Tender evaluation in May and appoint contractor in early June. Anticipate to complete project in 23/24 therefore bulk of funds need to be carried forward.	
1549	Boronia Bowls Club - Green Lighting	\$120,000
Dinsdale	Works continue to remain on schedule with an end of April completion date still expected.	
1550	Park Ridge Reserve Existing Pavilion Refurbishment - Design	\$50,000
Taylor	Prepare Project Brief, tender and appoint Architect in May. Develop concept design, detailed design and drawings by end of July 2023.	
1551	Knox Community Art Centre Theatre Equipment Renewal	\$15,186
Dinsdale	Final purchase of piano microphone planned for May.	
1552	Knox Community Arts Centre - Seating Bank Upgrade	\$204,814
Dinsdale	Seating bank parts have been fully manufactured and are in the supplier's warehouse, ready for installation in May.	
1553	FW Kerr Bathroom Upgrade	\$10,000
Dobson	First draft of concept design is ready for stakeholder feedback. Final version of concept design is expected to be completed by May.	
1554	The Basin Community House - portico	\$25,000
Chandler	Scope of works changed, design updated with tender/quotation to occur in May.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1555	Community Facilities Signage - Upgrades	\$60,000
All Wards	Delivery and installation anticipated to occur June.	
1556	Rose Street - Footpath Design & Construction	\$45,000
Dobson	Works with Knox Construction Group. Start is anticipated in June when contractor is available.	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$15,000
Tirhatuan	Draft LATM plan is being reviewed internally.	
1558	Napoleon Road Stage 4 - Shared Path Construction	\$330,000
Taylor	Consultant has been engaged to prepare construction plans. Amendments to construction plans being carried out.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$150,000
Dobson	A full Metro Trains Melbourne/VicTrack engagement and approval process is needed through a works application submission. Preliminary planning works on the information needed for the application has now started.	
1560	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	\$160,000
Chandler	A first draft of the detailed design has been received and reviewed. Amendments are being made to the design.	
1561	Harold Street Onroad Bicycle Facilities - Design	\$0
Collier	Waiting on data from survey for use of existing cycle links. Design of cycle link along Harold St to be linked with reconstruction of Templeton Street.	
1562	Meridian Parade - Onroad Bicycle Facilities - Construction	\$40,000
Taylor	Resurveyed the naturestrip between Meridian Pde and High Street Rd to determine levels and potential path grades.	
1563	Stud Road Onroad Bicycle Facilities - Design	\$45,000
Taylor	Concept design completed and presented to Traffic & Transport. Awaiting outcome of consultation with owners/stakeholders. Once completed, feedback to be provided and detail design will commence.	
1564	Victoria Road - school crossing kerb outstands	\$60,000
Dobson	Construction works are mostly complete. Some drainage works is still to be done.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$80,000
Dobson	Community Consultation (Have your say) is complete. Review of responses to be carried out in April 2023.	
1566	Brenock Park Drive Footpath and Bus Stop works	\$30,000
Dobson	Awaiting advice from Department of Transport regarding possibility of removing/modifying the bus indent.	

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Project Number	Project Name	Total Adjusted Budget
1567	193 Forest Rd, Boronia Stormwater Upgrades - Scope	\$15,000
Dobson	Funding variation has been approved, with survey to commence within the next 2 weeks.	
1568	EV Charging stations in Council facilities for fleet charging	\$50,000
All Wards	Expansion on EV charging for Council Fleet Cars at the Eastgate South Car Park is set to commence in mid May and be completed by mid June.	
1569	Knox Regional Netball Centre, Ferntree Gully - Masterplan Implementation	\$15,000
Dobson	The carpark works have been completed as part of the Netball Centre upgrade works.	
1571	Lewis Park, Wantirna South - Masterplan Implementation - Stage 2 - Sport & Play Hub	\$500,000
Dinsdale	Design - The concept design is being finalised following additional consultation with stakeholders and the public.	
1572	Community Gardens Facility - scope	\$120,000
Dinsdale	Construction has commenced with pergola framing completed, roofing works commenced and kitchen shop drawings approved.	
1573	Lupton Way Future Public Art Lighting	\$100,000
Baird	Earmarked fund for public art lighting along Lupton Way, State Government commitment. Unable to deliver 22/23 until Erica Ave redevelopment is complete, and the Boronia Station Masterplan timeline and scope is understood. Carry forward required to complete project as per agreement with Victorian Government.	
1574	Fairpark Reserve, Ferntree Gully - Cricket Net Renewal	\$13,000
Baird	The design has been pushed back as the pavilion will not be demolished until July/August. Funds will need to be carried forward.	
1575	Templeton Reserve, Wantirna - Cricket Net Renewal	\$13,000
Collier	Progressed to final design.	
1576	Ambleside Homestead Upgrade Review	\$45,000
Dobson	Concept design is currently in progress. A presentation of the concept design to the stakeholders has recently been completed.	
1577	Tormore Reserve Pavilion - Concept Design	\$120,000
	Draft concept options are well underway with architect, consultation with stakeholders is scheduled 1st May before developing designs for preferred option.	

Total: \$78,303,376

4.3 Knox Multicultural Advisory Committee Annual Report and Membership

SUMMARY: Community Development Officer – Culturally Diverse Communities, Kass Halastanis

The Knox Multicultural Advisory Committee 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 to March 2023, an Expression of Interest (EOI) 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 2023 to June 2025.

This report also provides an overview of the Committee’s achievements from April 2022 to April 2023.

RECOMMENDATION

That the Committee:

- 1. Approve the following applicants for appointment to the Knox Multicultural Advisory Committee for the period June 2023 to June 2025, as presented in Confidential Attachment 2:**

Name	Category
	Community Representative
	Community Representative
	Community Representative
	Industry Representative
	Industry Representative

- 2. Note the achievements of the Committee for the period April 2022 to April 2023;**
- 3. Note that the Terms of Reference will be submitted to Council in June 2023 following the completion of the review process; and**
- 4. Thank the following outgoing Committee members for their valuable contribution:**
 - **Deepak Raghvani;**
 - **Ramaseshan Balashandran; and**
 - **Sunit Morker.**

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 multicultural communities in Knox as articulated in the [Knox Connection, Access, Respect, Equality and Safety Strategy 2022–2027](#).

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

1.1 Terms of Reference

The current KMAC Terms of Reference (please refer to Attachment 1) are aligned with the Council Committees' Policy 2018. These Terms of Reference (TOR) will be revised to reflect the updated Council's Committees' Policy 2022 when a report is presented to Council in June 2023, following the appointment of new Committee members.

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 Connection, Access, Respect, Equality and Safety Strategy 2022–2027.

2. DISCUSSION

The selection and recruitment of new members for KMAC followed the process outlined in Section 3.1 of the TOR (please refer to Attachment 1).

The five Committee vacancies have occurred due to:

- Two Committee members completing a two-year term and not wishing to apply for a further two-year term;
- One Committee member completing a four-year term; and
- Two industry representative vacancies for which there have not been EOI's previously received.

2.1 Selection Process

The promotion of the EOI process occurred through Council's website, social media and via networks, such as the Migrant Settlement Committee and the Communities Council on Ethnic Issues (CCOEI) during February and March 2023.

Council received a total of nine EOI's, with seven applicants shortlisted for an interview. A Selection Panel was established to interview and assess the applicants in accordance with the

Committee's TOR. The Selection Panel comprised of Councillor Nicole Seymour, Houra Zare from the Migrant Information Centre (Eastern Melbourne) and one Council officer from the Healthy and Safe Communities Team, within the Community Wellbeing Department.

The following criteria were used when assessing the applicants:

1. Being a Knox resident, a Knox focused organisation, agency, work, volunteer or study in Knox;
2. Having a personal or professional link with multicultural communities in and beyond the Knox municipality;
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.
 - Understanding or dealing with multicultural policies, grants and projects.

The Selection Panel met on 28 and 31 March at the Knox Civic Centre to interview the seven shortlisted applicants. All interviews were conducted in-person.

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

Committee recommendations and the applications for assessment, are provided in Confidential Attachments 2 and 3.

2.2 KMAC Achievements: April 2022 – April 2023

KMAC currently includes representatives who have a lived experience and/or working knowledge of the issues affecting people from culturally and linguistically diverse backgrounds in Knox. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on issues and activities aligned to priority areas in Knox Connection, Access, Respect, Equality and Safety Strategy 2022–2027. The Committee also provides advice and direction regarding new and emerging issues impacting people and groups from culturally diverse communities.

During the reporting period, the Committee commenced with a focus on the issues and complexities associated with living through the COVID 19 Pandemic and the implications of returning to more "normal" lifestyles after lengthy periods of restrictions.

KMAC members have supported the distribution of information to members of the community and key service providers. The Committee also provided feedback to a number of key Council plans.

The following information provides an overview of the Committee activities and contribution to key Council projects from April 2022 to April 2023:

Topic	Action	Outcome
Knox City Council's Draft "Access and Equity Plan"	In April 2022, Council's Social Policy & Projects Lead, Kylie Wilmot, presented to KMAC. Draft of Plan was presented to KMAC and requested Committee feedback.	KMAC feedback was provided which included: CALD community members' aspiration to live in an area with no racism and no barriers. Increased awareness of different groups in the local area and increased collaboration between diverse groups that limits the potential for "silos". Improved ways in which Knox Council disseminates information in languages other than English. The feedback provided by KMAC was noted for the purpose of informing the final document.
Knox City Council Ageism Communications Campaign	In April 2022, Council's Intergenerational Officer, Emma O'Hare, presented to KMAC on the Ageism Communications Campaign. Feedback and suggestions were requested on how to effectively reach youth and seniors in the community to engage with the campaign.	Feedback included the use of the following media: SnapChat, Instagram, Tik Tok, WhatsApp, WeChat, Viber, Telegram, Facebook (more for the seniors). Although communications would be message-based, suggestions for in-person engagement could incorporate locations to include: libraries, churches/places of worship, neighbourhood houses, Swinburne TAFE, youth resource offices, schools, sporting clubs. Other approaches could utilize community group newsletters, any language-based newspapers (not necessarily specific to Knox), Knox News, toilet talks in shopping centres, posters, EveryAGE Counts. The relevant Ageism Communications Campaign documents were provided to all KMAC members in May 2022.

Topic	Action	Outcome
Distribution of COVID RAT tests	In April 2022, Petrina Dodds Buckley, Manager Community Wellbeing, reported on the distribution of 2000+ RAT test boxes provided by the State Government.	KMAC members continued to distribute hundreds of RAT tests as received. RAT tests have been distributed to CALD group at places of worship in the Knox municipal area and at various large community gatherings.
New KMAC Members and New Council Community Development Officer – Culturally Diverse Communities	In August 2022, the KMAC introduced its new Committee members and the new Council Community Development Officer – Culturally Diverse Communities.	The new KMAC members were introduced to the Committee after completing the recruitment (refer to 2.1 of this report) and induction process. Newly appointed KMAC members attended their first meeting in August 2022, alongside Council’s new staff member in the Culturally Diverse Communities portfolio.
Empowering Communities Project – Improving Safety in Knox	<p>In August 2022, Helen Wositzky, Council’s Empowering Communities Project Manager, reported on the State Government Empowering Communities funding to Knox City Council from the Department of Justice.</p> <p>The Knox Empowering Communities project will design and implement projects and activities to improve safety and perceptions of safety. Helen provided background information on crime in Knox, and community concerns.</p> <p>Feedback was sought on: KMAC member concerns around safety in Knox. what things contribute to or cause crime and safety issues. ideas on what could be done to address those causes and improve safety.</p>	<p>KMAC member feedback included:</p> <p>Their safety concerns identified as public disorder, offensive behavior/language, family violence, sexual offences, theft, property damage, drugs and alcohol.</p> <p>Their perceptions of factors that contribute to or cause crime included homelessness, financial stress, mental health, inadequate neighbourhood and community connections, racism, poor understandings of cultural diversity, low levels of respect for cultural diversity, drug and alcohol abuse.</p> <p>Suggested ideas on how to address causes included: support groups for mental health (especially for young people); establish a hotline to report drug and alcohol use/sale; mental health awareness raising for CALD communities; family violence awareness raising; collaboration between local organisations (to include CALD specific organisations) and young people to increase youth engagement and participation.</p>

Topic	Action	Outcome
Health Planning and Liveability Projects with CALD Community Groups	<p>In August 2022, Sara Barnes, Council's Health Planner, presented to KMAC on two CALD specific projects and sought feedback from Committee members on:</p> <p>Gaining insights into mental health and wellbeing for Asian Australians in Knox to be better inform upcoming webinar (27 October) to be facilitated by mental health professionals for community.</p> <p>Engagement advice on a healthy eating project targeting the Knox Indian community.</p>	<p>KMAC members advised that there is both stigma and poor understandings of mental health among members of the Chinese community and other Asian communities. KMAC feedback focused on the importance of webinar content to consist of the basics of mental health and links with a healthy lifestyle.</p> <p>Consideration should also be given to ways that would support the breakdown of stigma.</p> <p>KMAC feedback on the healthy eating project for the Indian community focused on the importance of the project building rapport and an ongoing relationship with the target CALD community. KMAC members highlighted to Council's Health Planning and Liveability Officer the value that CALD groups place on sustainable relationships with Council and other service providers, which results in much more effective engagement and participation.</p>
Nepalese Community Presentation	<p>In October 2022, KMAC invited a guest speaker from the Nepalese community, Dr. Raju Adkhikari, to provide KMAC with a profile of the community. Information was provided on the Nepalese's community's programs, including the establishment of the Nepalese Language School.</p>	<p>KMAC members were provided with an increased understanding of the rapidly growing Nepalese community in the local area.</p> <p>The Nepalese community gained increased exposure to Knox City Council and received information on opportunities for involvement and participation in cross-cultural activities, such as Cultural Diversity Week events, which increased community's sense of connection and belonging.</p>
Migrant Information Centre (MIC) Presentation	<p>In October 2022, Sally Brooks from the Migrant Information Centre (MIC) was invited to provide a presentation on the organisation's services.</p>	<p>KMAC members gained increased understanding of the range of services provided by the MIC, including supports for culturally and linguistically diverse people and their families, older people, people with disabilities and their carers and community groups.</p>

Topic	Action	Outcome
Migrant Information Centre (MIC) Presentation (Continued)	As a permanent member of the KMAC, the MIC has a unique position and dedicated role in multicultural service provision in the EMR; and the presentation was provided to strengthen the knowledge of KMAC members for the purpose of information dissemination to their respective CALD community groups/networks.	KMAC members' improved knowledge on relevant services to impart to their respective CALD community groups/networks.
Multicultural E-Bulletin	In December 2022, Lisette Pine, Council's Coordinator Healthy and Safe Communities, outlined Council's interest in re-invigorating the Multicultural E-bulletin. Proposal for survey to be sent out to all KMAC members to gain feedback on relevant items to be included. KMAC Feedback on the insufficient inclusion of CALD community members in Knox Council's newsletter/s; as 31% of Knox is multicultural, they are feeling invisible, saying it is hard to identify, feeling left out, not inclusive.	Pending: Development and distribution of survey to be progressed in 2023. KMAC will invite Council's Communications Team member to attend KMAC 2023 meeting to receive feedback and explore opportunities to address issues.
Knox New Food and Garden Bin Service	In February 2023, Margaret Kimber, Council's Communications Advisor Marketing, provided an outline of Council's plans to introduce a new service which will allow residents to dispose of food scraps through use of a new dedicated bin to be provided to all residents.	KMAC feedback included: Greater value in face-to-face communication with suggestions for presentations via visits to CALD groups. Further languages should be included to ensure the fast growing Indian languages of Hindi and Punjabi are reflected. Visual tools, including multilingual YouTube videos, would be more powerful and effective than written information alone.

Topic	Action	Outcome
Knox New Food and Garden Bin Service (Continued)	Committee members were asked to provide suggestions on the most effective methods of communicating these changes to CALD residents of the municipality.	The inclusion of images that reflect culturally diverse residents in any communication/marketing material.
Knox Reusable Sanitary and Incontinence Products Study	In February 2023, Victoria Gerrard, Council's Waste Education Officer, provided an introduction to the study for which Knox City Council is the lead council among several in the Eastern Metropolitan Region. Feedback was sought from KMAC members on how the study and its survey could be effectively communicated to CALD community members in the municipality.	<p>Survey feedback provided by the KMAC included:</p> <p>Study and survey to be communicated in multiple languages via translated versions, face-to-face CALD community consultations with professional interpreters.</p> <p>Inclusion of visuals for those with low levels of literacy in their own language.</p> <p>KMAC members received the survey link and provided additional feedback which was provided to Knox's Waste Education Officer.</p> <p>Three CALD survey respondents were engaged via KMAC networks.</p> <p>KMAC feedback to the Study have been forwarded to the Study's consultant for incorporation into the Study's report, in particular, on CALD outreach and learnings with reference to the engagement of CALD groups at the commencement of Study survey designs.</p> <p>Once the Study's final report is published, it will be provided to KMAC.</p>
2023 Cultural Diversity Week Community Celebration Event	In December 2022, Lisette Pine, Council's Coordinator Healthy and Safe Communities, presented a proposal for Cultural Diversity Week – 11-21 March 2023. This was followed by a request for KMAC collaboration in February 2023 from Kass Halastanis, Council's Community Development Officer - Culturally Diverse Communities, to plan a	<p>Cultural Diversity Week community celebration event, 'Culture-fest', was hosted by Knox City Council in partnership with KMAC and the Eastern Regional Libraries at Miller's Homestead on Saturday 18 March, 10am to 1:30pm.</p> <p>Joining Knox's First Nations Lead, Adrian Greenwood, were musicians, dance groups and artists representing the following CALD communities:</p> <p>Zomi, Indian, Chinese, Vietnamese, El Salvadoran, Afghan, German, West African (Mali).</p>

Topic	Action	Outcome
2023 Cultural Diversity Week Community Celebration Event (Continued)	small community celebration at Miller’s Homestead on 18 March 2023. KMAC members were invited to provide artist/musician/performer contacts from their respective communities to contribute to the event program.	The event was attended by approx. 80 to 100 people and there were over 40 CALD community performers and artists.
Risk of Scamming for CALD Seniors	In February 2023, KMAC members advised of CALD community reports of increased fear among CALD seniors in relation to risk of being scammed. KMAC member request for opportunities that raise awareness through community education workshops. Knox Council Officers identify suitable community education opportunities.	Council’s Healthy and Safe Communities Team is planning community education in response to identified need among CALD seniors in Knox, during Community Safety Month (October) with Victoria Police.
The Water Well Project	In April 2023, Tracy Douglas from the Water Well Project presented an overview of the health education work undertaken by the Water Well Project targeting migrant, refugee and asylum seeker community groups. KMAC feedback was sought on connecting to community groups via KMAC member networks. KMAC positive response to providing links with established CALD community groups.	KMAC members were provided with the Water Well’s information and contact details for links to be made with their respective CALD community groups.

Topic	Action	Outcome
Voice Referendum and the Ethnic Vote	In April 2023, KMAC members raised concerns over the lack of understanding among CALD communities on the upcoming Referendum and the context of the Voice. Given the wedge politics currently at play regarding the ethnic vote (as highlighted in FECCA’s Press Release), KMAC members requested opportunities for CALD community awareness raising via Council.	Council officers in the Healthy and Safe Communities Team will identify opportunities for education/awareness raising that supports CALD community members to strengthen their understanding of the Referendum process and the issues in a non-partisan way.

3. CONSULTATION

During 2022-2023, Council officers consulted with KMAC on key issues including the Access and Equity Plan, the Ageism Communications campaign, the garden and bin waste service, the Empowering Communities project and targeted CALD health education projects. KMAC was also consulted on communicating and engaging with diverse communities including refugee communities and ways to celebrate 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 Committee is supported by Council’s Healthy and Safe Communities Team within the Community Wellbeing Department.

7. SOCIAL IMPLICATIONS

The Committee’s input and advice to Council on matters relating to plans, policies and programs reflects the needs of residents from multicultural communities. The KMAC also provides a central point for Council and the Knox community to identify issues relevant to people from multicultural 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: Community Development Officer – Culturally
Diverse Communities, Kass Halastanis

Report Authorised By: Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - UNDER REVIEW - Knox Multicultural Advisory Committee Terms of Reference - 2023-02-22 [4.3.1 - 6 pages]



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.

5 Motions for Which Notice has Previously Been Given

Nil

6 Supplementary Items

Nil

7 Urgent Business

Nil

8 Confidential Items

Nil