

MINUTES

Mid Month Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South

On
Tuesday 12 March 2024

The Agenda for the Mid Month Meeting of Council, Tuesday 12 March 2024, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:05pm.

PRESENT:

<i>Cr J Dwight (Chairperson)</i>	<i>Chandler Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce (Via Zoom)</i>	<i>Taylor Ward</i>
<i>Cr N Seymour (Via Zoom)</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director - Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Mr G Curcio (Via Zoom)</i>	<i>Director - Customer & Performance</i>
<i>Ms G Power</i>	<i>Acting Director - Connected Communities</i>
<i>Mr A Dowling</i>	<i>Manager - Governance & Risk</i>
<i>Members of Council's Governance team</i>	

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1 Apologies

Nil.

2 Declarations of Conflict of Interest

Councillor Cooper foreshadowed declaring a general conflict of interest in Item 4.3, Community Safety, Health and Wellbeing Advisory Committee Annual Report and Proposed Recruitment Outcomes.

3 Confirmation of Minutes

The Chairperson, Councillor Jude Dwight invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 12 February 2024. There being none, the Chairperson declared the Minutes be confirmed.

4 Officer Reports

4.1 Capital Works Program Update

SUMMARY

The Works Report show projects on Council's Capital Works Program Report as of 27 February 2024.

RECOMMENDATION

That Council receive and note the Works Report, as at 27 February 2024.

RESOLUTION

MOVED: Councillor Grasso

SECONDED: Councillor Baker

That Council receive and note the Works Report, as at 27 February 2024.

CARRIED

4.2 Knox Child, Youth and Seniors Plan mid-term review

SUMMARY

The Knox Child, Youth and Seniors Plan was approved by Council in February 2022. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-2025, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors.

This report presents key findings from a mid-term review of the Knox Child, Youth and Seniors Plan, focusing on outcomes and learnings from the first two years of implementation (July 2021 to June 2023). Overall, the Plan's implementation has been successful in delivering important outcomes for each of the key cohorts with 85% of action items either on schedule or completed.

RECOMMENDATION

That Council resolve to receive and note the mid-term review of the Knox Child, Youth and Seniors Plan 2021-2025, provided as Attachment 1.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Grasso

That Council resolve to receive and note the mid-term review of the Knox Child, Youth and Seniors Plan 2021-2025, provided as Attachment 1.

CARRIED

4.3 Community Safety, Health and Wellbeing Advisory Committee Annual Report and Proposed Recruitment Outcomes

SUMMARY

This report seeks approval for the appointment of 12 new Committee members for the Knox Community Safety Health and Wellbeing Advisory Committee for a term from March 2024 to July 2028 (see Confidential Attachment 2). The report also includes a summary of the Committee's achievements from January 2023 through to December 2023.

RECOMMENDATION

That Council resolve to:

1. Appoint the following applicants to the Knox Community Safety Health and Wellbeing Advisory Committee for the period March 2024 to July 2028 as presented in Confidential Attachment 2:

Name	Category
1	Professional/Industry Representative
2	Professional/Industry Representative
3	Professional/Industry Representative
4	Professional/Industry Representative
5	Professional/Industry Representative
6	Professional/Industry Representative
7	Professional/Industry Representative
8	Professional/Industry Representative
9	Professional/Industry Representative
10	Professional/Industry Representative
11	Professional/Industry Representative
12	Professional/Industry Representative

2. Note the achievements of the Committee for the period January 2023 to December 2023; and
3. Thank the following outgoing Committee members for their valuable contribution:
 - a. Jenny Smith – Unity Care;
 - b. Heather McTaggart – The Basin Community House; and
 - c. Fiona Purcell – Outer East Local Learning & Employment Network.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that she has a professional relationship with one of the recommended appointees to the Community Safety, Health and Wellbeing Advisory Committee.

Councillor Cooper left the meeting at 7:19pm before the discussion and vote on item 4.3

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Timmers-Leitch

That Council resolve to:

1. **Appoint the following applicants to the Knox Community Safety Health and Wellbeing Advisory Committee for the period March 2024 to July 2028 as presented in Confidential Attachment 2:**

Name	Category
1	Danny Fotinatos
2	Debbie Jones-Taylor
3	Fay Edebohls
4	Sharon Barker
5	Penny Robinson
6	Brooke Young
7	Maureen McLaughlin
8	Melissa O'Reilly
9	Penny Christie
10	Kate Gibson
11	Brianna Myers
12	Sarah Hopkins

2. **Note the achievements of the Committee for the period January 2023 to December 2023; and**
3. **Thank the following outgoing Committee members for their valuable contribution:**
 - a. **Jenny Smith – Unity Care;**
 - b. **Heather McTaggart – The Basin Community House; and**
 - c. **Fiona Purcell – Outer East Local Learning & Employment Network.**

CARRIED

Councillor Cooper returned to the meeting at 7:29pm after the vote on item 4.3

5 Motions for Which Notice has Previously Been Given

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7:29pm

Minutes of Meeting confirmed at the
Mid Month Meeting of Council
held on Tuesday, 8 April 2024

.....
Chairperson

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

AGENDA

Mid Month Meeting of Council



To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 12 March 2024 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 Mid Month Meeting of Council on Monday 12 February 2024

4 Officer Reports

4.1 Capital Works Program Update

Final Report Destination:	Council
Paper Type:	For Noting
Author	Coordinator Capital Works – John Bixby
Manager:	Manager - Strategic Infrastructure, Matt Hanrahan
Executive:	Director – Infrastructure – Grant Thorne

SUMMARY

The Works Report show projects on Council's Capital Works Program Report as of 27 February 2024.

RECOMMENDATION

That Council receive and note the Works Report, as at 27 February 2024.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2023/24 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 27 February 2024, is attached as Attachment A.

Highlights of the Works Report as at 27 February 2024 include:

- Footpath listing or prioritised renewals are current 90% complete.
- Playground renewal works at Stud Park Playground have been completed.
- Chandler public toilet has reached practical completion and will open to the public soon.
- Fairpark Reserve Pavilion upgrade incorporating U3A has been handed over to the clubs.
- Lakesfield Reserve modular new carpark and DDA ramp works are complete.
- Rose Street footpath design and construction completed.

Council is progressing well across all programs with renewal of assets in roads, footpaths, drainage and buildings, achieving high rates of delivery. The majority of remaining works for each of these programs are committed. Council is continuing to progress projects within the 23/24 program, with a number of these close to completion, many other projects are being scoped/designed with delivery to occur later in this financial period and others are out to tender or Council is reviewing tender responses.

Project budget figures in this report are inclusive and reflective of October Amended budget and include 2022/23 carry forward funding endorsed by Council.

2. CONFIDENTIALITY

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

ATTACHMENTS

Attachment 1 - Capital Works Program - Works Report as at 27 February 2024 [4.1.1 - 19 pages]

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$339,971
All Wards	Investigating upcoming renewal projects for prioritisation and validation. Scoping underway for consultant investigative report on the current state of highlighted structures in latest Level 2 Condition Audit. Procurement will commence early next month with the report to be completed by the end of financial year. Initial investigations on culvert structures have been committed and commenced.	
4	High Risk Road Failures	\$425,000
All Wards	Crack sealing works are in progress at various locations and patching program will commence shortly. Works have been prioritised based on the recent road condition audit. Asphalt patching has also been completed.	
7	Road Surface Renewal Program	\$4,596,025
All Wards	Road resurfacing works are in progress at various locations. The second half of the program is being scoped in preparation to be allocated to contractors for delivery in February/March 2024. Works have been prioritised based on priorities identified in the recent road condition audit.	
8	Drainage Pit and Pipe Renewal Program	\$2,600,000
All Wards	Budget is fully committed. Internal Patching and Relining Packages 2 & 3 are nearing completion. Scoping to commence for next years projects in the coming months.	
9	Footpath Renewal Program	\$2,761,278
All Wards	Over 90% of the 23/24 program has been delivered and the remaining 10% has been allocated to contractors.	
10	Bicycle and Shared Path Renewal Program	\$619,200
All Wards	Paths completed along Stud Rd (Harold Street to Boronia Rd) and rear of Knox City shopping centre to Lewis Park. Further works are scheduled for February at The Haven and Waldhiem Road. Overall program on track for completion by May 2024.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
16	Building Renewal Program	\$4,732,056
All Wards	<p>Targeted audits of Hot Water Systems and Roof Conditions across building portfolio are underway and works will be arranged over the coming months. Structural rectification (including installation of insulation in the roof) and cosmetic repairs to affected areas at Ambleside to be scheduled in the coming months with consultation of Historic Society and Leisure Services. These will be programmed for the second half of the Financial Year as per requirement and budget. Request for quotation process for Templeton Reserve Tennis Pavilion Disability Discrimination Act Compliant Bathroom renewal completed and job awarded, set to commence in coming months. Final changes to scope (minor) being resolved and quotes to be requested for Glenfern Park Tennis Pavilion Amenities/kitchen renewals/internal Painting, Windermere Reserve Pavilion Amenities/Kitchen Renewals, Marie Wallace Pavilion Amenities Renewals/Internal Painting, Walker reserve Amenities Renewals and Ferntree Gully Community Arts Centre Amenities Renewal and Internal Painting. Of the Eleven Painting Jobs that have been awarded, several were completed over the Christmas break. Early Years Centers programs have been reassessed and discussion with Family and Childrens Services will commence as to what priority sites works can be scheduled for. Several floor covering jobs will be scheduled as a result, along with additional painting and potential bathroom upgrades. As reported previously, this would normally have been completed already, however due to expressions of interest for operations of services being released, it was strategically decided to postpone any renewal works to these centres until more information was obtainable. Remaining LED Lighting Upgrades were completed over Christmas break period. Epoxy Floor Application at an additional 4 x Public Toilet blocks to be scheduled under new FMS Contract. Replacement of Knoxfield Shopping Centre Public Toilet to be funded through Renewals and packaged with Upper Ferntree Gully Shopping Centre Public Toilet replacement for initial Community Engagement prior to joint delivery later in the year.</p>	
17	Playground Renewal Program	\$1,890,125
All Wards	<p>Knox Playspace Renewal of Stud Park Playground was completed December 2023. The tender of the Tim Neville Arboretum playground renewal has now been awarded with construction anticipated to commence April 2024. The request for quotation (RFQ) for the delivery of playspace renewals at Kent Park, Castlefield Square and Val Boyd Reserve has also been awarded with an anticipated commencement in April 2024. Knox Playspace Renewal 2023-24: The Strategic Open Space team are currently developing concept designs of this financial years local playground upgrades in preparation for community consultation.</p>	
22	Fire Hydrant Replacement Program	\$151,000
All Wards	<p>Expenditure is not likely required.</p>	
24	Carpark Renewal	\$576,800
All Wards	<p>Carpark renewal projects are currently being scoped by Knox Construction team at various locations for works to commence in March 2024. The detailed design of Carrington Park Reserve carpark renewal is schedule to commence design in March 2024. Project team are scheduled to meet on-site to clarify scope.</p>	
25	Plant & Machinery Renewal Program	\$2,734,500
All Wards	<p>Fleet Renewal Program under way. To date Council has 79% of funds committed and 69% of funds expended.</p>	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
26	Street Tree Replacement Program	\$523,666
All Wards	Tree stock secured at nurseries. All purchase orders raised. Tree planting scheduled to commence in May 2024.	
31	Stamford Park Redevelopment	\$3,968,219
Tirhatuan	Works are progressing with planting and final drainage works nearing completion. Viewing decks are being manufactured and all other outstanding works are planned for implementation.	
104	Roadside Furniture Renewal Program	\$103,000
All Wards	Detailed design works in progress for the retaining wall at Clematis Avenue Ferntree Gully with construction works expected to occur March/April.	
147	Energy Retrofits for Community Buildings	\$199,013
All Wards	Scoping of additional electrification opportunities across Council facilities currently underway.	
229	Building Code Australia Compliance	\$75,000
All Wards	Funding utilised to address Essential Safety Measure (ESM) Defects effecting Annual Essential Safety Measure Report (AESMR) Compliance Sign off from routine inspections of ESM Requirements. Also used to set up Essential Safety Measure (ESM) Cabinets and establish site specific requirements for an additional 15 buildings that were previously excluded from AESMR Reporting. (mostly new builds, etc.)	
345	Asbestos Removal	\$75,000
All Wards	Asbestos removed from The Basin Scout Hall, Knox Regional Netball Centre and Alchester Village Preschool. The majority of the remaining budget will be used to fund Division 5 and/or 6 audits of buildings as required. It is likely that funding will be required for some asbestos removal during amenities and kitchen refits included within the building renewal Program.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$170,000
All Wards	Council is current scoping identified condition audit asset renewal works. Scheduling of patching and renewal works to occur in early 2024.	
409	Parks Furniture Renewal	\$90,000
All Wards	Installation of new furniture at Chatham Ave and Walker Reserve completed.	
410	Parks Signage Renewal	\$20,000
All Wards	Scoping works for remainder of 2023/2024 financial year.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
412	Water Sensitive Urban Design Renewal	\$209,020
All Wards	Colchester Reserve pond renewal to commence at the end of February. We are awaiting start dates for Golden Grove and Suffern Reserve renewal work as contractor has been delayed by emergency work after storm.	
441	Significant Municipal Site Renewal	\$140,000
All Wards	Scoping works for remainder of financial year.	
443	Reserves Paths Renewal	\$80,000
All Wards	Renewal of path at Emerson reserve completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Inspections completed and candidates still to be discussed and confirmed with Leisure Services. Sites that will be recommended are Windermere Reserve Football/Cricket Pavilion, and Miller Park Football/Cricket Pavilion. Both will likely require complete renewal, with this funding used to address requirements of the Food Act. Works planned to be executed during change of tenancy in March/April 2024.	
536	Parkland Asset Renewal	\$95,000
All Wards	Renewal of seating area at Quarry reserve completed.	
537	Roadside Plantings Renewal	\$80,000
All Wards	Scoping further works for 2023/2024 financial year.	
566	Artwork Renewal	\$81,600
All Wards	Continue assessment/audit on a number of Public and Civic Collection items in preparation for the March Art Assessment Panel meeting and review. Upgrade lighting component for Aeroplane Boy sculpture in Bayswater has been delayed due to Metro Trains consultation not progressing. Renewal of Totem Poles at the entrance to Ferntree Gully Arts Centre and Library completed with local artists/residence creating new elements to rejuvenate the artwork. Installation of First Nations artwork planned for March/April 2024 in Light Box Galleries across Knox and will be celebrated as part of the Immerse 2024 event in July. Restoration work to commence late February for two of the Sir Hubert Opperman sculptures.	
675	Public Art Project	\$285,346
All Wards	Major Public Art installations that support neighborhood renewal, village placemaking, tourism and cultural development projects are progressing well. Knox Regional Netball Centre 'Kinematic' has been completed. Fairpark Reserve Public Artworks completed and revealed at the official opening of facility. First Nations Public Artwork for Knox Library ceiling has been installed in preparation for the March opening. FTG Creative Placemaking Project is in its final stages with major Public Art mural being installed at 46 Station St Ferntree Gully and First Nations Light Specific Artwork completed by May. Preparations for Immerse have commenced and the procurement of site specific activations in progress.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
708	Cricket Run Up and Goal Square Renewal Works	\$100,000
All Wards	Works completed.	
746	Revegetation Plan	\$110,000
All Wards	Community Event site preparation underway for Dandenong Creek, Blind Creek & Koolamarra wetlands revegetation days in June-August.	
834	Oversowing of Sports Fields	\$90,000
All Wards	Oversowing to commence March 2024.	
837	Westfield Library (Permanent) - Design and Fit out	\$5,256,916
Dinsdale	Fit out construction works are complete as of 23rd February and handed over for library fit out and occupation over next two weeks. Library will be open for trade on 8th March.	
867	Knox Regional Netball Centre Extension	\$573,547
Dobson	Construction works completed. Project is presently under a defects liability period until October 2024.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$423,787
Friberg	Carpark construction completed.	
871	Energy Performance Contract Implementation	\$50,872
All Wards	All projects completed. Evaluation and Monitoring underway and will be completed by June 2024.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$650,000
Tirhatuan	(1) Contractor appointed for renewal of Courts 4-5. Awaiting submission of pre-construction documentation before providing possession of site. On site meeting with club and the contractor held recently, agreement to commence works in May 2024. (2) Awaiting outcome of ongoing investigations and negotiations with insurance Company before deciding extent and timing of resurfacing of Courts 1-3.	
941	Knox Regional Netball Centre - Court Renewals	\$150,000
Dobson	Court re-surfacing works have commenced.	
944	Knox Central (Former Operations Centre)	\$21,485
Dinsdale	The final report has been submitted to the Auditor for review and final sign off.	
948	Modular Building Program	\$187,343
All Wards	Lakesfield Reserve modular - Project combined with Rowville Recreation Reserve Carpark. Construction of carpark works has been completed.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
951	Community Toilet Replacement Program	\$446,357
All Wards	Chandler public toilet practically completed and will be ready for public to use by end of February. Upper Ferntree Gully toilet concept design will be ready for review and comment from stakeholders by end of February.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$64,832
Dobson	This project is not proceeding.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,012,000
Dinsdale	Construction is progressing by Melbourne Water.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$80,000
Collier	Draft Master plan progressed through internal and external stakeholder consultation. Public consultation completed, council approval targeted March 2024.	
1054	Knox Regional Sports Park - Stages 2 and 3 (VARMS)	\$91,586
Scott	The project is now complete including the end of the defects period.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$175,000
All Wards	Council has assess and scheduled works to occur at Fairpark Netball courts. The surface has been treated with new asphalt re-sheet.	
1124	Sportsfield Fencing Renewals	\$75,000
All Wards	On schedule to complete by June 2024 - HV Jones nets repaired and completed. Glenfern Tennis club poles completed	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$235,000
Dobson	The Quarry Reserve City Skyline Lookout is now complete and open to the public.	
1176	Solar in Community Facilities	\$252,582
All Wards	Solar Installations at the Knox Civic Centre is currently underway. Expected to be completed mid-March.	
1180	Forest Road to Koolunga Reserve, FTG - Wetland Construction	\$386,000
Chandler	Future directions plan now complete. Currently investigating stormwater opportunities identified within the future directions plan.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$32,000
Baird	Concept design underway. Site investigation to be undertaken in the coming week to assess possible options to ensure no negative impact on surrounding properties, as a result of diversion works.	
1183	Peregrine Reserve - Wetland Construction	\$25,000
Taylor	Concept design currently underway.	
1184	Egan Lee Reserve - Wetland Construction	\$820,000
Scott	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Tender closed with evaluation underway.	
1261	Wantirna Reserve - Car Park Upgrade	\$40,000
Collier	Feature and level survey completed with results still to be interpreted. Awaiting advice on outcome of Master Plan consultation process for Wantirna Reserve.	
1267	Early Years Facilities - Landscaping Upgrades	\$100,000
All Wards	Projects to renew outdoor play spaces for 2023/2024 have commenced.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$40,000
Tirhatuan	Property Department drafting a Lease/License Agreement for use of the private land for a shared path for consideration of the Body Corporates.	
1300	Parking Management Plan Implementation	\$30,000
All Wards	Signage works for 2023/24 all complete. Finalising invoices. Have Your Say consultation for Bayswater Activity Centre Parking Management Plan is currently underway until early March.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$160,500
Dobson	In the process of scoping future works based on flood mapping.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$0
Friberg	Project funding was removed as part of the October adopted amended budget.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$150,000
All Wards	Conyers Street works - Works Authorisation Certificate approved. Knox Construction Group coordinating construction. Works to commence in the coming weeks.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1311	Major Roads LED Streetlight Replacement	\$1,400,000
All Wards	Design underway to determine intersections and roads that will require night works. Project to be re-tendered in late March. Potential delays to project with installation now not expected until June 2024.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$4,363,675
Baird	Stage 1 including new pavilion and southern car park has received Occupancy Permit and has been handed over to U3A and clubs. Old pavilion demolition next week followed by completion of northern car park.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$146,140
Taylor	Contract works completed. Additional tree planting scheduled to provide appropriate screening for upgraded tennis courts.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals - Design	\$0
Dobson	Design works completed.	
1365	Programmed Road Renewal Works from June annual Audits	\$8,500
All Wards	Funds available to supplement funding requirements for various road renewal works as required. Expenditure on miscellaneous works has occurred and majority of funds expended.	
1386	Parks - New Tractor	\$120,000
All Wards	Council has received delivery of the new tractor which is now in operation.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$3,668,774
Scott	The request for additional funding for the stabilisation work has been approved by Council.	
1391	Knox Hockey Facility Development	\$377,905
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$10,000
Dinsdale	Engineering feature survey complete. Engineering design amendments underway.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$89,790
Dobson	Council endorsed the draft masterplan and implementation strategy on 27 November 2023. Design not yet commenced. Consolidating internal stakeholder's feedback - due to commence design in April 2024.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1414	Cardiff Street - Flood Mitigation Works	\$600,000
Baird	Stage 1 works with Knox Construction Group to seek quotes. Stage 2 to go out for quote in the coming months.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment - Scope	\$320,000
Dobson	Knox Construction Group coordinating construction. Construction is currently underway.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$120,000
Friberg	Staging scope of works for Batterham Stormwater Harvesting System renewal based on conversations with the Sportsfields team to understand priority items. Revised quotes being sought.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$855,000
Friberg	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Tender closed with evaluation underway.	
1426	The Basin Triangle Masterplan	\$30,000
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.	
1443	Faraday Street Boronia - Road Reconstruction	\$589,000
Baird	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction underway with works around 20% complete.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$95,874
Friberg	The shade structure is a component of larger refurbishment project, including track renewal and lighting. Council has awarded the works in December and estimates the works to start in March 2024. The shade structure works are a component of the project with all works anticipated to be completed by July 2024.	
1465	Knox Athletics, Knoxfield - Lighting to Track	\$382,182
Friberg	The lighting is a component of larger renewal project, including track renewal and shade structures. Council has awarded the works in December and estimates the works to start in March 2024. The lighting works are a component of the project with all works anticipated to be completed by November 2024.	
1470	Electronic Entry to Sporting Pavilions.	\$63,000
All Wards	Remainder of budget to be utilised for Locking systems at Liberty Avenue Reserve Pavilion and Colchester reserve Pavilion. Both are targeted for tenancy change over period in March/April 2024, but may also depend on the tendering of an electronic locking Contract.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1473	Egan Lee Reserve, Knoxfield - Car Park Extension	\$430,000
Scott	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Tender closed with evaluation underway.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark	\$540,000
Friberg	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Tender closed with evaluation underway.	
1498	Pleasant Road, Ferntree Gully - Footpath Scope	\$80,000
Dobson	Survey and preliminary footpath alignment complete. Consultation with Arborist undertaken and advice received that planning permit and directors approval will be required for removal of one of the significant trees. Additional survey complete due to tree preservation after consultation with Traffic & Transport. Detailed design underway and 40% complete.	
1505	Mountain Highway, Boronia - Shared Path - Design	\$45,000
Chandler	Design finalised. Cost estimate to be done in February.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan Implementation	\$200,000
Taylor	Requests for quotations (RFQ) have now closed. Currently under evaluation with the anticipation the contract will awarded in March 2024.	
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	Detailed design documentation under review. Project progression dependent on adoption of forward Capital Works Program.	
1518	Schultz Reserve, Wantirna - Landscape Plan Implementation	\$150,000
Collier	Request for quotation (RFQ) has now closed. Currently under evaluation with the anticipation of awarding the contract in March 2024.	
1521	Erica Avenue Streetscape Renewal	\$750,000
Baird	Construction works well underway and near completion. Contract works approximately 95% complete and anticipate completion by March '24.	
1524	Harley Street - Road Reconstruction - Construction	\$439,000
Friberg	This project has been packaged as part of Road Renewal construction contract. Construction is nearing completion and works around 95% complete.	
1525	Allister Close - Road Reconstruction - Construction	\$421,500
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction underway and expected to be completed by late April 2024 - works are around 15% complete.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1526	The Haven - Road Reconstruction - Construction	\$161,000
Dinsdale	This project has been packaged as part of Road Renewal construction contract for 2023/24. Anticipate construction to commence around late April 2024 and completed by late May 2024.	
1527	Rickards Avenue - Road Reconstruction - Construction	\$695,000
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction well under way with majority of Kerb & Channel and drainage works completed with works expected to be completed by March 2024 - works are around 95% complete.	
1528	Chandler Road - Road Reconstruction - Design	\$33,000
Chandler	Design integrated with Greenspine corridor project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been completed. Detailed Design and Engineering Estimate complete with review changes underway. Awaiting discussion on external Government Funding source and potential for application for construction funding of stages - possibly being presented to March Boronia Renewal Board meeting.	
1529	Knox Athletics Track Renewal & Upgrades	\$4,718,024
Friberg	Awarded the works in December and expected to commence in March 2024.	
1532	Batterham Reserve Oval 1 - Sportsfield Renewal	\$0
Chandler	Project has been cancelled as requested by the tenant clubs.	
1537	Bayswater Oval - Cricket Net Renewal	\$550,000
Dinsdale	Works are to commence mid March 2024. A kick off meeting was held 21st Feb with all stakeholders. Now waiting on Building Permit.	
1540	Pickett Reserve - Cricket Net Renewal	\$369,640
Baird	Project is almost completed.	
1541	Golf Practice Nets (Signage)	\$6,000
All Wards	Works have been completed.	
1543	Sportsfield Infrastructure program replacement	\$75,000
All Wards	Job completed.	
1544	Irrigation Infrastructure Program Replacement	\$70,000
All Wards	Ongoing renewal/reactive replacement program.	

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Project Number	Project Name	Total Adjusted Budget
1546	Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade	\$200,000
Taylor	Site works have commenced Feb 24. Slab, framing and roof sheeting have been completed. Plumbing, electrical and other works are in progress.	
1547	Kings Park (Baseball) - Floodlighting Upgrade	\$387,733
Dobson	Power upgrade has been confirmed as necessary. Ausnet to complete upgrade by mid may. Completion anticipated by end of June 24.	
1548	Guy Turner Reserve - Floodlighting Upgrade	\$290,937
Dinsdale	New light poles due for delivery late April/early May. Completion expected by end of June 24.	
1550	Park Ridge Reserve Existing Pavilion Refurbishment	\$3,550,000
Taylor	Concept design complete. Architect underway with detailed design.	
1554	The Basin Community House - portico	\$43,150
Chandler	Construction works are in progress, all works are expected to be completed by end of March 2023.	
1555	Community Facilities Signage - Upgrades	\$42,486
All Wards	Signage style guide in progress, quotes to be sought for prioritised facilities.	
1556	Rose Street - Footpath Design & Construction	\$5,000
Dobson	Construction of driveway is complete.	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$130,000
Tirhatuan	Construction is underway.	
1558	Napoleon Road Stage 4 - Shared Path Construction	\$324,100
Taylor	Prices being sought from contractors through an invitation to tender process.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$148,000
Dobson	Metro Trains Melbourne has considered proposal and sent a draft agreement for works. Risk workshop to be held in March.	
1560	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	\$40,000
Chandler	Design finalised. Costing being reviewed internally for consideration of inclusion in future Capital Works Program.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1561	Harold Street Onroad Bicycle Facilities - Design	\$0
Collier	Previous design is being reviewed. Final design will be packaged with Templeton Street road reconstruction design later in 2023/24. Potential funding of Amesbury Avenue pedestrian crossing under Safe Local Roads Program (TAC and DTP).	
1563	Stud Road Onroad Bicycle Facilities - Design	\$43,750
Taylor	Consultation with community planned to occur in 2024.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$79,230
Dobson	Reviewing pedestrian survey at crossing points. Information will be included in application to the Department of Transport and Planning for approval to reduce speed limit. Carry forward likely to be required given timeframes required for approval.	
1566	Brenock Park Drive Footpath and Bus Stop works	\$30,000
Dobson	Programmed for feature survey and concept design in 2024.	
1567	193 Forest Rd, Boronia Stormwater Upgrades - Design	\$30,000
Dobson	Concept design currently underway.	
1568	EV Charging stations in Council facilities for fleet charging	\$50,000
All Wards	Investigating a suitable replacement for charging station at the Knox Operations Centre.	
1573	Lupton Way Future Public Art Lighting	\$70,000
Baird	Grant funded project, carried forward as committed funds for public art lighting inclusions within the Boronia Station Vic Gov Upgrade Masterplan. Relocation of public art lighting from Lupton Way to Erica Avenue was due to Boronia Station masterplan timeline. Revised completion date for the Erica Avenue Lantern Public Art and street upgrade is February/March 2024.	
1574	Fairpark Reserve, Ferntree Gully - Cricket Net Renewal	\$13,000
Baird	We are waiting on the demolition of the existing Fairpark pavilion scheduled for end of Feb 2024. Geotech and survey will follow in March.	
1575	Templeton Reserve, Wantirna - Cricket Net Renewal	\$450,360
Collier	Project to be completed in March.	
1576	Ambleside Homestead Upgrade Review	\$99,808
Dobson	Report received from consultants. Final decision on the way forward to be made as part of 2024/25 budget process.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1577	Tormore Reserve Pavilion - Facility Redevelopment Design	\$220,000
Baird	Developed design presented to clubs on February 15. Architects to provide updated revision drawings to clubs by February 21 for club approval to commence Detailed Design Stage.	
1578	Templeton Road - Design	\$113,000
Collier	Survey and geotechnical investigation completed. Design underway - 50% complete.	
1579	Station Street - Road Reconstruction - Design	\$35,000
Dobson	Survey and Geotechnical investigations completed. Design has commenced and around 50% complete.	
1580	Blackwood Park Road - Road Reconstruction - Design	\$60,000
Dobson	Survey and geotechnical investigation completed. Design underway and around 75% complete.	
1581	Wally Tew Reserve Oval 1 - Sportsfield Renewal - Design	\$50,000
Dobson	Design to be completed mid March.	
1582	Lewis Park - Oval No.2 - Sportsfield Renewal - Design	\$50,000
Dinsdale	Design to be completed mid March.	
1583	Knox BMX Track Renewal Works	\$300,000
Friberg	Tender submissions have been received and assessed. Council is working through options to deliver the works given tender submissions are above funding allocated.	
1584	Eildon Park Oval 1 - Fencing Renewal	\$65,000
Taylor	The project has been completed and handed over to the sportsfield maintenance team.	
1585	Windermere Reserve - Cricket Net Renewal - Design	\$15,000
Friberg	Council have obtained quotes and designs for three cricket nets designs. Windermere reserve will be used a test case to assist in the development of cricket net standards.	
1586	Gilmour Park - Shade Shelter	\$50,000
Dobson	All quotes have been obtained and the design and construction of the shelter has been awarded. The detailed design drawings will be completed by the end of March and formally submitted to Melbourne Water for approval.	
1587	Walker Reserve - Pedestrian Lighting	\$10,000
Scott	Completed.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1588	Carrington Park Pavilion - Design Collier Preliminary scoping undertaken to determine design options.	\$110,000
1589	Wantirna Reserve - Pavilion Upgrade - Scope Collier The design/ construction drawings and performance solutions have been completed. Along with the quantity survey for construction. This stage of the project is now complete.	\$40,000
1591	Wally Tew Pavilion Upgrade Dobson Architect has been appointed, and the project has formally commenced concept design phase. Architect and sub consultants began investigating existing conditions of the pavilion. First initial stakeholder consultation took place. Architect presented areas of pavilion where open for upgrade, and gathered feedback from the club.	\$100,000
1592	Bayswater Oval - Floodlighting Upgrade Dinsdale Light poles erected, anticipated completion Mid-March.	\$250,000
1593	Windermere Reserve - Floodlighting Upgrade Friberg All construction work completed. Lux reading remains which is scheduled for late February.	\$300,000
1594	Egan Lee Lighting Upgrade Scott The lighting is part of overarching sportsfield renewal project. The project is scheduled to be completed by August 2024.	\$300,000
1595	Knox City Tennis Courts - LED Lighting Upgrades Dinsdale Leisure Team currently exploring the possibility of additional funding for a different lighting system.	\$140,000
1596	Stud Park Reserve - Car Park Upgrade - Design Tirhatuan Survey and Geotech completed. Scope confirmed detailed design underway and 40% complete.	\$35,000
1597	Carrington Park (Tennis/Scouts) - Car Park Upgrade - Design Friberg Carpark design to be integrated with extension of access road and squash court development - working with Councils Major Initiatives Unit on requirements and timing. Design completed Assessing funding strategy due to estimate being well over CWP draft budget for 2024/25.	\$35,000
1598	Knox Park Reserve - Car Park Upgrade Friberg Consultation with Club completed. Survey and Geotech completed and Design underway and 30% complete.	\$35,000

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1599	Knox Regional Netball Centre - Wayfinding Signage	\$80,000
Dobson	Wayfinding signage design has been approved and proofs approved by comms for internal signs. Still waiting on proofs for external signage for approval. Court signs and major entry signs were installed on Feb 23rd for the community opening.	
1600	Knox Regional Netball Centre - Outdoor Scoreboards - Courts 1 to 18	\$15,000
Dobson	This project is completed.	
1601	Rowville Community Centre Hall2 Line Marking Redesign	\$10,000
Tirhatuan	This project is not proceeding.	
1602	Make safe storage rooms across all children & family centres	\$100,000
All Wards	Works have not commenced.	
1603	The Basin Senior Citizens Hall - Upgrade	\$35,000
Chandler	Work have been scoped, and quotes sought for facility upgrade.	
1604	HV Jones Pavilion - fit for purpose upgrade	\$25,000
Friberg	Work identified, quotes to be sought.	
1605	Carrington Park Multi-Purpose Hub - Wall Mirror Install	\$25,000
Tirhatuan	Works have been completed.	
1606	Boronia Progress Hall - access ramp	\$10,000
Baird	Finalised concept design expected to ready late February.	
1607	Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath	\$300,000
Baird	Design review completed and minor alterations on design underway.	
1608	Olive Grove north side Dorset Road and Albert Ave - Footpath - Design	\$40,000
Chandler	Title re-establishment and feature & level survey completed. Concept plan prepared and feedback from Traffic & Transport received. Design has commenced and is 25% complete.	
1609	Mount View Road south side between Dawson Street and Willow Road - Footpath	\$10,000
Dobson	Draft concept design received and being reviewed.	
1610	Musk Gr west side between Hilltop Rd and Glass Rd - Footpath	\$10,000
Dobson	Location assessed. Any path design will not be Disability Discrimination Act accessibility compliant.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1611	Oak Avenue between Dorset Road and Range view Road - Footpath - Design	\$10,000
Chandler	Draft concept design received and being reviewed.	
1612	Wyandra Way, Rowville - LATM Treatment	\$15,000
Friberg	Preliminary consultation indicates the majority of residents support the project. Concept design to be developed.	
1613	Wellington Road between Pinehill Drive - Napoleon Road Shared Path	\$50,000
Taylor	Survey complete. Due to commence design in March '24.	
1614	Scoresby Road/Victoria Road/Devenish Road intersection - Redesign	\$48,000
Baird	Concept design under review. Planning an assessment of cycling options along Victoria and Devenish Roads as input into the final concept design.	
1615	Barmah Drive West - Line and Intersection Treatments	\$60,000
Collier	Layout plan to be prepared for consultation in February. Quotes being sought. Construction expected in April 2024.	
1616	Burwood Hwy - Stud Rd to The Knox School - Shared path lighting	\$60,000
Collier	Purchase order raised for Ausnet to carry out the works.	
1617	Turrumurra Drive - Kerb outstands at Arcadia Park	\$60,000
Tirhatuan	Consultation underway.	
1618	Railway Parade - Street Light Improvements	\$25,000
Dinsdale	Confirmed lighting details with Ausnet. Now seeking firm quotation.	
1619	Teddington Way (At Brentwood Drive) - Splitter Island	\$10,000
Collier	Works complete.	
1620	High Street Road Bus Stop Connections	\$55,000
Scott	Survey completed. Consultation with VicRoads and property owner underway. Design completed and review undertaken with minor design alterations to follow pending outcome of consultation.	
1621	Dog Park Lighting	\$54,000
All Wards	Lighting has been installed and the project is now complete.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1622	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade	\$220,000
Dinsdale	Design completed by contractor and quote for installation of Gross Pollutant Trap received. Due to cost of project, an additional 2 quotes are to be sought.	
1623	Liberty Avenue Reserve Wetland/ Harvesting System	\$40,000
Taylor	Concept design currently underway.	
1624	Green spine Corridor (Chandler Road) - Design	\$50,000
Chandler	Consultation with VicRoads regarding Chandler/Dorset intersection design completed. Design integrated with Chandler Road road renewal project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been undertaken. Detailed Design complete with review changes underway. Awaiting advice on application for construction funding of potential stages from external Government Funding source.	
1625	Boronia Basketball stadium demolition	\$50,000
Baird	The methodology design report is 80% complete, and the document is to be used as basis for tendering for the demolition contractor. Tree management report has been prepared to include into tender documentation.	
1626	Boronia Park Master Plan Implementation	\$50,000
Baird	Internal meeting held, working closely with storm-water and the Major Initiatives Team to accommodate flood management works and basketball stadium demolition	
1627	Boronia Park Retarding Basin Flood Management Works	\$50,000
Baird	Council has sort and awarded the works. The contractor will undertake analysis modelling scenario and provide Council with a suitable asset footpath to rectify flood issues at this site. Scope works will be completed by April 2024.	
1628	Boronia Wayfinding Strategy	\$120,000
Baird	Council has completed a detailed analysis and section of sites where signage will be implemented. Design of signage has been completed with procurement to occur in March. Council expects signage fabrication and installation to occur late March to June.	
1629	Community Planning to support Boronia railway station development	\$100,000
Baird	Works have not commenced.	
1630	Chandler Park Reserve Flood Lighting	\$300,000
Chandler	Lux reading completed. Report indicated that lights had to be re-aimed to comply with the Standards.	
1631	Carrington Park - Squash Court	\$623,242
Friberg	Building shell is progressing well. Concrete panels and structural steel completed. Roofing to be installed next.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1632	Knox Leisureworks - Strategic Review	\$150,000
Baird	Project brief being developed in conjunction with Councils Major Initiatives Unit.	
1633	Westfield Library (Permanent) - Furniture Fit Out	\$213,113
Collier	Funding to assist with Westfield Library fit out, to occur at final stage of the project.	
1634	Carrington Park Squash Court Contribution	\$1,499,727
Friberg	Funding utilised to deliver Carrington Park Squash Court construction.	
Total:		\$75,387,266

4.2 Knox Child, Youth and Seniors Plan mid-term review

Final Report Destination:	Mid-Month Council
Paper Type:	For Noting
Author	Coordinator Community Partnerships, Kylie Wilmot
Manager:	Manager Community Wellbeing, Kerryn Jansons
Executive:	Director, Connected Communities, Judy Chalkley

SUMMARY

The Knox Child, Youth and Seniors Plan was approved by Council in February 2022. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-2025, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors.

This report presents key findings from a mid-term review of the Knox Child, Youth and Seniors Plan, focusing on outcomes and learnings from the first two years of implementation (July 2021 to June 2023). Overall, the Plan's implementation has been successful in delivering important outcomes for each of the key cohorts with 85% of action items either on schedule or completed.

RECOMMENDATION

That Council resolve to receive and note the mid-term review of the Knox Child, Youth and Seniors Plan 2021-2025, provided as Attachment 1.

1. DISCUSSION

1.1 Background

The Knox Child, Youth and Seniors Plan 2021-2025 supports the delivery of the Knox Community Plan 2021-2031 and Knox Council Plan 2021-2025. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-2025, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors. It builds on Council's commitment to an integrated and intergenerational planning process first established in the previous Knox Key Life Stages Plan 2017-2021.

The objectives of the Knox Child, Youth and Seniors Plan (the Plan) are as follows:

- To value the unique perspectives, experiences, abilities and contributions of residents across the life course, from the youngest to the oldest residents in Knox;
- To promote greater understanding of the changing priorities, needs and challenges facing children, young people and seniors in Knox; and
- To identify opportunities for intergenerational activities that build understanding and strengthen community connectedness across the life course.

The mid-term review of the Plan captures key achievements and progress from July 2021 to June 2023. The focus of the review was to ensure that the Plan continues to reflect community need, to document work undertaken to date, and to consolidate opportunities and areas of focus for the remainder of the Plan's implementation period. The review is supplied as Attachment 1.

1.2 Review Process

The mid-term review has been informed by the following activities:

- A review working group, comprised of representatives from responsible teams, was established in early 2023 to develop a Terms of Reference and guide the review process;
- Documentation of case studies highlighting significant projects delivered to date across each of the three age cohorts, as well as intergenerational activities; and
- A reflection survey and workshop undertaken with key staff responsible for implementation, focused on identifying:
 - Emerging needs, challenges and opportunities;
 - Lessons learnt – what has and has not worked with the Plan’s implementation; and
 - Next steps for the Plan’s implementation.

1.3 Overview of Progress

The first two years of implementation of the Knox Child, Youth and Seniors Plan has achieved significant positive outcomes across all age groups within the Knox community.

Of the 33 actions, 85% are either on schedule or completed. One action has been deferred for reasons beyond Council’s control (awaiting State Government reform). Four actions are noted as behind schedule (as of June 2023), however will still be completed within the term of the Plan.

Staff involved with the Plan’s implementation highlighted its value in bringing a life stages approach and intergenerational lens to issues impacting the Knox community, as well as the Plan’s focus on supporting all age cohorts to have a voice to guide planning and delivery.

The mid-term review (see Attachment 1) presents four case studies that highlight significant projects related to actions within the Plan:

<p>Early Years Information and Communications Technology (ICT) Systems Project Action 5.4: Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children’s Services</p>	<p>The “Enroll Now” software has been procured and implemented to centralise Kindergarten and Long Day Care registrations, enrolments, allocations, attendance, communication and reporting into one system for families and staff. This has improved customer experience, replacing three previous software platforms.</p>
<p>Young Parents Program Action 4.7: Deliver individual and group-based wellbeing programs, services and supports to young people and their families</p>	<p>Facilitated by Youth Services in partnership with Children’s Services, this Program offers a structured format to support young parents to strengthen the bond with their child and connect with other young parents. It provides critical information to support the development of babies, as well as social connection and wrap around support to address the unique challenges faced by young parents.</p>
<p>Dementia Friendly Action Plan</p>	<p>A comprehensive engagement process supported the</p>

<p>Action 4.12: Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities</p>	<p>development of the first Knox Dementia Friendly Action Plan. In total, 370 responses were received, which included 25 responses from people with lived experience of dementia. A Dementia Friendly Advisory Group has been formed, consisting of industry volunteers, carers and people living with dementia. The Group will drive the delivery of the Dementia Friendly Action Plan approved by Council in July 2023.</p>
<p>Intergenerational Forum Action 4.15: Design and deliver a range of intergenerational activities, events and program across the Knox municipality</p>	<p>The “Building Connections between Generations Forum” was held in March 2023 with over 80 people attending in-person and online. The event showcased successful local intergenerational programs, strengthened Council’s relationship with local services and brokered new connections between community organisations wanting to become involved in intergenerational activity.</p>

1.4 Opportunities and Challenges

In undertaking the mid-term review, officers have identified the following key findings:

<p>Challenges and Emerging Trends</p>	<p>State Government reform of early childhood services (including kindergartens) were announced since the approval of the Plan. Council’s subsequent decision in August 2023 to refocus the Early Years Municipal Planning role toward advocacy to State Government on quality and accessible early years programs.</p> <p>The Plan was adopted in early 2022, following two years of changed lifestyles due to the COVID-19 Pandemic and associated restrictions. It is noted there is some continued impact to the Knox community particularly for seniors, with participation in volunteering and events not yet fully returned to pre-COVID-19 levels.</p> <p>Significant cost-of-living pressures have emerged in the past 12-18 months. These pressures are also contributing to lower participation in volunteering and social connection activities. Demand is also increasing on related support services, such as Council’s Housing Support Program for seniors.</p>
<p>Challenges and Emerging Trends (continued)</p>	<p>Delivery of several action items has been slowed by factors outside of Council’s control. For example, construction delays have slowed down the delivery of the Youth Hive at Westfield, and the Victorian Government’s roll-out of the Child Information Sharing Scheme has been deferred.</p>
<p>Opportunities</p>	<p>Partnerships have been crucial to the delivery of many actions over the past two years. A focus on the continued development and strengthening of partnerships, both across Council and with external agencies, will further enhance delivery across the remaining life of the Plan.</p> <p>Identifying additional methods to monitor and evaluate the Plan’s implementation will assist staff in tracking progress and support end-of-plan reporting. Utilising the Pulse corporate reporting platform has been noted as a beneficial improvement since implementation in mid-2023.</p> <p>The Plan has helped to bring a life stages approach and intergenerational lens to issues relevant to Knox’s community. This can be further</p>

	strengthened over the remaining term of the Plan through sharing opportunities and learnings with other Council departments.
	Strong engagement has been noted with all age cohorts to ensure their voices guide the development and implementation of the Plan. This is seen in the “Voice of the Child” initiative, Youth Summits, Youth Advisory Committee and the various seniors’ advisory and steering committees. This engagement will be further strengthened as Council embarks on the development of a new Council Plan and Municipal Health and Wellbeing Plan.

1.5 Next Steps

The following next steps are recommended to drive successful implementation of the Plan over the remaining two years:

- Continue regular meetings between key responsible officers to strengthen delivery and cross-directorate work;
- Consolidate achievements and continue to progress and complete remaining actions;
- Identify methods to communicate the outcomes of the Plan’s implementation to community members and stakeholders, in order to be accountable for delivery, ensure transparency, and demonstrate respect for our partnerships;
- Share findings with the Strategy and Business Intelligence Team to consider in Council’s broader integrated planning framework and inform the development of the new Council Plan and Municipal Health and Wellbeing Plan; and
- Plan and conduct a full-term evaluation at the Plan’s end in 2025 with a final report to be shared with Council.

2. ENGAGEMENT

The Knox Child, Youth and Seniors Plan was developed through consultation and engagement with the Knox community, including the three priority population groups of children (early years), young people and seniors. Community input and feedback from the engagement activities undertaken during the development of the Knox Community and Council Plans influenced the Plan’s direction and actions.

There is ongoing engagement occurring to guide the implementation of the Plan. Examples include the “Voice of the Child” initiative, Youth Summits, Knox Youth Advisory Committee, Knox Active Ageing Advisory Committee, Knox Age Friendly Futures Steering Committee and Knox Dementia Friendly Advisory Group. In addition, staff embed feedback opportunities in the delivery of events, activities and initiatives to guide future programs delivery and strategic planning.

3. SOCIAL IMPLICATIONS

The mid-term review of the Plan has highlighted a range of positive social impact for the Knox community. The three priority population groups targeted in the Plan have been supported to enhance their health and wellbeing, and there have been increased opportunities for community participation, skill development and social inclusion.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

Specific actions have been included in the Knox Child, Youth and Seniors Plan 2021-25 that relate to climate change education and awareness raising. Implementation of this action and embedding sustainable practice into Council's service delivery may positively impact opportunities for the community to adapt to climate change.

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Knox Child, Youth and Seniors Plan mid-term review is funded within the existing Connected Communities operational budgets and staff resources.

Since the Plan was approved, Council has received extended funding for the Commonwealth Home Support Programme (CHSP) which is now funded until 2025. Related actions were initially due to conclude in 2023, however will be carried forward for the remaining life of the Plan.

7. RISKS

Risks associated with the delivery of actions included in the Knox Child, Youth and Seniors Plan are considered by the responsible department(s) as part of the project management process when being implemented. A range of related legislative and policy considerations are identified in Appendix 1 of the Plan.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Natural Environment & Sustainability

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

Child Safety issues are considered in the delivery of actions and initiatives outlined within the Knox Child, Youth and Seniors Plan. The Child Safe Lead contributed to the review of the Plan and participates in quarterly steering group meetings.

Gender impact assessments are considered by the responsible Officers when programs, services and policies identified in the plan are initiated.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Midterm Review - Knox CYS Plan 2021-2025 [4.2.1 - 36 pages]

Attachment 1

knnox
your city



**Council Report: Mid-Term Review:
Knox Child, Youth and Seniors Plan 2021 - 2025**

December 2023



Council Report: Mid-Term Review Knox Child, Youth and Seniors Plan 2021-25

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Council Report: Mid-Term Review Knox Child, Youth and Seniors Plan 2021-25

Background

The *Knox Child, Youth and Seniors Plan 2021-25* supports the delivery of the Knox Community Plan 2021-31 and Knox Council Plan 2021-25. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-25, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors. It builds on our commitment to an integrated and intergenerational planning process first established in the previous Knox Key Life Stages Plan 2017-2021.

The objectives of the Child, Youth and Seniors (CY&S) Plan 2021-25 are as follows:

- To value the unique perspectives, experiences, abilities and contributions of residents across the life course, from the youngest to the oldest residents in Knox
- To promote greater understanding of the changing priorities, needs and challenges facing children, young people and seniors in Knox
- To identify opportunities for intergenerational activities that build understanding and strengthen community connectedness across the life course

The CY&S Plan was developed through consultation and engagement with the Knox community, including the three priority population groups of children (early years), young people and seniors. Community input and feedback from the engagement activities undertaken during the development of the Knox Community and Council Plans have influenced the Plan's direction and actions.

Community Wellbeing is responsible for leading the monitoring and evaluation of the Plan. Implementation is driven predominantly by Community Access and Support, and Family and Children's Services, with Active and Creative Communities leading one action item.

To support the implementation of the plan, an internal working group is facilitated by Community Wellbeing and comprises key Council Officers representing each cohort. The group aims to meet on a quarterly basis to monitor the implementation of the plan, and identify further opportunities for integrated and intergenerational planning and initiatives.

The mid-way point of the Plan (2023) presents an opportunity to review the Plan's implementation. The purpose of this report is to document the review and consider key achievements so far, and identify challenges, opportunities and priorities for the remainder of the implementation period.



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Scope of Child, Youth and Seniors Plan 2021-25

Actions within the CY&S Plan 2021-25 correspond with the five key directions of the Council Plan 2021-25:

Key Direction	What successful implementation of the CY&S Plan will look like
<p>Key Direction 1: Opportunity and Innovation</p> <ul style="list-style-type: none"> Encourage and supports skills development and lifelong learning for all people in Knox 	<ul style="list-style-type: none"> Increased community engagement in learning across the life course Support residents to develop skills and knowledge that increase capacity to live independent and healthy lives Compliance with all current and emerging legislative and regulatory requirements in the provision of early years services
<p>Key Direction 2: Neighbourhoods, housing and infrastructure</p> <ul style="list-style-type: none"> Plan for and support diverse housing to meet changing community needs Create, enhance and maintain places and spaces for people to live, work, play and connect Provide, maintain and advocate for accessible for sustainable ways for moving around Knox 	<ul style="list-style-type: none"> Planning and delivery of infrastructure to meet the needs of children, young people and seniors Improved access to transportation including public transport and car parking, to meet needs across the life course Increased awareness of housing support services
<p>Key Direction 3: Natural environment and sustainability</p> <ul style="list-style-type: none"> Prepare for, mitigate and adapt to the effects of climate change 	<ul style="list-style-type: none"> Children, young people and seniors are more strongly connected to the natural environment in their local neighbourhood Increased knowledge of sustainability, climate change and environmental challenges, including how to take positive action
<p>Key Direction 4: Connection Resilience and Wellbeing</p> <ul style="list-style-type: none"> Respond to emerging social and health issues caused by the COVID-19 pandemic Support our community to improve their physical, mental and social health and wellbeing Foster inclusivity, equality, belonging and safety within the community Honour and integrate First Nations Culture into actions and environments 	<ul style="list-style-type: none"> Enhanced social connections for children, young people and seniors to address the impacts of social isolation and loneliness Responding to the health and wellbeing impacts of the COVID-19 pandemic for children, young people and seniors Increased community participation and connection across cultural groups and generations



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Key Direction	What successful implementation of the CY&S Plan will look like
<p>Key Direction 5: Civic Engagement & Integrity</p> <ul style="list-style-type: none"> • Provide opportunities for all people in Knox to have their say • Manage our resources effectively to ensure the financial sustainability and improved customer experience 	<ul style="list-style-type: none"> • Recognition of Knox as an Age Friendly and Child Friendly City • Capture the voices of children, young people and seniors in community engagement and consultation processes • Improved customer service for residents accessing early years' services

Review process

The following activities have been conducted as part of the mid-term review process:

- Review Working Group – comprised of representatives from each department, established in early 2023 to establish a terms of reference that has guided the review
- Case studies – key achievements highlighted by staff responsible for implementation
- Reflection survey and workshop undertaken with key staff responsible for implementation, focused on identifying:
 - Emerging needs, challenges and opportunities
 - Lessons learnt – what has and has not worked with the Plan's implementation
 - Next steps for the Plan's implementation



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Overview of progress

The below table summarises the progress against the CY&S Plan action items following the first two years of implementation:

Completed		4	Progress against this action item has been completed. Reporting against this action item will not be required for future reporting periods.
On schedule		24	Progress against an action item is fully on track for this reporting period of July 2021 to June 2023. Reporting will continue for this action item for future reporting periods as designated.
Behind schedule		4	Progress against this action item has partially met the scheduled timeline for this reporting period. Reporting will continue for this action item for future reporting periods.
Deferred		1	This action item has been deferred to the following reporting period due to reasons described in the progress comments. Reporting will continue for this action item for future reporting periods as designated.
TOTAL		33	

Key achievements are summarised in the section below.

On the whole, the plan is tracking well, with 85% of actions either on schedule or completed.

Those actions not started or behind schedule are largely due to external factors, beyond Council's control. Where action progress is noted as behind schedule (as of June 2023), it will be completed within the active life of this plan.

A full acquittal of each action within the Plan is included as Appendix A.



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Key achievements

The information below provides a summary of key achievements between July 2021 and June 2023 from the Knox Child, Youth and Senior's Plan 2021-2025, grouped by life stage.

Children (0-6 years)

- Developed a confidential data management process across Family and Children's Services teams to assist in the initial identification and tracking of vulnerable children
- Secured Council's endorsement of the provision of two years of kindergarten, which commenced in Council-run services from 2022
- Established the Kindergarten Provider Network to strengthen collaboration and promote access to kindergarten for all eligible Knox children
- Completed the Family and Children's Services Infrastructure Project in 2021, and further assessment of infrastructure as part of the Community and Social Infrastructure Modelling (CASIMO) database project in 2023
- Created a welcome mural at the Wantirna South Families and Children's Hub, by a local Indigenous artist and in local language
- Enhanced the bush tucker gardens at the Wantirna South and Bayswater Hubs with additional indigenous plants and training for kitchen staff to build the 'paddock to plate' approach
- Incorporated the local Woiwurrung language in program delivery and foyer displays at Hubs
- Completed initial planning, benchmarking and process mapping to enable successful implementation of the 'Voice of the Child' opportunities across Council
- Implemented a new software system to streamline online registration, enrolments and attendance processes for families, which replaces three separate systems and digitises children's enrolment and attendance records.

Young people (10-25 years)

- Facilitated 24 parent webinars, reaching over 750 parents and carers
- Delivered 3 young sporting leaders programs, reaching over 30 young female sporting leaders
- Provided 15 skill development workshops focusing on craft-based activities and first aid skills, reaching over 150 young people
- Supported First Nations skill development programs for over 30 First Nations young people, offered in partnership with the EACH Ngarrang Gulinj al Boordup Team
- Delivered 14 LGBTIQ+ programs supporting over 150 young people
- Facilitated 3 young parents' programs, supporting 31 young parents and their children
- Delivered 25 targeted interventions across schools in Knox through our School Focused Youth Service program, reaching 544 students, 56 school staff and 75 families and carers
- Delivered the FReeZA program across Knox through a committee of 13 young people, enabling young people to perform and engage with Council festivals and events
- Hosted an online Youth Summit in September 2021, with 49 students from six schools, to inform Youth Services delivery in 2022



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- Facilitated the Knox Primary Wellbeing Network and the Knox Secondary Wellbeing Network to provide an opportunity for wellbeing staff to connect, collaborate and develop professionally

Seniors (over 55 years)

- Expanded volunteering opportunities for seniors within Council through Meals on Wheels, Senior Exercise Park Champions, and several new steering committees
- Responded to an 11% increase in requests for housing support and advice from people aged over 55 who are living or have close ties to Knox, and assisted a total of 41 seniors to find long-term affordable accommodation
- Transported an increasing number of passengers through the Community Transport Program – 5,535 passengers in 2022-23, up from 2,212 passengers in 2021-22 when COVID restrictions lowered participation numbers
- Provided and promoted social connection opportunities through a range of programs and services including Knox's Over 55s Zest 4 Life Program, Transport, Knox Seniors Festival, Bright Ideas Newsletter, and support for senior citizens' clubs
- Provided 22 'Come and Try' sessions at the Seniors Exercise Park at Carrington Park attended by 113 participants
- Supported the Knox Digital Connection Stakeholder Group, which identified advocacy is required for resourcing technology programs aimed at improving digital literacy and access for Knox seniors
- Facilitated social connection programs focused on Knox's over 55s public housing estates, including excursions that were attended by over 190 residents
- Assisted over 3,300 Knox seniors as a Commonwealth Home Support Programme provider for Meals on Wheels, Home Maintenance, Home Modifications and Occupational Therapy, and delivered an average of 2,600 meals a month
- Progress the development of the first Knox Dementia Friendly Action Plan, based on consultation with Knox residents living with dementia and their carers, and established the Knox Dementia Friendly Advisory Group
- Formed the Knox Age Friendly Futures Steering Committee to guide implementation of the Age Friendly Knox Project

Intergenerational

- Launched a series of short videos to showcase intergenerational relationships within Knox in 2022. There have been over 1400+ views of these short videos which have been shared both internally and externally with various stakeholders within the Knox municipality and beyond, showcasing ageless friendships.
- Hosted a hybrid Intergenerational Forum: 'Building Connections Between Generations' with over 80 attendees in March 2023
- Established a partnership with Swinburne University to deliver the Intergenerational Social Connection and Wellbeing Program aimed at connecting vulnerable seniors with students
- Facilitated the Ageism Awareness Day in October 2022 at Boronia Bowls Club
- Supported a range of community-led intergenerational activities in Knox



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Case studies

The following case studies are illustrative of the significant positive impact of key initiatives delivered under the Knox Child, Youth and Seniors Plan from July 2021 to June 2023.

Young Parents Program

Action 4.7: Deliver individual and group based wellbeing programs, services and supports to young people and their families

The Young Parents Program is facilitated by Youth Services, and in partnership with Family and Children's Services, operates as a Small Talk supported playgroup. This integrated approach to service delivery ensures that participants benefit from both expertise on both child development, as well as the support of youth workers.

The program operates twice a year, with a typical program running over 16 weeks and involving around 8 young people. Most participants are referred by Council's Maternal and Child Health Team and have a child under one year-old. The program offers a structured format to support the parents in connecting with one another and strengthening the bond with their child. Guest speakers address a range of topics including first aid, feeding, introducing solids and maternal health.

Due to the high level of vulnerability experienced by the program participants, a key focus is on building their confidence to access mainstream services. Staff make referrals to other agencies who can support the needs of participating families; these may include food relief, Centrelink, family violence or mental health services.

The program first began over 20 years ago, initially as a Young Mum's Group before evolving to a young parents group. However, the program changed significantly in late 2019 when the partnership between youth and children's services was developed. Since returning to face-to-face programming in 2022, post-COVID restrictions, the program has been well attended and delivered invaluable positive benefits for both young parents and their children.

"When I started group I didn't have a lot of support, friends or a safe place to come and share all the things that come with being a new mum. I was anxious to begin with but after one session I found it was such a welcoming, loving environment. I have learned lots of ways to interact with my baby, made lots of new friendships and found a new confidence."

"Now I have the confidence to socialize and leave the house with my baby."

"I felt very nervous because I struggle with social situations but I felt very welcomed and comfortable from the first day. Having the facilitator there for supported conversations really helped ease my anxiety."



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Dementia Friendly Action Plan

Action 4.12: Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities

There are currently 3,219 Knox residents living with dementia, and this is estimated to increase by 148% over the next 35 years. The Knox Dementia Friendly Action Plan 2023-2025 (the Action Plan) has been developed in partnership with key community stakeholders and was endorsed by Council in July 2023. The Action Plan will guide Council to become a Dementia Friendly organisation and support Knox to work towards becoming a dementia friendly community.

Over 2021 to 2023, the development of the Action Plan involved:

- The formation of the Knox Dementia Friendly Advisory Group – comprised of people living with dementia, carers, community members, community groups and organisations, and industry representatives.
- Consultation through the Knox Dementia Friendly Community Survey and focus groups
 - Surveys and information were available online and in hard copy, distributed to community houses, libraries, residents, retirement villages, senior's social clubs and dementia support services across Knox
 - Collection of 370 surveys, including 25 responses from people living with dementia
- Feedback from the Knox Active Ageing Advisory Committee and Knox Age Friendly Futures Steering Committee

The consultation identified key areas of importance to Knox's community, including raising awareness of dementia and improving carer support. This is represented in the following quotes:

- *'Information about the disease is needed. Our doctor gave my husband the seven standard questions and said he did not have dementia. I knew he did and it was hard to find out where to get tested more thoroughly and then I had to find out how to get support.'*
- *'You are a carer 24/7 and cannot leave the person for any reason and cannot always take them with you. Everything evolves around the needs of them. When they pass away, it leaves a huge gap.'*

The input from the community consultation guided the Knox Dementia Advisory Group in developing the Action Plan, with a strong focus on the following strategic priority outcome areas: (1) Inclusivity and Equality, (2) Belonging, and (3) Safety.

The Action Plan is also underpinned by key principles developed by Dementia Australia, who have partnered with Council to develop and implement the Dementia Friendly Communities program. This program aims to build awareness, understanding and acceptance of dementia, so that people living with dementia can participate and remain active in the community.



Knox Dementia Friendly Advisory Committee Member, Barb Reid (pictured above), was later featured in Knox News September-October 2023 edition.



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Intergenerational Forum - Building Connections between Generations

Action 4.15: Design and deliver a range of intergenerational activities, events and program across the Knox municipality.

On 1 March 2023, Knox Council held the Building Connections between Generations Forum. As well as being Council's first intergenerational forum, it was also our first hybrid community event. Over 80 people attended to learn about implementing intergenerational programs to improve understanding, friendship, enjoyment, confidence and purpose for participants young and old. The majority of participants were from Knox, however with the hybrid format, interest was also garnered from other regions, as well as interstate and one attendee from overseas. The panel of speakers shared their experience in delivering an intergenerational playgroup at Coonara Community House, a digital storytelling project involving secondary students and seniors, and an intergenerational relationships program with an early education centre and a retirement village.

Participants comments included:

- *'An outstanding event. I was enthralled from start to finish. I walked away inspired and ready to advocate for intergenerational programs.'*
- *'I was completely inspired by the stories and reflections from the panel as were 2 other staff from KCFC Bayswater. We immediately contacted the Bowls Club next door and look forward to working with Bree to continue this conversation.'*

The forum has strengthened Knox Council's community partnerships and encouraged organisations to collaborate in developing intergenerational programs. As a result of the forum:

- Knox Council is partnering with Swinburne University over a pilot research project funded by VicHealth, aiming to develop a resource kit for intergenerational and social connections.
- Students from Boronia K-12 are connecting with a group of older adults over games at Knox Express Library. The program runs for an hour a week over 12 weeks. A number of Council's Meals on Wheels volunteers are involved in this project.
- The Basin Early Years and Martin Luther Homes Aged Care are running an activities program.

Council is currently half way through the intergenerational research project. It is hoped that the evaluation of this project will support Knox and our community in developing and implementing sustainable intergenerational programs into the future.

Image: Cr Marcia Timmers-Leitch (Mayor 2022-23) with forum speakers and Council's Intergenerational Officer Breanna Bloomfield





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Early Years Information and Communications Technology (ICT) Systems Project

Action 5.4: Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children's Services

Council's Kindergarten Services previously managed three separate systems for enrolment, registration and attendance. Families and staff identified the need to streamline these processes to improve the experience of families and provide a more efficient system for staff to manage.

Family and Children's Services undertook the Early Years Information and Communications Technology (ICT) Project together with Council's Information Technology and Transformation Teams during 2021. Before the end of the existing software contract at December 2022 (for the 'KEYS' system), this project aimed to implement an integrated system to support our Kindergarten and Long Day Care services to:

- Improve our families' experience of accessing Kindergarten services
- Avoid duplication of data and effort
- Ensure consistent data between our services.

The Project mapped the existing processes for Kindergarten and Long Day Care and the customer experience. The following recommendations were made:

- Issue an Expression of Interest request to the software market, with compliance requirements and implementation timeframes
- Seek to integrate a solution for Kindergarten and Long Day Care

A new software license for enrolments was rolled out by Council's Family and Children's Services in November 2022. This system, 'Enrol Now', replaces three separate systems:

- KEYS – for kindergarten registrations, allocations and offers
- KN Enrol – for kindergarten enrolments
- QK – for childcare registrations and enrolments.

The key improvements brought to Council's services through the Enrol Now system are:

- Enabling registrations, allocations, offers, enrolments, communication and reporting for both kindergarten and long day care.
- Providing one child record across both services
- Allowing families to digitally sign in and out their children from services
- Providing educators with access to their group lists, removing the need for hard copy spreadsheets.
- Enabling live data analysis and easier generation of reports for staff.

The system processes between 1,600 to 1,700 registrations per year. This platform is now providing Knox families with seamless online access to systems for registration, enrolments and attendance.



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Successes, opportunities and lessons learnt

Council officers involved in the Mid-Term Review of the CY&S Plan identified a range of challenges arising during the first two years of implementation, as well as opportunities to consider in the next two-year implementation period.

Successes

Staff involved in the Mid-Term Review identified that the implementation of the CY&S Plan from July 2021 to June 2023 has been successful in:

- Bringing a life stages approach and intergenerational lens to issues relevant to Knox's community.
- Supporting all age cohorts to ensure their voices guide planning and delivery of CY&S action items and Council services generally. Examples include the 'Voice of the Child' initiative, Youth Summits, Youth Advisory Committee, and the various seniors advisory and steering committees.
- Improving the tracking of implementation through the newly-established Pulse reporting system.
- Delivering several standout outcomes, such as those highlighted in the Case Studies above.

Emerging trends and challenges

In the two years that have passed since the development of the plan, the following reforms, trends and challenges have emerged for Council and our community.

- Significant State Government reform to early childhood services announced since the CY&S Plan was adopted have impacted Council's direction regarding the future delivery of kindergarten services by Council. Council will remain a service provider in the two Early Years Hubs only from 1 January 2025, and cease to be a provider of the remaining sessional kindergarten services at the conclusion of 2024. Council will have a greater Early Years Municipal Planning role including advocacy to State Government on quality and accessible early years programs in Knox.
- Participation in volunteering and community connection activities continues to be impacted by the COVID-19 pandemic, particular for seniors. Online programming continues to be a preferred option for some service delivery, such as parenting workshops delivered by Youth Services.
- Heightened cost of living pressures are also impacting community participation in volunteering and social connection activities, and increasing demand on support services, such as Council's Housing Support Program for seniors.
- Advisory and steering committees established since the Plan's commencement are identifying and working on additional priorities to the CY&S action items. This is shown in progress against action 5.1 led by the Knox Age Friendly Futures Steering Committee.



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- Delivery on several action items has been delayed by factors outside of Council's control, such as:
 - Building delays have slowed down the delivery of the Youth Hive integrated space within the new Knox Library (new location replacing the Knox Youth Information Centre) at Westfield.
 - The Victorian Government's delayed roll-out of the Child Information Sharing Scheme has resulted in Council deferring implementation of this action to next year.

Opportunities

Staff also identified the following opportunities for consideration in the next two-year implementation period for the CY&S Plan:

- The Plan's implementation involves collaboration across the Connected Communities Directorate as well as other departments within council. Staff have identified opportunities to continued strengthening internal and external partnerships to:
 - Bring a diversity of perspectives and relevant expertise to address complex issues
 - Access greater funding opportunities and resources
 - Assist with benchmarking and data collection
 - Improve promotion of events and community awareness-raising
- Identifying methods to monitor and evaluate delivery against the CY&S action items will assist staff in tracking progress and end-of-year reporting.
- The Victorian Government's revised Child Safe Standards (July 2022) provide further guidance for the Plan's implementation with children and young people, particularly with regards to integrating the voices of children and young people in service planning and delivery. Council's Child Safe Advisor has contributed to this review and will be a key partner in the remaining two years of the Plan.



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Summary

The Mid-Term Review of the CY&S Plan has involved a review working group, case studies, and reflection survey and workshop undertaken with key staff involved in the Plan's implementation. The Review has also considered staff reporting by action item regarding implementation from July 2021 to June 2023.

Overall, the first two years of the CY&S Plan implementation have been successful in delivering many important outcomes for Knox. Of the 33 actions, 85% are identified as either on schedule (24) or completed (4). Actions that are deferred (1) or behind schedule (4) have been assessed and in most cases, the delays are outside of Council's control. Where we can influence the return of actions to schedule has been noted and will be the focus for the remaining two years of the Plan.

Staff involved in the Plan's implementation emphasised the value of bringing a life stages approach and intergenerational lens to issues impacting the Knox community, as well as the Plan's focus on supporting all age cohorts to have a voice to guide planning and delivery. The case studies presented in this report highlight significant achievements of the Plan's implementation so far.

Opportunities to strengthen the Plan's implementation over the next two years include enhancing partnerships across Council, and with external agencies and other local councils, and tapping into community support.



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Next steps

Based on the Mid-Term Review, the following next steps are recommended for successful implementation of the CY&S Plan over the remaining two years.

Recommendation	Responsible
Continue regular meetings across key responsible officers to consolidate delivery and cross-directorate work.	Community Wellbeing to facilitate meetings Key CY&S responsible officers to participate in meetings and follow-up partnerships
Consolidate achievements and action item progress by embedding into staff work plans.	Managers, Coordinators and key responsible officers
Support staff to monitor delivery of action items and reporting in Pulse.	Community Wellbeing in conjunction with the Strategy and Business Intelligence team
Identify methods to communicate the outcomes of the CY&S Plan implementation to community members and stakeholders.	Review working group
Share findings with the Strategy and Business Intelligence team to consider in Council's broader integrated planning framework and the development of the new Council Plan and Municipal Health and Wellbeing Plan.	Community Wellbeing Strategy and Transformation
Incorporate into workplans a focus on those actions identified as behind schedule following the July 2021 to June 2023 reporting period.	Managers, Coordinators and key responsible officers
Plan and conduct a full-term evaluation at the Plan's end in 2025 and present a report to Council.	Review working group Community Wellbeing



Appendix A:

Action Acquittal – Knox Child, Youth and Seniors Plan Implementation – Mid-Term 2021 – 2023

Key:

Symbol	Meaning
On schedule 	Progress against an action item is fully on track for this reporting period of July 2021 to June 2023. Reporting will continue for this action item for future reporting periods as designated.
Completed 	Progress against this action item has been completed. Reporting against this action item will not be required for future reporting periods.
Behind schedule 	Progress against this action item has partially met the scheduled timeline for this reporting period. Reporting will continue for this action item for future reporting periods.
Deferred 	This action item has been deferred to the following reporting period due to reasons described in the progress comments. Reporting will continue for this action item for future reporting periods as designated.



Key Direction 1: Opportunity and Innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It’s a place where people and business can thrive.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
1.1 Support the expansion of education, training and volunteering opportunities for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	Volunteering opportunities for seniors have expanded within Council. Meals on Wheels volunteers have increased from 42 in 2021 to 81 in 2023, of which 70% are aged over 55 years. Six Senior Exercise Park Champions were recruited in 2022. Twenty-five volunteers are involved in ageing-related advisory groups, such as the Age Friendly Futures Steering Committee, Knox Dementia Friendly Advisory Group and Knox Active Ageing Advisory Committee. Council staff attended the Volunteer for Knox Expo in May 2023 to boost awareness of these opportunities. Council also regularly promotes volunteering through the Bright Ideas Newsletter. For National Volunteer Week in 2022 and 2023, the May editions featured a variety of local volunteering roles. The Newsletter also featured key education opportunities throughout 2021-23, including promotion of seniors clubs and workshops such as 'Online Safety: Recognising Scams', 'Showcase of Living Options', 'Financial Fitness' and 'Safer Driver' training.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
1.2 Deliver programs focused on increasing knowledge and skills of young people and their families	Community Access and Support	2021 - 2025	On schedule 	In the first two years of the Plan's implementation, Council has delivered a wide range of programs focused on increasing knowledge and skills of young people and their families, including: <ul style="list-style-type: none"> Supporting 24 parent webinars - reaching over 750 parents and carers Supporting the delivery of 3 young sporting leaders programs, reaching over 30 young female sporting leaders Running 15 skill development workshops for young people focusing on craft based activities, tie-dye workshops and first aid skills. Reaching over 150 young people. Supporting First Nations skill development programs, in partnership with EACH Ngarrang Gulinj al Boordup Team including Yarning Circles, Aboriginal Songwriting program, Deadly Mirring Photography program and Traditional Aboriginal Games Train-the-trainer program. Over 30 First Nations young people were involved in these programs. 	This action will continue to be delivered and reported on for the term of the Plan.
1.3 Prioritise the needs of vulnerable children and implement integrated service strategies that provide full access to services and supports for families and community members, to support all children in Knox to	Family and Children's Services	2021 - 2025	Completed 	During 2021, a confidential data management process was developed with Maternal Child Health, Kindergarten and Long Day Care staff to assist in the initial identification and tracking of eligible vulnerable children through Council's Knox Explorer system. Quarterly meetings with key MCH and Kindergarten/Long Day Care staff occur to support identified vulnerable children to successfully transition to school. Council continued to consolidate the transition to school process with our Early Years Services throughout 2022-2023. The Maternal	Processes have been established to embed this action in operations; no further reporting to be provided as part of this plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
successfully transition to school				Child Health team conducted internal education and training of nurses in partnership with the Department of Education.	
1.4 Advocate for the provision of targeted resources to ensure that all children in Knox have the opportunity to participate in two years of funded kindergarten	Family and Children's Services	2021 - 2025	Completed 	Council endorsed the provision of two years of kindergarten, commencing in Council-run services from 2022. This included an initial 5 hours of provision for 3-year-olds alongside 15 hours for 4-year-olds. During this period, the Kindergarten Provider Network was established, with invitations extended to existing and new Knox kindergarten providers. Council is committed to strengthening collaboration through this Network to promote access to kindergarten for all eligible children. In 2024, both 3 and 4 year old children will access 15 hours of kindergarten in Council run services.	The refocusing of Council's role as a Municipal Early Years Planner from 2025, will embed this action; no further reporting to be provided as part of this plan.



Key Direction 2: Neighbourhoods, housing and infrastructure

Building on what’s great about our city, Knox’s housing and infrastructure will meet the changing needs of our community.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
2.1 Provide housing information, resources and support to seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	<p>The Housing Support Officer has continued to provide housing information, resources and support to seniors across the municipality. Requests for assistance have increased by 11% from 2021/22 to 2022/23. At June 2023, a total of 21 seniors were assisted with general housing enquiries, 68 were provided support/advice and advocacy, and 4 were given assistance to complete Office of Housing transfer applications.</p> <p>In 2022/23, the Housing Support Program housed a total of 24 seniors in long term affordable accommodation, compared to 17 in 2021/22. The Program's priority categories for support were reviewed and modified due to the increased demand. Consequently, the wait list was refined to medium to high categories. A total of 32 clients were waitlisted at June 2023, reduced from 51 at June 2022. People who are seeking assistance categorised as lower priority are supported with referrals to relevant early intervention and relief agencies within Knox.</p>	This action will continue to be delivered and reported on for the term of the Plan.
2.2 Plan for future municipal early years infrastructure needs to provide access to funded kindergarten for 3 and 4-year-old children in Knox, in line with Council’s decision on kindergarten expansion	Family and Children’s Services	2021 - 2025	Completed 	Family and Children's Services undertook an Infrastructure Project in 2021 to inform Council's decision-making regarding Council-owned kindergarten buildings. In collaboration with the Major Initiatives Unit, a report was tabled to Council in November 2021 noting the significant contribution and support that Council provides the kindergartens as an Early Years Manager and service provider.	This action is considered complete; no further reporting to be provided as part of this plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Council has an ongoing planning role for early years infrastructure. In 2022, Council's early years infrastructure was assessed as part of the Community and Social Infrastructure Modelling database project. Family and Children's Services continues to review infrastructure in line with the Victorian Government Kindergarten Infrastructure and Services Plan and recent kindergarten reforms.	
2.3 Manage and support the relocation of the Knox Youth Information Centre to a new site (co-located with the Knox Library, inside Westfield Knox) to support the health and wellbeing of young people and their families	Community Access and Support	2021 - 2023	Behind schedule 	This item is behind schedule due to unforeseen building delays. Council is committed to developing a new shop front service to support the health and wellbeing of young people and their families. This service, the Youth Hive, will be co-located with the new Knox Library, inside Westfield Knox. The fit out is due to be completed in February 2024, with the Youth Hive to commence March 2024.	Due to delays beyond Council's control, this action will be carried forward for the 2023-2025 reporting period.
2.4 Support the research for additional accessible parking spaces and innovative seating at parks and reserves, shopping centres and train stations	Community Access and Support	2021 - 2023	Behind schedule 	Research was conducted following the Age Friendly Survey 2020 findings to narrow down key priorities for enhancing accessible parking. Gaps were identified around key shopping centres and train stations. In addition, the Knox Disability Advisory Committee provided advice to internal teams on accessible park benches in May 2023. Advocacy and research information will be shared with relevant stakeholders and departments.	This action will be carried forward for the 2023-2025 reporting period.
2.5 Support the improvement of pedestrian access for seniors in high traffic areas such as parks and reserves, residential aged care facilities,	Community Access and Support	2021 - 2025	Behind schedule 	Further analysis of the Age Friendly Survey 2020 findings and Council's Principal Pedestrian Network Plan and Footpath and Shared Path Plan identified key problematic areas in Boronia, Ferntree Gully and Rowville. Advocacy and research information will be shared with relevant stakeholders and departments.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
retirement villages, and, shopping centres and strips					
2.6 Deliver the Community Transport and Outings program and On Demand Bus service across the municipality	Community Access and Support	2021 - 2025	On schedule 	Utilisation of Council's Community Transport Program increased dramatically during this period from 2,212 total passengers in 2021/22 to 5,535 total passengers in 2022/23. This includes general outings, shopping trips, public housing estate outings, senior citizens clubs, and the community bus hire. Participation rates increased as COVID restrictions lifted, enabling greater capacity and flexibility, and destination and activity options. The On Demand trial has been completed and will not be continued as participation rates were too low.	This action will continue to be delivered and reported on for the term of the Plan, with focus on the Community Transport and Outings Program.
2.7 Support young people and seniors to contribute to Council Plan advocacy to improve public transport across the municipality	Community Access and Support	2021 - 2023	Behind schedule 	Council has supported seniors by providing training around road safety and raising awareness for use of public transport. The Knox Age Friendly Futures Steering Committee (AFFSC) has also advocated on behalf of seniors for flexibility to book with the public bus system without needing a mobile app. The AFFSC has also advocated for bicycle racks to be installed as required with the Seniors Exercise Parks to encourage bicycle transport.	This action will be carried forward for the 2023-2025 reporting period.



Key Direction 3: Natural environment and sustainability

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
3.1 Raise awareness of climate change by providing information, and supporting children, families, young people and seniors to help reduce their environmental footprint and impact of climate stressors	Community Access and Support	2021 - 2025	On schedule 	<p>Council has raised awareness of climate change with families and children accessing Maternal Child Health by providing information on reusable nappies and staff training through 'The Nappy Project'. Heat health and other parent information is now being provided electronically with QR codes inserted into the client's child health record (green book) during home visits.</p> <p>Sustainability is embedded across the Children's Hubs and kindergarten services, with education about biodiversity, promoting exploration of and care for local parks and nature reserves, and encouraging recycling and re-purposing through education programs. The services are collection points for families wishing to recycle materials such as bread tags, batteries and milk bottle lids. Many kinder services have collaborated with Knox Environment Society to source appropriate indigenous plants and manage weeds in outdoor play spaces. Other climate and sustainability initiatives in place include rainwater tanks, compost piles, worm farms and clothes and food swaps. Together, these initiatives increase children's knowledge of sustainability practices, and support them to take greater ownership of protecting the natural environment.</p> <p>Youth Services have provided a number of skill development workshops supporting young people to reduce, reuse and recycle - with a particular focus on reusing clothing to create tote bags. Youth Services utilises social media channels to support Council's broader education for the Knox community on</p>	This action will continue to be delivered and reported on for the term of the Plan.



			<p>climate change. Youth Services are also working with Mountain District Community College through the School Focused Youth Service program to develop and implement a program called "Sustainable Futures Experience." The program has a joint focus on sustainable practice and local business partnerships, with the aim of developing sustainable career options for the students.</p> <p>Council has supported seniors through publication of articles in the Knox Bright Ideas newsletters, as per action CRP 1.7 in Council's Climate Response Plan.</p> <p>Heat health information has been provided annually to all Council aged care clients and resources distributed at the Knox Seniors Festivals.</p>	
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Key Direction 4: Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.1 Review, deliver and support programs and initiatives that address social isolation and loneliness for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	<p>Social connection for seniors has continued to be supported through a range of programs and services including Knox's Over 55s Zest 4 Life Program, Community Transport Outings, Knox Seniors Festival, support for senior citizens clubs, over 55s public housing estate projects and funding support for social connection activities through the Community Development Fund and Minor Grants programs. Subscriptions to the Bright Ideas Newsletter increased by over 100 to a total of 2,083 subscribers at June 2023.</p> <p>During 2022, a review was also conducted of social prescribing models across Knox, the EMR and beyond, which identified the existing Living Our Best Life as an effective program operated through the community house networks within the EMR. Council regularly supports this program through mentor and mentee referrals, as well as through promotion of their Talking Café events and other social activities. Council is also collaborating with Swinburne University on the Intergenerational Social Connection and Wellbeing Program aimed at connecting vulnerable seniors with students.</p>	This action will continue to be delivered and reported on.
4.2 Support the review and modification of existing exercise reserves and outdoor gyms, and design and implement new seniors exercise parks, to improve	Community Access and Support	2021 - 2025	On schedule 	After successful implementation of the initial dedicated Senior Exercise Park within Knox, a project review was completed in November 2022. This report identified the success of the senior Exercise park at Carrington Park Knoxfield, and included recommendations for installation of a further two sites.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
physical activity by seniors across the municipality					
4.3 Facilitate the delivery of in-home mobility and out-of-home exercise, recreation and leisure activities, events and programs for seniors and vulnerable persons	Community Access and Support	2021 - 2025	On schedule 	Since 2021, Council has promoted out-of-home exercise and activity with 22 'Come and Try' sessions at the Seniors Exercise Park, attended by 113 participants. Council also hosted 4 events at the Seniors Exercise Park for Move Your Way attended by 23 seniors. This work is led by the Allied Health team, who are primarily responsible for delivering Commonwealth Home Support Programme (CHSP) occupational therapy services.. Across 2021 to 2023, the Allied Health team delivered a total of 3,066 hours in home visits to Knox seniors to support safe mobility and independent movement at home. Scoping has also been initiated to identify additional in-home, group or outdoor mobility resources available. These resources are being promoted to Knox seniors through Allied Health team members in-home work.	This action will continue to be delivered and reported on for the term of the Plan.
4.4 Advocate for improved access to, and increase the reach of technology programs, services and supports for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	The Knox Digital Connection Stakeholder Group identified that advocacy is required for resourcing of technology programs aimed at improving digital literacy and access for Knox seniors. In addition to Council, the Stakeholder Group includes Bridges, EACH, Services Australia, Swinburne University, Your Library, Knox U3A, and various community centres and neighbourhood houses within Knox. Research is being conducted to identify the types of programs required. An advocacy plan will then be developed with the Stakeholder Group, focused on collaboration between organisations and government.	This action will continue to be delivered and reported on.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.5 Support residents in older persons public housing estates to build their individual and collective capacities to participate in their communities	Community Access and Support	2021 - 2023	On schedule 	The Community Connections Project in the five public housing estates for seniors has progressed significantly from July 2021 to June 2023. Key achievements include: the six-week digital literacy program, attended by 30 residents; the ongoing gardening group at three estates, involving Mountain District Learning Centre (MDLC) and Orana Community House, funded through VicHealth; a Wednesday gathering at the Terama estate, supported by MDLC and Your Library; a series of information sessions facilitated with Victoria Police for culturally and linguistically diverse residents on emergency preparedness; and, English classes for tenants offered in partnership with Rowville Learning Centre. In addition, eight social connection excursions were offered from 2021 to 2023, attended by 190 residents. Particular highlights were the Christmas Lights expeditions. Through these activities, 19 ongoing friendships have evolved and are still going strong.	Funding has been extended to December 2024. This action will continue to be delivered and reported on for the term of the Plan.
4.6 Deliver selected Commonwealth Home Support Programme services and supports to seniors and vulnerable persons within the municipality	Community Access and Support	2021 - 2022	On schedule 	As at end of Q4 of 2022/23, Council is 100% on track for service delivery and reporting requirements at the second year of a three-year program. Services include Meals on Wheels, home maintenance, home modifications, occupational therapy, and aged care assessments. Some key achievements include assisting over 3,300 seniors with services and completing over 2,200 aged care assessments from July 2022 to June 2023, and providing an average of 2,600 delivered meals each month from 2021 to 2023.	Funding has been extended to June 2025. This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.7 Deliver individual and group based wellbeing programs, services and supports to young people and their families to support	Community Access and Support	2021 - 2025	On schedule 	Council has delivered a wide range of individual and group based wellbeing programs to young people across the municipality. From July 2021 to June 2023, Council has delivered: <ul style="list-style-type: none"> - Counselling support sessions directly to individual young people and group sessions - Targeted support with 14 LGBTIQ+ programs delivered supporting over 150 young people - 3 Young parents programs supporting 31 young parents, and their child/ren 	This action will continue to be delivered and reported on for the life of the Plan.
4.8 Facilitate the delivery of programs in primary, secondary and alternative education settings to support staff health and wellbeing and student engagement	Community Access and Support	2021 - 2025	On schedule 	Council delivers a large range of programs in primary, secondary and alternative education settings across the municipality. Highlights of this work include; <ul style="list-style-type: none"> - The delivery of 25 targeted interventions across schools in Knox, through our School Focused Youth Service program. These interventions reached 544 students, 56 school staff and 75 families/carers. Programs included, the Journey Tracks Cultural Learning program at Scoresby Secondary College, the Seasonal Career Experience at Mountain District Community School, Youth Mental Health First Aid Training at Fairhills High School, Canine Therapy at Carrington Primary School, MAT program at Karoo Primary School, Peaceful Kids/Peaceful Parents at St Judes Scoresby, Girlosophy at Regency Park Primary and an Indigenous Mural at Wantirna College. - The facilitation and support of the Knox Primary Wellbeing Network and the Knox Secondary Wellbeing Network provides an opportunity for wellbeing staff to connect, collaborate and develop professionally, with both Networks meeting 4 times per year. - GirlZone program delivered for Year 6 girls at Boronia K-12 - Provision of school support programs for First Nations students 	This action will continue to be delivered and reported on for the life of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				in partnership with EACH Ngarrang Gulinj al Boordup Team, in Boronia K-12 College, Scoresby Secondary College and Boronia Heights Primary School.	
4.9 Support young people to facilitate activities and events that increase youth connection and improve wellbeing	Community Access and Support	2021 - 2025	On schedule 	Council received Victorian Government funding in early 2022 to deliver the FReeZA program across Knox. This program is delivered as a partnership between Cultural Services and Youth Services. The FReeZA committee, made up of 13 young people aged 15 to 25 years, was established in August 2022 and is working to deliver youth-focused events across the municipality. From July 2021 to June 2023, the FReeZA Committee have supported a youth music stage at the Knox Festival 2023 and the Stringybark Festival in 2022. The FReeZA committee has supported over 10 young artists to perform during this period. Council's Youth Services continues to engage young people at Council festivals and events through the provision of a range of engagement opportunities. The purpose of these engagement activities is to promote Council's services to young people and their families.	This action will continue to be delivered and reported on for the term of the Plan.
4.10 Deliver the agreed annual priorities from the 'Early Years Compact' to promote coordinated and collaborative approaches which improve outcomes for all Knox children in the early years	Family and Children's Services	2021 - 2025	On schedule 	Family and Children's Services continues to collaborate with the Victorian Government to meet the annual priorities outlined in the 'Early Years Compact'. This Compact is a Victorian Government and Municipal Association of Victoria commitment to work together to improve outcomes for young children and families from 2017 to 2027. The Compact sets out principles and priorities for joint-work. A particular focus for Council is exploring ways to strengthen access, participation and attendance of vulnerable children in early years services. Council has also engaged with the MAV to advocate on kindergarten reform and other early years matters. There is currently strong participation in the Knox Early Years Advisory	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Committee. This Advisory Committee provides input into strategic planning for our ongoing early years' service delivery.	
4.11 Establish allied health services within the Wantirna South and Bayswater Early Years Hubs to provide an integrated service delivery model	Family and Children's Services	2021 - 2025	On schedule 	Implementation of allied health services into our established integrated hubs is progressing steadily. Initial planning, benchmarking and process mapping has been completed. Council is now progressing to implementation mechanisms, such as hire agreements and marketing proposals.	This action will continue to be delivered and reported on for the term of the Plan.
4.12 Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities	Community Access and Support	2021 - 2025	On schedule 	The Knox Dementia Friendly Action Plan was successfully developed over this period. An Age and Dementia Friendly Communities Project Officer was appointed and the Knox Dementia Friendly Advisory Group was formed, comprised of people living with dementia, carers, community members, organisations and industry representatives. Consultation occurred through the Knox Dementia Friendly Community Survey (with 370 completed) and additional focus groups. Feedback was also sought from the Knox Active Ageing Advisory Committee and Knox Age Friendly Futures Steering Committee. In February 2023, the Knox Dementia Advisory Group considered the results along with Dementia Australia's requirements and created the draft Knox Dementia Friendly Action Plan. The draft Action Plan has identified 15 Actions to be implemented over a two-year period. The Plan is scheduled for consideration by Council at the July Council Meeting.	This action will continue to be delivered and reported on for the term of the Plan.
4.13 Raise awareness and support the research of community attitudes and beliefs towards seniors, and strengthen organisational systems and structures	Community Access and Support	2021 - 2025	On schedule 	Groundwork was undertaken in 2021 by reviewing effective programs and service models nationwide and establishing a collaboration with the Eastern Community Legal Centre (ECLC). In 2022, staff and volunteers participated in the Every Age Counts Advocates Training and Tips for talking about Age/Ageism webinar. Council partnered with the Boronia Bowls	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Club to host an Ageism Awareness Day event in October 2022 which was attended by 52 staff and council representatives, many signing the pledge to end ageism. Short videos were developed in late 2022 to showcase our diverse intergenerational relationships within Knox. These videos were designed to improve understanding and increase intergenerational connections and have been viewed over 1,300 times. In May 2023, staff members attended the Framing Age Masterclass Workshops conducted through the Southern Melbourne Elder Abuse Prevention Network. These workshops were designed to gain a deeper insight into the Framing Age Message Guide, helping to create a society that respects, values and celebrates everyone, regardless of age. Members of our Age Friendly Futures team delivered Ageism Awareness presentations in early 2023 to address ageism in our community.	
4.14 Embed the State Government’s Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children	Family and Children's Services	2021 - 2025	Deferred 	Implementation of access to the Child Link for Early Childhood Educators has not been able to progress due to the delayed roll out by the Victorian Government. This action has now been deferred to the 2023-2024 year for completion. Council continues to monitor the effectiveness of policies and procedures currently endorsed.	Council remains committed to the CISS and will progress this action in line with the rollout by the Victorian Government. An update will be provided at the end of the CY&S Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.15 Design and deliver a range of intergenerational activities, events and programs across the Knox municipality	Community Access and Support	2021 - 2025	On schedule 	In 2021, Knox became a member of the Australian Institute of Intergenerational Practice. The Intergenerational Project Officer undertook a professional development course through the Australian Institute of Intergenerational Practice to understand how to implement and evaluate best practice intergenerational programs that reconnect communities. On 1 March 2023, Council delivered a hybrid Intergenerational Forum: “Building Connections between Generations.” This forum was a first for Knox with over 80 attendees comprising of local and interstate community members. This event supported the development of opportunities and partnerships in the community for the creation of intergenerational programs within the municipality. Knox City Council have been working closely on a research project with Swinburne University, Your Library and a local school in the development of an Intergenerational Games program, focusing on social connections. This program will initially run for 12 weeks, followed by an evaluation and the development of a toolkit to share as a community resource.	This action will continue to be delivered and reported on for the term of the Plan.
4.16 Deliver community events and activities that cater to a variety of interests and ages	Active and Creative Communities	2021 - 2025	On schedule 	Council delivers a wide range of large-scale festivals, neighbourhood pop up events, civic events, citizenship ceremonies and leisure activities as an ongoing feature of the Active and Creative Communities business portfolio. Council and community events have seen a considerable increase in patronage post COVID and there is clear support for continued delivery of this service as 'business as usual'. Highlight, sold-out events at the Knox Community Arts Centre and Ferntree Gully Community Arts Centre during 2021 to 2023 include the Songs of Eva Cassidy featuring Silvie Paladino (popular with seniors); the Alphabet of Awesome Science, held during school holidays; and the Haunted Theatre, which was very popular with young people. The Indoor Leisure Team have catered to all age groups	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				by providing various activities and hire groups, such as trampolining, indoor bowls, basketball, netball, tennis, and dancing. For example, the Knox Chinese Elderly Citizens Club utilises the Rowville Community Centre hall weekly for multiple activities, including table tennis, badminton, tai chi, line dancing, and other activities, which involve hundreds of participants.	
4.17 Develop and implement an Indigenous Partnership strategy to build tangible connections with Knox families and children	Family and Children's Services	2021 - 2025	On schedule 	Family and Children's Services continue to collaborate with First Nations organisations and leaders to develop culturally-safe environments in Maternal Child Health, Kindergartens and Early Years Hubs. Highlights from July 2021 to June 2023 include a local Indigenous artist engaged to create a welcome mural in local language at the Wantirna South Hub; a successful grant application to enhance the bush tucker gardens at both Hubs, with kitchen staff trained in the 'paddock' to plate approach; and, with guidance from Council's First Nations Lead, staff incorporated the Woiwurrung language in everyday documentation and greetings at Hubs, and shared Wurundjeri seasons through Woiwurrung language in programs and in entrance foyers. Service sites also display First Nations flags and welcome signs in local Indigenous language and offer Indigenous resources, artwork and furnishings. All children's services are embedded with culturally-aware practice in daily routines. Staff consult key Indigenous frameworks to inform programs and practice, and open all classes, meetings and parent groups with an Acknowledgement of Country. Planning has occurred in 2023 to establish a First Nations playgroup with the Victorian Aboriginal Child Care Agency (VACCA). We will explore extending our Reconciliation Action Plan to embed Indigenous perspectives in Council's early years services in 2024.	This action will continue to be delivered and reported on for the term of the Plan.



Key Direction 5: Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
5.1 Deliver the Age Friendly Knox project to strengthen seniors voice and participation in Council and the community	Community Access and Support	2021 - 2025	On schedule 	Following project planning, the Knox Age Friendly Futures Steering Committee formed to guide implementation of the Age Friendly Knox Project. The Steering Committee has met 12 times between July 2022 to June 2023 with 79% attendance. The Steering Committee has contributed to a range of projects in the Child, Youth and Seniors Plan, including to address ageism, dementia, housing, safety, physical activity/seniors exercise parks, social isolation and loneliness, and digital connection. During this reporting period, the Steering Committee also identified and progressed additional actions for improvement within Knox, including relating to bicycle transport, gambling, seating and safety.	This action will continue to be delivered and reported on for the term of the Plan.
5.2 Develop and implement a framework that guides Youth Services to support the aspirations and needs of young people and strengthens their voice and participation in Council and the community	Community Access and Support	2021 - 2025	On schedule 	Council delivered an online Youth Summit in September 2021. Forty-nine students, representing six local secondary schools, attended the program. Young people were supported to provide their ideas and opinions on the topics of mental health and the environment. These ideas guided Youth Services delivery in 2022. The Knox Youth Advisory Committee continues to inform Council on matters and programs relating to local young people. Planning is underway to hold an in person Knox Youth Summit in August 2023. This bi-annual event provides an important opportunity for young people to have a voice on issues of importance to them. Council is committed to ensuring young people's voices are heard and incorporated into Council's planning processes.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
5.3 Provide opportunities for the voices of children and families to inform decision making, including Council service planning and provision	Family and Children's Services	2021 - 2025	On schedule 	Initial planning, benchmarking and process mapping has been conducted to enable successful implementation of the 'Voice of the Child' opportunities across Council. This includes considering signing up to the Child Friendly Cities Charter. Family and Children's Services staff are consulting with Youth, Open Spaces, Health Services, Community Wellbeing, and the Early Years Advisory Committee. In 2022, Open Space invited children to vote on playground equipment for new developments.	This action will continue to be delivered and reported on for the term of the Plan.
5.4 Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children's Services	Family and Children's Services	2021 - 2025	Completed 	Business system improvements have been finalised through the 'Early Years Information and Communications Technology (ICT) Project'. A new software license for enrolments is now managed by Knox Family and Children's Service, which replaces three separate systems. The system processes between 1,600 to 1,700 registrations per year. This platform is now providing Knox families with seamless online access to systems for registration, enrolments and attendance.	This action is considered complete; no further reporting to be provided as part of this plan.

4.3 Community Safety, Health and Wellbeing Advisory Committee Annual Report and Proposed Recruitment Outcomes

Final Report Destination: Mid-Month Council
Paper Type: For Decision
Author: Coordinator Healthy and Safe Communities, Lisette Pine and
 Coordinator Integrated Community and Health Planning,
 Kathryn Renwick
Manager: Manager Community Wellbeing, Kerry Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

This report seeks approval for the appointment of 12 new Committee members for the Knox Community Safety Health and Wellbeing Advisory Committee for a term from March 2024 to July 2028 (see Confidential Attachment 2). The report also includes a summary of the Committee’s achievements from January 2023 through to December 2023.

RECOMMENDATION

That Council resolve to:

1. Appoint the following applicants to the Knox Community Safety Health and Wellbeing Advisory Committee for the period March 2024 to July 2028 as presented in Confidential Attachment 2:

Name	Category
1	Professional/Industry Representative
2	Professional/Industry Representative
3	Professional/Industry Representative
4	Professional/Industry Representative
5	Professional/Industry Representative
6	Professional/Industry Representative
7	Professional/Industry Representative
8	Professional/Industry Representative
9	Professional/Industry Representative
10	Professional/Industry Representative
11	Professional/Industry Representative
12	Professional/Industry Representative

2. Note the achievements of the Committee for the period January 2023 to December 2023; and
3. Thank the following outgoing Committee members for their valuable contribution:
 - a. Jenny Smith – Unity Care;
 - b. Heather McTaggart – The Basin Community House; and
 - c. Fiona Purcell – Outer East Local Learning & Employment Network.

1. DISCUSSION

The Knox Community Safety Health and Wellbeing Advisory Committee was established in December 2018.

The objectives of the Committee are to:

- Contribute to the development and implementation of the Municipal Public Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.

The Committee includes representatives from State Government organisations and community health services. Committee members have a good working knowledge of community safety, health and wellbeing priorities, and/or expertise in a particular health and wellbeing discipline.

1.1 Terms of Reference

In April 2023, the Committee conducted a mid-term review of the Terms of Reference to better reflect the Committee's important strategic advisory role with a particular focus on priorities in the Council Plan incorporating the Public Municipal Health and Wellbeing Plan.

In July 2023, Council adopted the revised Terms of Reference (see Attachment 1). Key changes to the Terms of Reference included:

- Under Section 3.1 Selection and Recruitment Process: Representatives of organisations will be appointed for a five-year term to align with the Council Plan planning and evaluation cycle and to support a consistent collaborative effort towards quality community health and wellbeing advise and outcomes;

1.2 Selection and Recruitment of the Committee Members

The selection and recruitment of new members for the Committee followed the process outlined in Section 3.1 of the Terms of Reference.

Under Section 3.1, current Committee members are eligible to reapply to represent their organisations and new organisations were also encouraged to apply. An assessment of the membership will be conducted by Council Officers prior to the review of the Terms of Reference in July 2028.

The 13 Committee vacancies occurred due to all Committee members completing a four-year term under the previous Terms of Reference.

An online Expression of Interest (EOI) process opened on 2 December 2023 and closed on 5 January 2024. New organisations and current professional/industry representatives that align with Council's health and wellbeing priorities were contacted to apply.

The Selection Panel met on 5 February 2024 that included Councillor Susan Laukens (Chairperson) and a Council Officer. A representative from the Department of Families, Fairness and Housing (DFFH) was not available to support the process at this time.

Twelve EOIs were received and assessed by the Panel who determined interviews were not required as ten applicants were from organisations who have current Committee professional/industry representatives attending meetings.

Two applications were from an organisations invited to join the Committee, being a specialist family violence service supporting families in Knox and across the Eastern Metropolitan Region and Your Library who provide library services for the Knox community and a place to build social connections.

Recruitment for the one remaining vacant organisation position will take place during 2024 to align with the review of the Municipal Public Health and Wellbeing Plan 2021-2025, and focus on organisations who can contribute to Committee discussion on new and emerging community safety, health and wellbeing issues.

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

1.3 Committee Achievements – January 2023 to December 2023

The Knox Community Safety, Health and Wellbeing Advisory Committee meets bi-monthly, and meetings are structured to include presentations intended to further develop knowledge, understanding and provide advice and direction for the related priority areas in the Council Plan 2021-2025 incorporating the Municipal Public Health and Wellbeing Plan.

The Committee met with a mix of online and in-person meetings throughout 2023, providing greater flexibility for Committee members to attend.

During the reporting period, the Committee had a particular focus on the issues and complexities associated with men's mental health and access to services, discussed planning a mental health summit for 2024, alcohol harm, sleeping rough and homelessness. The Committee also provided feedback on a number of key Council projects including the Preventing Homelessness in Older Women Project.

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

Topic	Action	Outcome
Mid Term Review of the Committees Terms of Reference	The Committee participated in a workshop to review the Committee’s Terms of Reference and provided feedback on the current operating model of the Committee and its fit for purpose.	The Committee supported key changes as noted in Section 1.1 of the revised Committee Terms of Reference.
Presentation and discussion on sleeping rough and homelessness in Knox including the Preventing Homelessness in Older Women Project	<p>The Committee participated in a discussion focused on:</p> <ul style="list-style-type: none"> • The complex challenges for people sleeping rough in Knox; • The Preventing Homelessness in Older Women Project which aims to prevent homelessness among single women over 55 who are the fastest growing cohort of people experiencing homelessness in the Eastern Metropolitan Region; and • The Knox Infolink Boronia Breakfast Program and emergency relief services including a discussion on emerging issues for rough sleepers and the cost of living impact on families. 	<p>The Committee acknowledged that:</p> <ul style="list-style-type: none"> • Across the Eastern Region all Councils are reporting an increase in the number of rough sleepers, and this should be a health and wellbeing concern for all communities; • People sleeping rough experience complex issues associated with mental health, substance addiction and access to services; and • The increase in the cost of living pressures is having a significant impact on all families and particularly very vulnerable people. <p>A key consideration for Council is:</p> <ul style="list-style-type: none"> • Homelessness is a very significant, complex community health and wellbeing issue and opportunities for Councils to collaborate across the region to address this issue is a priority.
Discussion on Knox crime data and emerging issues. Presentation of research report on Men’s Mental Health in Knox.	The Committee heard from Victoria Police who provided a summary of current crime data and emerging crime issues in Knox.	<p>Police advised that overall Knox is a relatively safe community, however they have observed an increase in mental health incidents post COVID-19 Pandemic local lockdowns. Police also expressed concern in relation to the increase in crime influenced by social media. Police advised IWATCH is the main communication channel for the community.</p> <p>The Committee committed to have further discussion in relation to the issues raised by Police.</p>

Topic	Action	Outcome
	<p>In 2023, the Mental Health Round Table and the Community Safety Health and Wellbeing Committee identified a potential gap in men’s mental health services and programs available in the Knox</p> <p>Council Officers undertook an informal review of mental health services available in the Knox to determine if there is a gender-based gap in the services available.</p> <p>The Men’s Mental Health in Knox report presents the results of this work. Council Officers presented on key findings from the report and Committee members provided feedback on:</p> <ul style="list-style-type: none"> • Reflections points about the research; • What else is happening in the sector? and • What could be the focus for this Committee – prevention from a strength based approach, and or advocacy? 	<p>Men’s Mental Health in Knox:</p> <p>Following the presentation, the Committee discussed the following points raised in the report:</p> <ul style="list-style-type: none"> • The importance of listening to men with lived experience and what is important; • The Committee agreed there is a range of varied approaches to support men’s mental health, and it is important to look at what might work for different people; • There was support for an opportunity to plan for a joint meeting with the Mental Health Round Table in 2024 to focus on the complexities associated with men’s mental health; and • The Committee further considered planning a mental health summit in 2024 with a focus on healthy masculinity and links to good mental health programs. <p>Committee discussion included: The summit could be an all-day event with different sessions, and include community organisations and people with lived experience sessions.</p> <p>Topics to explore included:</p> <ul style="list-style-type: none"> • Intergenerational Trauma; • Employment; • Lived Experience; • Different cohorts; • Breakout sessions; and • Keynote speakers. <p>Further Action:</p> <p>Council Officers will follow up with the Mental Health Round Table and planning for the Summit will commence early 2024, for an event to be held mid-year.</p>

Topic	Action	Outcome
<p>Discussion in relation to developing a community alcohol harm profile</p>	<p>Council Officers presented on a summary of local data related to alcohol harm issues in Knox. The Committee provided feedback on the following questions:</p> <ul style="list-style-type: none"> • What are general observations in relation to alcohol harm in the community? • What are the potential causes and contributing factors to alcohol harm? and • What could be the most effective actions to reduce alcohol harm in our community? 	<p>The Committee focused on understanding the data and how Council can support and advocate to reduce alcohol harm. Key discussion points included:</p> <ul style="list-style-type: none"> • Anecdotally, sporting clubs generate revenue from alcohol sales. As a community we need to support clubs to fundraise differently so they can be less reliant on the bar revenue, and provide education to young people about risky drinking; and • The Committee considered the drivers behind harmful consumption of alcohol, and suggested it would be beneficial to include in the profile further analysis of this issue to support prevention work. <p>A key consideration for Council:</p> <ul style="list-style-type: none"> • Mental health, alcohol and gambling harm are all related and if we can work towards creating safer, welcoming and inclusive places, spaces and services for our community we can help minimise the drivers of these issues.

2. ENGAGEMENT

During 2023, Council Officers consulted with the Committee on key community safety, health and wellbeing issues, noted in Section 1.3 of this report.

3. SOCIAL IMPLICATIONS

The Knox Community Safety Health and Wellbeing Advisory Committee is a central point to identify emerging issues relevant to community safety, and health and wellbeing including the increase mental health, prevalence of alcohol and gambling harm, and people sleeping rough. The Committee also considers the connection of social issues when providing advice to Council, aligned to goals and objectives within the Council Plan 2021-2025.

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 IMPLICATIONS

There are no specific environmental implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Knox Community Safety Health and Wellbeing Advisory Committee is supported by Council's Healthy and Safe Communities and Integrated Community and Health Planning Teams within the Community Wellbeing Department, within existing resources.

7. RISKS

A risk to Council is that the community organisation representatives do not align with Council's health and wellbeing priorities. The Terms of Reference are regularly reviewed to ensure that recruitment processes are targeted to align with these priorities.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

11. CONFIDENTIALITY

Attachment 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, including personal information, (including name and address information) in relation to prospective committee members that would be unreasonable to disclose publicly, or unreasonable to disclose publicly before they are appointed.

Attachments

1. Attachment 1 - Terms of Reference - IN FORCE - Knox Community Safety Health and Wellbeing Advisory C [4.3.1 - 5 pages]

Attachment 1



Terms of Reference



Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate: Connected Communities **Responsible Officer:** Coordinator Healthy and Safe Communities

Approval Date: July 2023

Review Date: July 2028

1. Purpose

The purpose of this Advisory Committee is to support the planning, implementation and evaluation of the Municipal Health and Wellbeing Plan through evidence based primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

The objectives of this Advisory Committee is to:

- Contribute to the development and implementation of the Municipal Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, Safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.



3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Families, Fairness and Housing (DFFH);
- A maximum of one representative from Victoria Police; and
- A minimum of one Councillor appointed annually by Council.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

- The method of appointment will be via an expression of interest process.
- Members will be appointed for a five-year term.
- All members will be eligible to re-apply for appointment.
- Council will be responsible for appointing all Councillor representatives.
- Professional/Industry representative members will be appointed by a Panel comprising of a Council Officer, Councillor and DFFH representative through an Expression of Interest process.
- Preference will be given to organisations that align with Council's health and wellbeing priorities and emerging health issues.
- 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.
- The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.
- Guests may also be invited to attend and participate at meetings at the discretion of the Committee. This would generally be for a specific purpose and/or specified period of time.

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 four times a year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. 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 Plans. 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 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 seven 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.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

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 Committee will typically constitute a Meeting conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in Section 131 of the 2020 Local Government Act and Chapter 5 of Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.



Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or 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 Connected Communities Directorate.

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 five 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

When meetings occur on-site, 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.

15. Administrative Updates

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

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

8 Confidential Items

AGENDA

Mid Month Meeting of Council



To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 12 March 2024 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 Mid Month Meeting of Council on Monday 12 February 2024

4 Officer Reports

4.1 Capital Works Program Update

Final Report Destination:	Council
Paper Type:	For Noting
Author	Coordinator Capital Works – John Bixby
Manager:	Manager - Strategic Infrastructure, Matt Hanrahan
Executive:	Director – Infrastructure – Grant Thorne

SUMMARY

The Works Report show projects on Council's Capital Works Program Report as of 27 February 2024.

RECOMMENDATION

That Council receive and note the Works Report, as at 27 February 2024.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2023/24 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 27 February 2024, is attached as Attachment A.

Highlights of the Works Report as at 27 February 2024 include:

- Footpath listing or prioritised renewals are current 90% complete.
- Playground renewal works at Stud Park Playground have been completed.
- Chandler public toilet has reached practical completion and will open to the public soon.
- Fairpark Reserve Pavilion upgrade incorporating U3A has been handed over to the clubs.
- Lakesfield Reserve modular new carpark and DDA ramp works are complete.
- Rose Street footpath design and construction completed.

Council is progressing well across all programs with renewal of assets in roads, footpaths, drainage and buildings, achieving high rates of delivery. The majority of remaining works for each of these programs are committed. Council is continuing to progress projects within the 23/24 program, with a number of these close to completion, many other projects are being scoped/designed with delivery to occur later in this financial period and others are out to tender or Council is reviewing tender responses.

Project budget figures in this report are inclusive and reflective of October Amended budget and include 2022/23 carry forward funding endorsed by Council.

2. CONFIDENTIALITY

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

ATTACHMENTS

Attachment 1 - Capital Works Program - Works Report as at 27 February 2024 [4.1.1 - 19 pages]

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$339,971
All Wards	Investigating upcoming renewal projects for prioritisation and validation. Scoping underway for consultant investigative report on the current state of highlighted structures in latest Level 2 Condition Audit. Procurement will commence early next month with the report to be completed by the end of financial year. Initial investigations on culvert structures have been committed and commenced.	
4	High Risk Road Failures	\$425,000
All Wards	Crack sealing works are in progress at various locations and patching program will commence shortly. Works have been prioritised based on the recent road condition audit. Asphalt patching has also been completed.	
7	Road Surface Renewal Program	\$4,596,025
All Wards	Road resurfacing works are in progress at various locations. The second half of the program is being scoped in preparation to be allocated to contractors for delivery in February/March 2024. Works have been prioritised based on priorities identified in the recent road condition audit.	
8	Drainage Pit and Pipe Renewal Program	\$2,600,000
All Wards	Budget is fully committed. Internal Patching and Relining Packages 2 & 3 are nearing completion. Scoping to commence for next years projects in the coming months.	
9	Footpath Renewal Program	\$2,761,278
All Wards	Over 90% of the 23/24 program has been delivered and the remaining 10% has been allocated to contractors.	
10	Bicycle and Shared Path Renewal Program	\$619,200
All Wards	Paths completed along Stud Rd (Harold Street to Boronia Rd) and rear of Knox City shopping centre to Lewis Park. Further works are scheduled for February at The Haven and Waldhiem Road. Overall program on track for completion by May 2024.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
16	Building Renewal Program	\$4,732,056
All Wards	<p>Targeted audits of Hot Water Systems and Roof Conditions across building portfolio are underway and works will be arranged over the coming months. Structural rectification (including installation of insulation in the roof) and cosmetic repairs to affected areas at Ambleside to be scheduled in the coming months with consultation of Historic Society and Leisure Services. These will be programmed for the second half of the Financial Year as per requirement and budget. Request for quotation process for Templeton Reserve Tennis Pavilion Disability Discrimination Act Compliant Bathroom renewal completed and job awarded, set to commence in coming months. Final changes to scope (minor) being resolved and quotes to be requested for Glenfern Park Tennis Pavilion Amenities/kitchen renewals/internal Painting, Windermere Reserve Pavilion Amenities/Kitchen Renewals, Marie Wallace Pavilion Amenities Renewals/Internal Painting, Walker reserve Amenities Renewals and Ferntree Gully Community Arts Centre Amenities Renewal and Internal Painting. Of the Eleven Painting Jobs that have been awarded, several were completed over the Christmas break. Early Years Centers programs have been reassessed and discussion with Family and Childrens Services will commence as to what priority sites works can be scheduled for. Several floor covering jobs will be scheduled as a result, along with additional painting and potential bathroom upgrades. As reported previously, this would normally have been completed already, however due to expressions of interest for operations of services being released, it was strategically decided to postpone any renewal works to these centres until more information was obtainable. Remaining LED Lighting Upgrades were completed over Christmas break period. Epoxy Floor Application at an additional 4 x Public Toilet blocks to be scheduled under new FMS Contract. Replacement of Knoxfield Shopping Centre Public Toilet to be funded through Renewals and packaged with Upper Ferntree Gully Shopping Centre Public Toilet replacement for initial Community Engagement prior to joint delivery later in the year.</p>	
17	Playground Renewal Program	\$1,890,125
All Wards	<p>Knox Playspace Renewal of Stud Park Playground was completed December 2023. The tender of the Tim Neville Arboretum playground renewal has now been awarded with construction anticipated to commence April 2024. The request for quotation (RFQ) for the delivery of playspace renewals at Kent Park, Castlefield Square and Val Boyd Reserve has also been awarded with an anticipated commencement in April 2024. Knox Playspace Renewal 2023-24: The Strategic Open Space team are currently developing concept designs of this financial years local playground upgrades in preparation for community consultation.</p>	
22	Fire Hydrant Replacement Program	\$151,000
All Wards	<p>Expenditure is not likely required.</p>	
24	Carpark Renewal	\$576,800
All Wards	<p>Carpark renewal projects are currently being scoped by Knox Construction team at various locations for works to commence in March 2024. The detailed design of Carrington Park Reserve carpark renewal is schedule to commence design in March 2024. Project team are scheduled to meet on-site to clarify scope.</p>	
25	Plant & Machinery Renewal Program	\$2,734,500
All Wards	<p>Fleet Renewal Program under way. To date Council has 79% of funds committed and 69% of funds expended.</p>	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
26	Street Tree Replacement Program	\$523,666
All Wards	Tree stock secured at nurseries. All purchase orders raised. Tree planting scheduled to commence in May 2024.	
31	Stamford Park Redevelopment	\$3,968,219
Tirhatuan	Works are progressing with planting and final drainage works nearing completion. Viewing decks are being manufactured and all other outstanding works are planned for implementation.	
104	Roadside Furniture Renewal Program	\$103,000
All Wards	Detailed design works in progress for the retaining wall at Clematis Avenue Ferntree Gully with construction works expected to occur March/April.	
147	Energy Retrofits for Community Buildings	\$199,013
All Wards	Scoping of additional electrification opportunities across Council facilities currently underway.	
229	Building Code Australia Compliance	\$75,000
All Wards	Funding utilised to address Essential Safety Measure (ESM) Defects effecting Annual Essential Safety Measure Report (AESMR) Compliance Sign off from routine inspections of ESM Requirements. Also used to set up Essential Safety Measure (ESM) Cabinets and establish site specific requirements for an additional 15 buildings that were previously excluded from AESMR Reporting. (mostly new builds, etc.)	
345	Asbestos Removal	\$75,000
All Wards	Asbestos removed from The Basin Scout Hall, Knox Regional Netball Centre and Alchester Village Preschool. The majority of the remaining budget will be used to fund Division 5 and/or 6 audits of buildings as required. It is likely that funding will be required for some asbestos removal during amenities and kitchen refits included within the building renewal Program.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$170,000
All Wards	Council is current scoping identified condition audit asset renewal works. Scheduling of patching and renewal works to occur in early 2024.	
409	Parks Furniture Renewal	\$90,000
All Wards	Installation of new furniture at Chatham Ave and Walker Reserve completed.	
410	Parks Signage Renewal	\$20,000
All Wards	Scoping works for remainder of 2023/2024 financial year.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
412	Water Sensitive Urban Design Renewal	\$209,020
All Wards	Colchester Reserve pond renewal to commence at the end of February. We are awaiting start dates for Golden Grove and Suffern Reserve renewal work as contractor has been delayed by emergency work after storm.	
441	Significant Municipal Site Renewal	\$140,000
All Wards	Scoping works for remainder of financial year.	
443	Reserves Paths Renewal	\$80,000
All Wards	Renewal of path at Emerson reserve completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Inspections completed and candidates still to be discussed and confirmed with Leisure Services. Sites that will be recommended are Windermere Reserve Football/Cricket Pavilion, and Miller Park Football/Cricket Pavilion. Both will likely require complete renewal, with this funding used to address requirements of the Food Act. Works planned to be executed during change of tenancy in March/April 2024.	
536	Parkland Asset Renewal	\$95,000
All Wards	Renewal of seating area at Quarry reserve completed.	
537	Roadside Plantings Renewal	\$80,000
All Wards	Scoping further works for 2023/2024 financial year.	
566	Artwork Renewal	\$81,600
All Wards	Continue assessment/audit on a number of Public and Civic Collection items in preparation for the March Art Assessment Panel meeting and review. Upgrade lighting component for Aeroplane Boy sculpture in Bayswater has been delayed due to Metro Trains consultation not progressing. Renewal of Totem Poles at the entrance to Ferntree Gully Arts Centre and Library completed with local artists/residence creating new elements to rejuvenate the artwork. Installation of First Nations artwork planned for March/April 2024 in Light Box Galleries across Knox and will be celebrated as part of the Immerse 2024 event in July. Restoration work to commence late February for two of the Sir Hubert Opperman sculptures.	
675	Public Art Project	\$285,346
All Wards	Major Public Art installations that support neighborhood renewal, village placemaking, tourism and cultural development projects are progressing well. Knox Regional Netball Centre 'Kinematic' has been completed. Fairpark Reserve Public Artworks completed and revealed at the official opening of facility. First Nations Public Artwork for Knox Library ceiling has been installed in preparation for the March opening. FTG Creative Placemaking Project is in its final stages with major Public Art mural being installed at 46 Station St Ferntree Gully and First Nations Light Specific Artwork completed by May. Preparations for Immerse have commenced and the procurement of site specific activations in progress.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
708	Cricket Run Up and Goal Square Renewal Works	\$100,000
All Wards	Works completed.	
746	Revegetation Plan	\$110,000
All Wards	Community Event site preparation underway for Dandenong Creek, Blind Creek & Koolamarra wetlands revegetation days in June-August.	
834	Oversowing of Sports Fields	\$90,000
All Wards	Oversowing to commence March 2024.	
837	Westfield Library (Permanent) - Design and Fit out	\$5,256,916
Dinsdale	Fit out construction works are complete as of 23rd February and handed over for library fit out and occupation over next two weeks. Library will be open for trade on 8th March.	
867	Knox Regional Netball Centre Extension	\$573,547
Dobson	Construction works completed. Project is presently under a defects liability period until October 2024.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$423,787
Friberg	Carpark construction completed.	
871	Energy Performance Contract Implementation	\$50,872
All Wards	All projects completed. Evaluation and Monitoring underway and will be completed by June 2024.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$650,000
Tirhatuan	(1) Contractor appointed for renewal of Courts 4-5. Awaiting submission of pre-construction documentation before providing possession of site. On site meeting with club and the contractor held recently, agreement to commence works in May 2024. (2) Awaiting outcome of ongoing investigations and negotiations with insurance Company before deciding extent and timing of resurfacing of Courts 1-3.	
941	Knox Regional Netball Centre - Court Renewals	\$150,000
Dobson	Court re-surfacing works have commenced.	
944	Knox Central (Former Operations Centre)	\$21,485
Dinsdale	The final report has been submitted to the Auditor for review and final sign off.	
948	Modular Building Program	\$187,343
All Wards	Lakesfield Reserve modular - Project combined with Rowville Recreation Reserve Carpark. Construction of carpark works has been completed.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
951	Community Toilet Replacement Program	\$446,357
All Wards	Chandler public toilet practically completed and will be ready for public to use by end of February. Upper Ferntree Gully toilet concept design will be ready for review and comment from stakeholders by end of February.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$64,832
Dobson	This project is not proceeding.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,012,000
Dinsdale	Construction is progressing by Melbourne Water.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$80,000
Collier	Draft Master plan progressed through internal and external stakeholder consultation. Public consultation completed, council approval targeted March 2024.	
1054	Knox Regional Sports Park - Stages 2 and 3 (VARMS)	\$91,586
Scott	The project is now complete including the end of the defects period.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$175,000
All Wards	Council has assess and scheduled works to occur at Fairpark Netball courts. The surface has been treated with new asphalt re-sheet.	
1124	Sportsfield Fencing Renewals	\$75,000
All Wards	On schedule to complete by June 2024 - HV Jones nets repaired and completed. Glenfern Tennis club poles completed	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$235,000
Dobson	The Quarry Reserve City Skyline Lookout is now complete and open to the public.	
1176	Solar in Community Facilities	\$252,582
All Wards	Solar Installations at the Knox Civic Centre is currently underway. Expected to be completed mid-March.	
1180	Forest Road to Koolunga Reserve, FTG - Wetland Construction	\$386,000
Chandler	Future directions plan now complete. Currently investigating stormwater opportunities identified within the future directions plan.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$32,000
Baird	Concept design underway. Site investigation to be undertaken in the coming week to assess possible options to ensure no negative impact on surrounding properties, as a result of diversion works.	
1183	Peregrine Reserve - Wetland Construction	\$25,000
Taylor	Concept design currently underway.	
1184	Egan Lee Reserve - Wetland Construction	\$820,000
Scott	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Tender closed with evaluation underway.	
1261	Wantirna Reserve - Car Park Upgrade	\$40,000
Collier	Feature and level survey completed with results still to be interpreted. Awaiting advice on outcome of Master Plan consultation process for Wantirna Reserve.	
1267	Early Years Facilities - Landscaping Upgrades	\$100,000
All Wards	Projects to renew outdoor play spaces for 2023/2024 have commenced.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$40,000
Tirhatuan	Property Department drafting a Lease/License Agreement for use of the private land for a shared path for consideration of the Body Corporates.	
1300	Parking Management Plan Implementation	\$30,000
All Wards	Signage works for 2023/24 all complete. Finalising invoices. Have Your Say consultation for Bayswater Activity Centre Parking Management Plan is currently underway until early March.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$160,500
Dobson	In the process of scoping future works based on flood mapping.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$0
Friberg	Project funding was removed as part of the October adopted amended budget.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$150,000
All Wards	Conyers Street works - Works Authorisation Certificate approved. Knox Construction Group coordinating construction. Works to commence in the coming weeks.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1311	Major Roads LED Streetlight Replacement	\$1,400,000
All Wards	Design underway to determine intersections and roads that will require night works. Project to be re-tendered in late March. Potential delays to project with installation now not expected until June 2024.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$4,363,675
Baird	Stage 1 including new pavilion and southern car park has received Occupancy Permit and has been handed over to U3A and clubs. Old pavilion demolition next week followed by completion of northern car park.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$146,140
Taylor	Contract works completed. Additional tree planting scheduled to provide appropriate screening for upgraded tennis courts.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals - Design	\$0
Dobson	Design works completed.	
1365	Programmed Road Renewal Works from June annual Audits	\$8,500
All Wards	Funds available to supplement funding requirements for various road renewal works as required. Expenditure on miscellaneous works has occurred and majority of funds expended.	
1386	Parks - New Tractor	\$120,000
All Wards	Council has received delivery of the new tractor which is now in operation.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$3,668,774
Scott	The request for additional funding for the stabilisation work has been approved by Council.	
1391	Knox Hockey Facility Development	\$377,905
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$10,000
Dinsdale	Engineering feature survey complete. Engineering design amendments underway.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$89,790
Dobson	Council endorsed the draft masterplan and implementation strategy on 27 November 2023. Design not yet commenced. Consolidating internal stakeholder's feedback - due to commence design in April 2024.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1414	Cardiff Street - Flood Mitigation Works	\$600,000
Baird	Stage 1 works with Knox Construction Group to seek quotes. Stage 2 to go out for quote in the coming months.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment - Scope	\$320,000
Dobson	Knox Construction Group coordinating construction. Construction is currently underway.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$120,000
Friberg	Staging scope of works for Batterham Stormwater Harvesting System renewal based on conversations with the Sportsfields team to understand priority items. Revised quotes being sought.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$855,000
Friberg	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Tender closed with evaluation underway.	
1426	The Basin Triangle Masterplan	\$30,000
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.	
1443	Faraday Street Boronia - Road Reconstruction	\$589,000
Baird	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction underway with works around 20% complete.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$95,874
Friberg	The shade structure is a component of larger refurbishment project, including track renewal and lighting. Council has awarded the works in December and estimates the works to start in March 2024. The shade structure works are a component of the project with all works anticipated to be completed by July 2024.	
1465	Knox Athletics, Knoxfield - Lighting to Track	\$382,182
Friberg	The lighting is a component of larger renewal project, including track renewal and shade structures. Council has awarded the works in December and estimates the works to start in March 2024. The lighting works are a component of the project with all works anticipated to be completed by November 2024.	
1470	Electronic Entry to Sporting Pavilions.	\$63,000
All Wards	Remainder of budget to be utilised for Locking systems at Liberty Avenue Reserve Pavilion and Colchester reserve Pavilion. Both are targeted for tenancy change over period in March/April 2024, but may also depend on the tendering of an electronic locking Contract.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1473	Egan Lee Reserve, Knoxfield - Car Park Extension	\$430,000
Scott	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Tender closed with evaluation underway.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark	\$540,000
Friberg	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Tender closed with evaluation underway.	
1498	Pleasant Road, Ferntree Gully - Footpath Scope	\$80,000
Dobson	Survey and preliminary footpath alignment complete. Consultation with Arborist undertaken and advice received that planning permit and directors approval will be required for removal of one of the significant trees. Additional survey complete due to tree preservation after consultation with Traffic & Transport. Detailed design underway and 40% complete.	
1505	Mountain Highway, Boronia - Shared Path - Design	\$45,000
Chandler	Design finalised. Cost estimate to be done in February.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan Implementation	\$200,000
Taylor	Requests for quotations (RFQ) have now closed. Currently under evaluation with the anticipation the contract will awarded in March 2024.	
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	Detailed design documentation under review. Project progression dependent on adoption of forward Capital Works Program.	
1518	Schultz Reserve, Wantirna - Landscape Plan Implementation	\$150,000
Collier	Request for quotation (RFQ) has now closed. Currently under evaluation with the anticipation of awarding the contract in March 2024.	
1521	Erica Avenue Streetscape Renewal	\$750,000
Baird	Construction works well underway and near completion. Contract works approximately 95% complete and anticipate completion by March '24.	
1524	Harley Street - Road Reconstruction - Construction	\$439,000
Friberg	This project has been packaged as part of Road Renewal construction contract. Construction is nearing completion and works around 95% complete.	
1525	Allister Close - Road Reconstruction - Construction	\$421,500
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction underway and expected to be completed by late April 2024 - works are around 15% complete.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1526	The Haven - Road Reconstruction - Construction	\$161,000
Dinsdale	This project has been packaged as part of Road Renewal construction contract for 2023/24. Anticipate construction to commence around late April 2024 and completed by late May 2024.	
1527	Rickards Avenue - Road Reconstruction - Construction	\$695,000
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction well under way with majority of Kerb & Channel and drainage works completed with works expected to be completed by March 2024 - works are around 95% complete.	
1528	Chandler Road - Road Reconstruction - Design	\$33,000
Chandler	Design integrated with Greenspine corridor project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been completed. Detailed Design and Engineering Estimate complete with review changes underway. Awaiting discussion on external Government Funding source and potential for application for construction funding of stages - possibly being presented to March Boronia Renewal Board meeting.	
1529	Knox Athletics Track Renewal & Upgrades	\$4,718,024
Friberg	Awarded the works in December and expected to commence in March 2024.	
1532	Batterham Reserve Oval 1 - Sportsfield Renewal	\$0
Chandler	Project has been cancelled as requested by the tenant clubs.	
1537	Bayswater Oval - Cricket Net Renewal	\$550,000
Dinsdale	Works are to commence mid March 2024. A kick off meeting was held 21st Feb with all stakeholders. Now waiting on Building Permit.	
1540	Pickett Reserve - Cricket Net Renewal	\$369,640
Baird	Project is almost completed.	
1541	Golf Practice Nets (Signage)	\$6,000
All Wards	Works have been completed.	
1543	Sportsfield Infrastructure program replacement	\$75,000
All Wards	Job completed.	
1544	Irrigation Infrastructure Program Replacement	\$70,000
All Wards	Ongoing renewal/reactive replacement program.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Adjusted Budget
1546	Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade	\$200,000
Taylor	Site works have commenced Feb 24. Slab, framing and roof sheeting have been completed. Plumbing, electrical and other works are in progress.	
1547	Kings Park (Baseball) - Floodlighting Upgrade	\$387,733
Dobson	Power upgrade has been confirmed as necessary. Ausnet to complete upgrade by mid may. Completion anticipated by end of June 24.	
1548	Guy Turner Reserve - Floodlighting Upgrade	\$290,937
Dinsdale	New light poles due for delivery late April/early May. Completion expected by end of June 24.	
1550	Park Ridge Reserve Existing Pavilion Refurbishment	\$3,550,000
Taylor	Concept design complete. Architect underway with detailed design.	
1554	The Basin Community House - portico	\$43,150
Chandler	Construction works are in progress, all works are expected to be completed by end of March 2023.	
1555	Community Facilities Signage - Upgrades	\$42,486
All Wards	Signage style guide in progress, quotes to be sought for prioritised facilities.	
1556	Rose Street - Footpath Design & Construction	\$5,000
Dobson	Construction of driveway is complete.	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$130,000
Tirhatuan	Construction is underway.	
1558	Napoleon Road Stage 4 - Shared Path Construction	\$324,100
Taylor	Prices being sought from contractors through an invitation to tender process.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$148,000
Dobson	Metro Trains Melbourne has considered proposal and sent a draft agreement for works. Risk workshop to be held in March.	
1560	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	\$40,000
Chandler	Design finalised. Costing being reviewed internally for consideration of inclusion in future Capital Works Program.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1561	Harold Street Onroad Bicycle Facilities - Design	\$0
Collier	Previous design is being reviewed. Final design will be packaged with Templeton Street road reconstruction design later in 2023/24. Potential funding of Amesbury Avenue pedestrian crossing under Safe Local Roads Program (TAC and DTP).	
1563	Stud Road Onroad Bicycle Facilities - Design	\$43,750
Taylor	Consultation with community planned to occur in 2024.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$79,230
Dobson	Reviewing pedestrian survey at crossing points. Information will be included in application to the Department of Transport and Planning for approval to reduce speed limit. Carry forward likely to be required given timeframes required for approval.	
1566	Brenock Park Drive Footpath and Bus Stop works	\$30,000
Dobson	Programmed for feature survey and concept design in 2024.	
1567	193 Forest Rd, Boronia Stormwater Upgrades - Design	\$30,000
Dobson	Concept design currently underway.	
1568	EV Charging stations in Council facilities for fleet charging	\$50,000
All Wards	Investigating a suitable replacement for charging station at the Knox Operations Centre.	
1573	Lupton Way Future Public Art Lighting	\$70,000
Baird	Grant funded project, carried forward as committed funds for public art lighting inclusions within the Boronia Station Vic Gov Upgrade Masterplan. Relocation of public art lighting from Lupton Way to Erica Avenue was due to Boronia Station masterplan timeline. Revised completion date for the Erica Avenue Lantern Public Art and street upgrade is February/March 2024.	
1574	Fairpark Reserve, Ferntree Gully - Cricket Net Renewal	\$13,000
Baird	We are waiting on the demolition of the existing Fairpark pavilion scheduled for end of Feb 2024. Geotech and survey will follow in March.	
1575	Templeton Reserve, Wantirna - Cricket Net Renewal	\$450,360
Collier	Project to be completed in March.	
1576	Ambleside Homestead Upgrade Review	\$99,808
Dobson	Report received from consultants. Final decision on the way forward to be made as part of 2024/25 budget process.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1577	Tormore Reserve Pavilion - Facility Redevelopment Design	\$220,000
Baird	Developed design presented to clubs on February 15. Architects to provide updated revision drawings to clubs by February 21 for club approval to commence Detailed Design Stage.	
1578	Templeton Road - Design	\$113,000
Collier	Survey and geotechnical investigation completed. Design underway - 50% complete.	
1579	Station Street - Road Reconstruction - Design	\$35,000
Dobson	Survey and Geotechnical investigations completed. Design has commenced and around 50% complete.	
1580	Blackwood Park Road - Road Reconstruction - Design	\$60,000
Dobson	Survey and geotechnical investigation completed. Design underway and around 75% complete.	
1581	Wally Tew Reserve Oval 1 - Sportsfield Renewal - Design	\$50,000
Dobson	Design to be completed mid March.	
1582	Lewis Park - Oval No.2 - Sportsfield Renewal - Design	\$50,000
Dinsdale	Design to be completed mid March.	
1583	Knox BMX Track Renewal Works	\$300,000
Friberg	Tender submissions have been received and assessed. Council is working through options to deliver the works given tender submissions are above funding allocated.	
1584	Eildon Park Oval 1 - Fencing Renewal	\$65,000
Taylor	The project has been completed and handed over to the sportsfield maintenance team.	
1585	Windermere Reserve - Cricket Net Renewal - Design	\$15,000
Friberg	Council have obtained quotes and designs for three cricket nets designs. Windermere reserve will be used a test case to assist in the development of cricket net standards.	
1586	Gilmour Park - Shade Shelter	\$50,000
Dobson	All quotes have been obtained and the design and construction of the shelter has been awarded. The detailed design drawings will be completed by the end of March and formally submitted to Melbourne Water for approval.	
1587	Walker Reserve - Pedestrian Lighting	\$10,000
Scott	Completed.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1588	Carrington Park Pavilion - Design Collier Preliminary scoping undertaken to determine design options.	\$110,000
1589	Wantirna Reserve - Pavilion Upgrade - Scope Collier The design/ construction drawings and performance solutions have been completed. Along with the quantity survey for construction. This stage of the project is now complete.	\$40,000
1591	Wally Tew Pavilion Upgrade Dobson Architect has been appointed, and the project has formally commenced concept design phase. Architect and sub consultants began investigating existing conditions of the pavilion. First initial stakeholder consultation took place. Architect presented areas of pavilion where open for upgrade, and gathered feedback from the club.	\$100,000
1592	Bayswater Oval - Floodlighting Upgrade Dinsdale Light poles erected, anticipated completion Mid-March.	\$250,000
1593	Windermere Reserve - Floodlighting Upgrade Friberg All construction work completed. Lux reading remains which is scheduled for late February.	\$300,000
1594	Egan Lee Lighting Upgrade Scott The lighting is part of overarching sportsfield renewal project. The project is scheduled to be completed by August 2024.	\$300,000
1595	Knox City Tennis Courts - LED Lighting Upgrades Dinsdale Leisure Team currently exploring the possibility of additional funding for a different lighting system.	\$140,000
1596	Stud Park Reserve - Car Park Upgrade - Design Tirhatuan Survey and Geotech completed. Scope confirmed detailed design underway and 40% complete.	\$35,000
1597	Carrington Park (Tennis/Scouts) - Car Park Upgrade - Design Friberg Carpark design to be integrated with extension of access road and squash court development - working with Councils Major Initiatives Unit on requirements and timing. Design completed Assessing funding strategy due to estimate being well over CWP draft budget for 2024/25.	\$35,000
1598	Knox Park Reserve - Car Park Upgrade Friberg Consultation with Club completed. Survey and Geotech completed and Design underway and 30% complete.	\$35,000

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1599	Knox Regional Netball Centre - Wayfinding Signage	\$80,000
Dobson	Wayfinding signage design has been approved and proofs approved by comms for internal signs. Still waiting on proofs for external signage for approval. Court signs and major entry signs were installed on Feb 23rd for the community opening.	
1600	Knox Regional Netball Centre - Outdoor Scoreboards - Courts 1 to 18	\$15,000
Dobson	This project is completed.	
1601	Rowville Community Centre Hall2 Line Marking Redesign	\$10,000
Tirhatuan	This project is not proceeding.	
1602	Make safe storage rooms across all children & family centres	\$100,000
All Wards	Works have not commenced.	
1603	The Basin Senior Citizens Hall - Upgrade	\$35,000
Chandler	Work have been scoped, and quotes sought for facility upgrade.	
1604	HV Jones Pavilion - fit for purpose upgrade	\$25,000
Friberg	Work identified, quotes to be sought.	
1605	Carrington Park Multi-Purpose Hub - Wall Mirror Install	\$25,000
Tirhatuan	Works have been completed.	
1606	Boronia Progress Hall - access ramp	\$10,000
Baird	Finalised concept design expected to ready late February.	
1607	Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath	\$300,000
Baird	Design review completed and minor alterations on design underway.	
1608	Olive Grove north side Dorset Road and Albert Ave - Footpath - Design	\$40,000
Chandler	Title re-establishment and feature & level survey completed. Concept plan prepared and feedback from Traffic & Transport received. Design has commenced and is 25% complete.	
1609	Mount View Road south side between Dawson Street and Willow Road - Footpath	\$10,000
Dobson	Draft concept design received and being reviewed.	
1610	Musk Gr west side between Hilltop Rd and Glass Rd - Footpath	\$10,000
Dobson	Location assessed. Any path design will not be Disability Discrimination Act accessibility compliant.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1611	Oak Avenue between Dorset Road and Range view Road - Footpath - Design Chandler Draft concept design received and being reviewed.	\$10,000
1612	Wyandra Way, Rowville - LATM Treatment Friberg Preliminary consultation indicates the majority of residents support the project. Concept design to be developed.	\$15,000
1613	Wellington Road between Pinehill Drive - Napoleon Road Shared Path Taylor Survey complete. Due to commence design in March '24.	\$50,000
1614	Scoresby Road/Victoria Road/Devenish Road intersection - Redesign Baird Concept design under review. Planning an assessment of cycling options along Victoria and Devenish Roads as input into the final concept design.	\$48,000
1615	Barmah Drive West - Line and Intersection Treatments Collier Layout plan to be prepared for consultation in February. Quotes being sought. Construction expected in April 2024.	\$60,000
1616	Burwood Hwy - Stud Rd to The Knox School - Shared path lighting Collier Purchase order raised for Ausnet to carry out the works.	\$60,000
1617	Turrumurra Drive - Kerb outstands at Arcadia Park Tirhatuan Consultation underway.	\$60,000
1618	Railway Parade - Street Light Improvements Dinsdale Confirmed lighting details with Ausnet. Now seeking firm quotation.	\$25,000
1619	Teddington Way (At Brentwood Drive) - Splitter Island Collier Works complete.	\$10,000
1620	High Street Road Bus Stop Connections Scott Survey completed. Consultation with VicRoads and property owner underway. Design completed and review undertaken with minor design alterations to follow pending outcome of consultation.	\$55,000
1621	Dog Park Lighting All Wards Lighting has been installed and the project is now complete.	\$54,000

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1622	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade	\$220,000
Dinsdale	Design completed by contractor and quote for installation of Gross Pollutant Trap received. Due to cost of project, an additional 2 quotes are to be sought.	
1623	Liberty Avenue Reserve Wetland/ Harvesting System	\$40,000
Taylor	Concept design currently underway.	
1624	Green spine Corridor (Chandler Road) - Design	\$50,000
Chandler	Consultation with VicRoads regarding Chandler/Dorset intersection design completed. Design integrated with Chandler Road road renewal project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been undertaken. Detailed Design complete with review changes underway. Awaiting advice on application for construction funding of potential stages from external Government Funding source.	
1625	Boronia Basketball stadium demolition	\$50,000
Baird	The methodology design report is 80% complete, and the document is to be used as basis for tendering for the demolition contractor. Tree management report has been prepared to include into tender documentation.	
1626	Boronia Park Master Plan Implementation	\$50,000
Baird	Internal meeting held, working closely with storm-water and the Major Initiatives Team to accommodate flood management works and basketball stadium demolition	
1627	Boronia Park Retarding Basin Flood Management Works	\$50,000
Baird	Council has sort and awarded the works. The contractor will undertake analysis modelling scenario and provide Council with a suitable asset footpath to rectify flood issues at this site. Scope works will be completed by April 2024.	
1628	Boronia Wayfinding Strategy	\$120,000
Baird	Council has completed a detailed analysis and section of sites where signage will be implemented. Design of signage has been completed with procurement to occur in March. Council expects signage fabrication and installation to occur late March to June.	
1629	Community Planning to support Boronia railway station development	\$100,000
Baird	Works have not commenced.	
1630	Chandler Park Reserve Flood Lighting	\$300,000
Chandler	Lux reading completed. Report indicated that lights had to be re-aimed to comply with the Standards.	
1631	Carrington Park - Squash Court	\$623,242
Friberg	Building shell is progressing well. Concrete panels and structural steel completed. Roofing to be installed next.	

Knox City Council Project Status Report

27-Feb-2024

Project Number	Project Name	Total Adjusted Budget
1632	Knox Leisureworks - Strategic Review	\$150,000
Baird	Project brief being developed in conjunction with Councils Major Initiatives Unit.	
1633	Westfield Library (Permanent) - Furniture Fit Out	\$213,113
Collier	Funding to assist with Westfield Library fit out, to occur at final stage of the project.	
1634	Carrington Park Squash Court Contribution	\$1,499,727
Friberg	Funding utilised to deliver Carrington Park Squash Court construction.	
Total:		\$75,387,266

4.2 Knox Child, Youth and Seniors Plan mid-term review

Final Report Destination:	Mid-Month Council
Paper Type:	For Noting
Author	Coordinator Community Partnerships, Kylie Wilmot
Manager:	Kerryn Jansons
Executive:	Judy Chalkley

SUMMARY

The Knox Child, Youth and Seniors Plan was approved by Council in February 2022. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-2025, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors.

This report presents key findings from a mid-term review of the Knox Child, Youth and Seniors Plan, focusing on outcomes and learnings from the first two years of implementation (July 2021 to June 2023). Overall, the Plan's implementation has been successful in delivering important outcomes for each of the key cohorts with 85% of action items either on schedule or completed.

RECOMMENDATION

That Council resolve to receive and note the mid-term review of the Knox Child, Youth and Seniors Plan 2021-2025, provided as Attachment 1.

1. DISCUSSION

1.1 Background

The Knox Child, Youth and Seniors Plan 2021-2025 supports the delivery of the Knox Community Plan 2021-2031 and Knox Council Plan 2021-2025. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-2025, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors. It builds on Council's commitment to an integrated and intergenerational planning process first established in the previous Knox Key Life Stages Plan 2017-2021.

The objectives of the Knox Child, Youth and Seniors Plan (the Plan) are as follows:

- To value the unique perspectives, experiences, abilities and contributions of residents across the life course, from the youngest to the oldest residents in Knox;
- To promote greater understanding of the changing priorities, needs and challenges facing children, young people and seniors in Knox; and
- To identify opportunities for intergenerational activities that build understanding and strengthen community connectedness across the life course.

The mid-term review of the Plan captures key achievements and progress from July 2021 to June 2023. The focus of the review was to ensure that the Plan continues to reflect community need, to document work undertaken to date, and to consolidate opportunities and areas of focus for the remainder of the Plan's implementation period. The review is supplied as Attachment 1.

1.2 Review Process

The mid-term review has been informed by the following activities:

- A review working group, comprised of representatives from responsible teams, was established in early 2023 to develop a Terms of Reference and guide the review process;
- Documentation of case studies highlighting significant projects delivered to date across each of the three age cohorts, as well as intergenerational activities; and
- A reflection survey and workshop undertaken with key staff responsible for implementation, focused on identifying:
 - Emerging needs, challenges and opportunities;
 - Lessons learnt – what has and has not worked with the Plan’s implementation; and
 - Next steps for the Plan’s implementation.

1.3 Overview of Progress

The first two years of implementation of the Knox Child, Youth and Seniors Plan has achieved significant positive outcomes across all age groups within the Knox community.

Of the 33 actions, 85% are either on schedule or completed. One action has been deferred for reasons beyond Council’s control (awaiting State Government reform). Four actions are noted as behind schedule (as of June 2023), however will still be completed within the term of the Plan.

Staff involved with the Plan’s implementation highlighted its value in bringing a life stages approach and intergenerational lens to issues impacting the Knox community, as well as the Plan’s focus on supporting all age cohorts to have a voice to guide planning and delivery.

The mid-term review (see Attachment 1) presents four case studies that highlight significant projects related to actions within the Plan:

<p>Early Years Information and Communications Technology (ICT) Systems Project Action 5.4: Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children’s Services</p>	<p>The “Enroll Now” software has been procured and implemented to centralise Kindergarten and Long Day Care registrations, enrolments, allocations, attendance, communication and reporting into one system for families and staff. This has improved customer experience, replacing three previous software platforms.</p>
<p>Young Parents Program Action 4.7: Deliver individual and group-based wellbeing programs, services and supports to young people and their families</p>	<p>Facilitated by Youth Services in partnership with Children’s Services, this Program offers a structured format to support young parents to strengthen the bond with their child and connect with other young parents. It provides critical information to support the development of babies, as well as social connection and wrap around support to address the unique challenges faced by young parents.</p>
<p>Dementia Friendly Action Plan</p>	<p>A comprehensive engagement process supported the</p>

<p>Action 4.12: Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities</p>	<p>development of the first Knox Dementia Friendly Action Plan. In total, 370 responses were received, which included 25 responses from people with lived experience of dementia. A Dementia Friendly Advisory Group has been formed, consisting of industry volunteers, carers and people living with dementia. The Group will drive the delivery of the Dementia Friendly Action Plan approved by Council in July 2023.</p>
<p>Intergenerational Forum Action 4.15: Design and deliver a range of intergenerational activities, events and program across the Knox municipality</p>	<p>The “Building Connections between Generations Forum” was held in March 2023 with over 80 people attending in-person and online. The event showcased successful local intergenerational programs, strengthened Council’s relationship with local services and brokered new connections between community organisations wanting to become involved in intergenerational activity.</p>

1.4 Opportunities and Challenges

In undertaking the mid-term review, officers have identified the following key findings:

<p>Challenges and Emerging Trends</p>	<p>State Government reform of early childhood services (including kindergartens) were announced since the approval of the Plan. Council’s subsequent decision in August 2023 to refocus the Early Years Municipal Planning role toward advocacy to State Government on quality and accessible early years programs.</p> <p>The Plan was adopted in early 2022, following two years of changed lifestyles due to the COVID-19 Pandemic and associated restrictions. It is noted there is some continued impact to the Knox community particularly for seniors, with participation in volunteering and events not yet fully returned to pre-COVID-19 levels.</p> <p>Significant cost-of-living pressures have emerged in the past 12-18 months. These pressures are also contributing to lower participation in volunteering and social connection activities. Demand is also increasing on related support services, such as Council’s Housing Support Program for seniors.</p>
<p>Challenges and Emerging Trends (continued)</p>	<p>Delivery of several action items has been slowed by factors outside of Council’s control. For example, construction delays have slowed down the delivery of the Youth Hive at Westfield, and the Victorian Government’s roll-out of the Child Information Sharing Scheme has been deferred.</p>
<p>Opportunities</p>	<p>Partnerships have been crucial to the delivery of many actions over the past two years. A focus on the continued development and strengthening of partnerships, both across Council and with external agencies, will further enhance delivery across the remaining life of the Plan.</p> <p>Identifying additional methods to monitor and evaluate the Plan’s implementation will assist staff in tracking progress and support end-of-plan reporting. Utilising the Pulse corporate reporting platform has been noted as a beneficial improvement since implementation in mid-2023.</p> <p>The Plan has helped to bring a life stages approach and intergenerational lens to issues relevant to Knox’s community. This can be further</p>

	strengthened over the remaining term of the Plan through sharing opportunities and learnings with other Council departments.
	Strong engagement has been noted with all age cohorts to ensure their voices guide the development and implementation of the Plan. This is seen in the “Voice of the Child” initiative, Youth Summits, Youth Advisory Committee and the various seniors’ advisory and steering committees. This engagement will be further strengthened as Council embarks on the development of a new Council Plan and Municipal Health and Wellbeing Plan.

1.5 Next Steps

The following next steps are recommended to drive successful implementation of the Plan over the remaining two years:

- Continue regular meetings between key responsible officers to strengthen delivery and cross-directorate work;
- Consolidate achievements and continue to progress and complete remaining actions;
- Identify methods to communicate the outcomes of the Plan’s implementation to community members and stakeholders, in order to be accountable for delivery, ensure transparency, and demonstrate respect for our partnerships;
- Share findings with the Strategy and Business Intelligence Team to consider in Council’s broader integrated planning framework and inform the development of the new Council Plan and Municipal Health and Wellbeing Plan; and
- Plan and conduct a full-term evaluation at the Plan’s end in 2025 with a final report to be shared with Council.

2. ENGAGEMENT

The Knox Child, Youth and Seniors Plan was developed through consultation and engagement with the Knox community, including the three priority population groups of children (early years), young people and seniors. Community input and feedback from the engagement activities undertaken during the development of the Knox Community and Council Plans influenced the Plan’s direction and actions.

There is ongoing engagement occurring to guide the implementation of the Plan. Examples include the “Voice of the Child” initiative, Youth Summits, Knox Youth Advisory Committee, Knox Active Ageing Advisory Committee, Knox Age Friendly Futures Steering Committee and Knox Dementia Friendly Advisory Group. In addition, staff embed feedback opportunities in the delivery of events, activities and initiatives to guide future programs delivery and strategic planning.

3. SOCIAL IMPLICATIONS

The mid-term review of the Plan has highlighted a range of positive social impact for the Knox community. The three priority population groups targeted in the Plan have been supported to enhance their health and wellbeing, and there have been increased opportunities for community participation, skill development and social inclusion.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

Specific actions have been included in the Knox Child, Youth and Seniors Plan 2021-25 that relate to climate change education and awareness raising. Implementation of this action and embedding sustainable practice into Council's service delivery may positively impact opportunities for the community to adapt to climate change.

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Knox Child, Youth and Seniors Plan mid-term review is funded within the existing Connected Communities operational budgets and staff resources.

Since the Plan was approved, Council has received extended funding for the Commonwealth Home Support Programme (CHSP) which is now funded until 2025. Related actions were initially due to conclude in 2023, however will be carried forward for the remaining life of the Plan.

7. RISKS

Risks associated with the delivery of actions included in the Knox Child, Youth and Seniors Plan are considered by the responsible department(s) as part of the project management process when being implemented. A range of related legislative and policy considerations are identified in Appendix 1 of the Plan.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Natural Environment & Sustainability

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

Child Safety issues are considered in the delivery of actions and initiatives outlined within the Knox Child, Youth and Seniors Plan. The Child Safe Lead contributed to the review of the Plan and participates in quarterly steering group meetings.

Gender impact assessments are considered by the responsible Officers when programs, services and policies identified in the plan are initiated.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Midterm Review - Knox CYS Plan 2021-2025 [4.2.1 - 36 pages]

Attachment 1

knnox
your city



**Council Report: Mid-Term Review:
Knox Child, Youth and Seniors Plan 2021 - 2025**

December 2023



Council Report: Mid-Term Review Knox Child, Youth and Seniors Plan 2021-25

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Background

The *Knox Child, Youth and Seniors Plan 2021-25* supports the delivery of the Knox Community Plan 2021-31 and Knox Council Plan 2021-25. The Plan responds to the five key directions outlined in the Knox Council Plan 2021-25, applying a life course lens to identify the differing interests, needs and priorities of children, young people and seniors. It builds on our commitment to an integrated and intergenerational planning process first established in the previous Knox Key Life Stages Plan 2017-2021.

The objectives of the Child, Youth and Seniors (CY&S) Plan 2021-25 are as follows:

- To value the unique perspectives, experiences, abilities and contributions of residents across the life course, from the youngest to the oldest residents in Knox
- To promote greater understanding of the changing priorities, needs and challenges facing children, young people and seniors in Knox
- To identify opportunities for intergenerational activities that build understanding and strengthen community connectedness across the life course

The CY&S Plan was developed through consultation and engagement with the Knox community, including the three priority population groups of children (early years), young people and seniors. Community input and feedback from the engagement activities undertaken during the development of the Knox Community and Council Plans have influenced the Plan's direction and actions.

Community Wellbeing is responsible for leading the monitoring and evaluation of the Plan. Implementation is driven predominantly by Community Access and Support, and Family and Children's Services, with Active and Creative Communities leading one action item.

To support the implementation of the plan, an internal working group is facilitated by Community Wellbeing and comprises key Council Officers representing each cohort. The group aims to meet on a quarterly basis to monitor the implementation of the plan, and identify further opportunities for integrated and intergenerational planning and initiatives.

The mid-way point of the Plan (2023) presents an opportunity to review the Plan's implementation. The purpose of this report is to document the review and consider key achievements so far, and identify challenges, opportunities and priorities for the remainder of the implementation period.



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Scope of Child, Youth and Seniors Plan 2021-25

Actions within the CY&S Plan 2021-25 correspond with the five key directions of the Council Plan 2021-25:

Key Direction	What successful implementation of the CY&S Plan will look like
<p>Key Direction 1: Opportunity and Innovation</p> <ul style="list-style-type: none"> Encourage and supports skills development and lifelong learning for all people in Knox 	<ul style="list-style-type: none"> Increased community engagement in learning across the life course Support residents to develop skills and knowledge that increase capacity to live independent and healthy lives Compliance with all current and emerging legislative and regulatory requirements in the provision of early years services
<p>Key Direction 2: Neighbourhoods, housing and infrastructure</p> <ul style="list-style-type: none"> Plan for and support diverse housing to meet changing community needs Create, enhance and maintain places and spaces for people to live, work, play and connect Provide, maintain and advocate for accessible for sustainable ways for moving around Knox 	<ul style="list-style-type: none"> Planning and delivery of infrastructure to meet the needs of children, young people and seniors Improved access to transportation including public transport and car parking, to meet needs across the life course Increased awareness of housing support services
<p>Key Direction 3: Natural environment and sustainability</p> <ul style="list-style-type: none"> Prepare for, mitigate and adapt to the effects of climate change 	<ul style="list-style-type: none"> Children, young people and seniors are more strongly connected to the natural environment in their local neighbourhood Increased knowledge of sustainability, climate change and environmental challenges, including how to take positive action
<p>Key Direction 4: Connection Resilience and Wellbeing</p> <ul style="list-style-type: none"> Respond to emerging social and health issues caused by the COVID-19 pandemic Support our community to improve their physical, mental and social health and wellbeing Foster inclusivity, equality, belonging and safety within the community Honour and integrate First Nations Culture into actions and environments 	<ul style="list-style-type: none"> Enhanced social connections for children, young people and seniors to address the impacts of social isolation and loneliness Responding to the health and wellbeing impacts of the COVID-19 pandemic for children, young people and seniors Increased community participation and connection across cultural groups and generations



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Key Direction	What successful implementation of the CY&S Plan will look like
<p>Key Direction 5: Civic Engagement & Integrity</p> <ul style="list-style-type: none"> • Provide opportunities for all people in Knox to have their say • Manage our resources effectively to ensure the financial sustainability and improved customer experience 	<ul style="list-style-type: none"> • Recognition of Knox as an Age Friendly and Child Friendly City • Capture the voices of children, young people and seniors in community engagement and consultation processes • Improved customer service for residents accessing early years' services

Review process

The following activities have been conducted as part of the mid-term review process:

- Review Working Group – comprised of representatives from each department, established in early 2023 to establish a terms of reference that has guided the review
- Case studies – key achievements highlighted by staff responsible for implementation
- Reflection survey and workshop undertaken with key staff responsible for implementation, focused on identifying:
 - Emerging needs, challenges and opportunities
 - Lessons learnt – what has and has not worked with the Plan’s implementation
 - Next steps for the Plan’s implementation



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Overview of progress

The below table summarises the progress against the CY&S Plan action items following the first two years of implementation:

Completed		4	Progress against this action item has been completed. Reporting against this action item will not be required for future reporting periods.
On schedule		24	Progress against an action item is fully on track for this reporting period of July 2021 to June 2023. Reporting will continue for this action item for future reporting periods as designated.
Behind schedule		4	Progress against this action item has partially met the scheduled timeline for this reporting period. Reporting will continue for this action item for future reporting periods.
Deferred		1	This action item has been deferred to the following reporting period due to reasons described in the progress comments. Reporting will continue for this action item for future reporting periods as designated.
TOTAL		33	

Key achievements are summarised in the section below.

On the whole, the plan is tracking well, with 85% of actions either on schedule or completed.

Those actions not started or behind schedule are largely due to external factors, beyond Council's control. Where action progress is noted as behind schedule (as of June 2023), it will be completed within the active life of this plan.

A full acquittal of each action within the Plan is included as Appendix A.



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Key achievements

The information below provides a summary of key achievements between July 2021 and June 2023 from the Knox Child, Youth and Senior's Plan 2021-2025, grouped by life stage.

Children (0-6 years)

- Developed a confidential data management process across Family and Children's Services teams to assist in the initial identification and tracking of vulnerable children
- Secured Council's endorsement of the provision of two years of kindergarten, which commenced in Council-run services from 2022
- Established the Kindergarten Provider Network to strengthen collaboration and promote access to kindergarten for all eligible Knox children
- Completed the Family and Children's Services Infrastructure Project in 2021, and further assessment of infrastructure as part of the Community and Social Infrastructure Modelling (CASIMO) database project in 2023
- Created a welcome mural at the Wantirna South Families and Children's Hub, by a local Indigenous artist and in local language
- Enhanced the bush tucker gardens at the Wantirna South and Bayswater Hubs with additional indigenous plants and training for kitchen staff to build the 'paddock to plate' approach
- Incorporated the local Woiwurrung language in program delivery and foyer displays at Hubs
- Completed initial planning, benchmarking and process mapping to enable successful implementation of the 'Voice of the Child' opportunities across Council
- Implemented a new software system to streamline online registration, enrolments and attendance processes for families, which replaces three separate systems and digitises children's enrolment and attendance records.

Young people (10-25 years)

- Facilitated 24 parent webinars, reaching over 750 parents and carers
- Delivered 3 young sporting leaders programs, reaching over 30 young female sporting leaders
- Provided 15 skill development workshops focusing on craft-based activities and first aid skills, reaching over 150 young people
- Supported First Nations skill development programs for over 30 First Nations young people, offered in partnership with the EACH Ngarrang Gulinj al Boordup Team
- Delivered 14 LGBTIQ+ programs supporting over 150 young people
- Facilitated 3 young parents' programs, supporting 31 young parents and their children
- Delivered 25 targeted interventions across schools in Knox through our School Focused Youth Service program, reaching 544 students, 56 school staff and 75 families and carers
- Delivered the FReeZA program across Knox through a committee of 13 young people, enabling young people to perform and engage with Council festivals and events
- Hosted an online Youth Summit in September 2021, with 49 students from six schools, to inform Youth Services delivery in 2022



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- Facilitated the Knox Primary Wellbeing Network and the Knox Secondary Wellbeing Network to provide an opportunity for wellbeing staff to connect, collaborate and develop professionally

Seniors (over 55 years)

- Expanded volunteering opportunities for seniors within Council through Meals on Wheels, Senior Exercise Park Champions, and several new steering committees
- Responded to an 11% increase in requests for housing support and advice from people aged over 55 who are living or have close ties to Knox, and assisted a total of 41 seniors to find long-term affordable accommodation
- Transported an increasing number of passengers through the Community Transport Program – 5,535 passengers in 2022-23, up from 2,212 passengers in 2021-22 when COVID restrictions lowered participation numbers
- Provided and promoted social connection opportunities through a range of programs and services including Knox's Over 55s Zest 4 Life Program, Transport, Knox Seniors Festival, Bright Ideas Newsletter, and support for senior citizens' clubs
- Provided 22 'Come and Try' sessions at the Seniors Exercise Park at Carrington Park attended by 113 participants
- Supported the Knox Digital Connection Stakeholder Group, which identified advocacy is required for resourcing technology programs aimed at improving digital literacy and access for Knox seniors
- Facilitated social connection programs focused on Knox's over 55s public housing estates, including excursions that were attended by over 190 residents
- Assisted over 3,300 Knox seniors as a Commonwealth Home Support Programme provider for Meals on Wheels, Home Maintenance, Home Modifications and Occupational Therapy, and delivered an average of 2,600 meals a month
- Progress the development of the first Knox Dementia Friendly Action Plan, based on consultation with Knox residents living with dementia and their carers, and established the Knox Dementia Friendly Advisory Group
- Formed the Knox Age Friendly Futures Steering Committee to guide implementation of the Age Friendly Knox Project

Intergenerational

- Launched a series of short videos to showcase intergenerational relationships within Knox in 2022. There have been over 1400+ views of these short videos which have been shared both internally and externally with various stakeholders within the Knox municipality and beyond, showcasing ageless friendships.
- Hosted a hybrid Intergenerational Forum: 'Building Connections Between Generations' with over 80 attendees in March 2023
- Established a partnership with Swinburne University to deliver the Intergenerational Social Connection and Wellbeing Program aimed at connecting vulnerable seniors with students
- Facilitated the Ageism Awareness Day in October 2022 at Boronia Bowls Club
- Supported a range of community-led intergenerational activities in Knox



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Case studies

The following case studies are illustrative of the significant positive impact of key initiatives delivered under the Knox Child, Youth and Seniors Plan from July 2021 to June 2023.

Young Parents Program

Action 4.7: Deliver individual and group based wellbeing programs, services and supports to young people and their families

The Young Parents Program is facilitated by Youth Services, and in partnership with Family and Children's Services, operates as a Small Talk supported playgroup. This integrated approach to service delivery ensures that participants benefit from both expertise on both child development, as well as the support of youth workers.

The program operates twice a year, with a typical program running over 16 weeks and involving around 8 young people. Most participants are referred by Council's Maternal and Child Health Team and have a child under one year-old. The program offers a structured format to support the parents in connecting with one another and strengthening the bond with their child. Guest speakers address a range of topics including first aid, feeding, introducing solids and maternal health.

Due to the high level of vulnerability experienced by the program participants, a key focus is on building their confidence to access mainstream services. Staff make referrals to other agencies who can support the needs of participating families; these may include food relief, Centrelink, family violence or mental health services.

The program first began over 20 years ago, initially as a Young Mum's Group before evolving to a young parents group. However, the program changed significantly in late 2019 when the partnership between youth and children's services was developed. Since returning to face-to-face programming in 2022, post-COVID restrictions, the program has been well attended and delivered invaluable positive benefits for both young parents and their children.

"When I started group I didn't have a lot of support, friends or a safe place to come and share all the things that come with being a new mum. I was anxious to begin with but after one session I found it was such a welcoming, loving environment. I have learned lots of ways to interact with my baby, made lots of new friendships and found a new confidence."

"Now I have the confidence to socialize and leave the house with my baby."

"I felt very nervous because I struggle with social situations but I felt very welcomed and comfortable from the first day. Having the facilitator there for supported conversations really helped ease my anxiety."



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Dementia Friendly Action Plan

Action 4.12: Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities

There are currently 3,219 Knox residents living with dementia, and this is estimated to increase by 148% over the next 35 years. The Knox Dementia Friendly Action Plan 2023-2025 (the Action Plan) has been developed in partnership with key community stakeholders and was endorsed by Council in July 2023. The Action Plan will guide Council to become a Dementia Friendly organisation and support Knox to work towards becoming a dementia friendly community.

Over 2021 to 2023, the development of the Action Plan involved:

- The formation of the Knox Dementia Friendly Advisory Group – comprised of people living with dementia, carers, community members, community groups and organisations, and industry representatives.
- Consultation through the Knox Dementia Friendly Community Survey and focus groups
 - Surveys and information were available online and in hard copy, distributed to community houses, libraries, residents, retirement villages, senior's social clubs and dementia support services across Knox
 - Collection of 370 surveys, including 25 responses from people living with dementia
- Feedback from the Knox Active Ageing Advisory Committee and Knox Age Friendly Futures Steering Committee

The consultation identified key areas of importance to Knox's community, including raising awareness of dementia and improving carer support. This is represented in the following quotes:

- *'Information about the disease is needed. Our doctor gave my husband the seven standard questions and said he did not have dementia. I knew he did and it was hard to find out where to get tested more thoroughly and then I had to find out how to get support.'*
- *'You are a carer 24/7 and cannot leave the person for any reason and cannot always take them with you. Everything evolves around the needs of them. When they pass away, it leaves a huge gap.'*

The input from the community consultation guided the Knox Dementia Advisory Group in developing the Action Plan, with a strong focus on the following strategic priority outcome areas: (1) Inclusivity and Equality, (2) Belonging, and (3) Safety.

The Action Plan is also underpinned by key principles developed by Dementia Australia, who have partnered with Council to develop and implement the Dementia Friendly Communities program. This program aims to build awareness, understanding and acceptance of dementia, so that people living with dementia can participate and remain active in the community.



Knox Dementia Friendly Advisory Committee Member, Barb Reid (pictured above), was later featured in Knox News September-October 2023 edition.



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Intergenerational Forum - Building Connections between Generations

Action 4.15: Design and deliver a range of intergenerational activities, events and program across the Knox municipality.

On 1 March 2023, Knox Council held the Building Connections between Generations Forum. As well as being Council's first intergenerational forum, it was also our first hybrid community event. Over 80 people attended to learn about implementing intergenerational programs to improve understanding, friendship, enjoyment, confidence and purpose for participants young and old. The majority of participants were from Knox, however with the hybrid format, interest was also garnered from other regions, as well as interstate and one attendee from overseas. The panel of speakers shared their experience in delivering an intergenerational playgroup at Coonara Community House, a digital storytelling project involving secondary students and seniors, and an intergenerational relationships program with an early education centre and a retirement village.

Participants comments included:

- *'An outstanding event. I was enthralled from start to finish. I walked away inspired and ready to advocate for intergenerational programs.'*
- *'I was completely inspired by the stories and reflections from the panel as were 2 other staff from KCFC Bayswater. We immediately contacted the Bowls Club next door and look forward to working with Bree to continue this conversation.'*

The forum has strengthened Knox Council's community partnerships and encouraged organisations to collaborate in developing intergenerational programs. As a result of the forum:

- Knox Council is partnering with Swinburne University over a pilot research project funded by VicHealth, aiming to develop a resource kit for intergenerational and social connections.
- Students from Boronia K-12 are connecting with a group of older adults over games at Knox Express Library. The program runs for an hour a week over 12 weeks. A number of Council's Meals on Wheels volunteers are involved in this project.
- The Basin Early Years and Martin Luther Homes Aged Care are running an activities program.

Council is currently half way through the intergenerational research project. It is hoped that the evaluation of this project will support Knox and our community in developing and implementing sustainable intergenerational programs into the future.

Image: Cr Marcia Timmers-Leitch (Mayor 2022-23) with forum speakers and Council's Intergenerational Officer Breanna Bloomfield





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Early Years Information and Communications Technology (ICT) Systems Project

Action 5.4: Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children's Services

Council's Kindergarten Services previously managed three separate systems for enrolment, registration and attendance. Families and staff identified the need to streamline these processes to improve the experience of families and provide a more efficient system for staff to manage.

Family and Children's Services undertook the Early Years Information and Communications Technology (ICT) Project together with Council's Information Technology and Transformation Teams during 2021. Before the end of the existing software contract at December 2022 (for the 'KEYS' system), this project aimed to implement an integrated system to support our Kindergarten and Long Day Care services to:

- Improve our families' experience of accessing Kindergarten services
- Avoid duplication of data and effort
- Ensure consistent data between our services.

The Project mapped the existing processes for Kindergarten and Long Day Care and the customer experience. The following recommendations were made:

- Issue an Expression of Interest request to the software market, with compliance requirements and implementation timeframes
- Seek to integrate a solution for Kindergarten and Long Day Care

A new software license for enrolments was rolled out by Council's Family and Children's Services in November 2022. This system, 'Enrol Now', replaces three separate systems:

- KEYS – for kindergarten registrations, allocations and offers
- KN Enrol – for kindergarten enrolments
- QK – for childcare registrations and enrolments.

The key improvements brought to Council's services through the Enrol Now system are:

- Enabling registrations, allocations, offers, enrolments, communication and reporting for both kindergarten and long day care.
- Providing one child record across both services
- Allowing families to digitally sign in and out their children from services
- Providing educators with access to their group lists, removing the need for hard copy spreadsheets.
- Enabling live data analysis and easier generation of reports for staff.

The system processes between 1,600 to 1,700 registrations per year. This platform is now providing Knox families with seamless online access to systems for registration, enrolments and attendance.



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Successes, opportunities and lessons learnt

Council officers involved in the Mid-Term Review of the CY&S Plan identified a range of challenges arising during the first two years of implementation, as well as opportunities to consider in the next two-year implementation period.

Successes

Staff involved in the Mid-Term Review identified that the implementation of the CY&S Plan from July 2021 to June 2023 has been successful in:

- Bringing a life stages approach and intergenerational lens to issues relevant to Knox's community.
- Supporting all age cohorts to ensure their voices guide planning and delivery of CY&S action items and Council services generally. Examples include the 'Voice of the Child' initiative, Youth Summits, Youth Advisory Committee, and the various seniors advisory and steering committees.
- Improving the tracking of implementation through the newly-established Pulse reporting system.
- Delivering several standout outcomes, such as those highlighted in the Case Studies above.

Emerging trends and challenges

In the two years that have passed since the development of the plan, the following reforms, trends and challenges have emerged for Council and our community.

- Significant State Government reform to early childhood services announced since the CY&S Plan was adopted have impacted Council's direction regarding the future delivery of kindergarten services by Council. Council will remain a service provider in the two Early Years Hubs only from 1 January 2025, and cease to be a provider of the remaining sessional kindergarten services at the conclusion of 2024. Council will have a greater Early Years Municipal Planning role including advocacy to State Government on quality and accessible early years programs in Knox.
- Participation in volunteering and community connection activities continues to be impacted by the COVID-19 pandemic, particular for seniors. Online programming continues to be a preferred option for some service delivery, such as parenting workshops delivered by Youth Services.
- Heightened cost of living pressures are also impacting community participation in volunteering and social connection activities, and increasing demand on support services, such as Council's Housing Support Program for seniors.
- Advisory and steering committees established since the Plan's commencement are identifying and working on additional priorities to the CY&S action items. This is shown in progress against action 5.1 led by the Knox Age Friendly Futures Steering Committee.



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- Delivery on several action items has been delayed by factors outside of Council's control, such as:
 - Building delays have slowed down the delivery of the Youth Hive integrated space within the new Knox Library (new location replacing the Knox Youth Information Centre) at Westfield.
 - The Victorian Government's delayed roll-out of the Child Information Sharing Scheme has resulted in Council deferring implementation of this action to next year.

Opportunities

Staff also identified the following opportunities for consideration in the next two-year implementation period for the CY&S Plan:

- The Plan's implementation involves collaboration across the Connected Communities Directorate as well as other departments within council. Staff have identified opportunities to continued strengthening internal and external partnerships to:
 - Bring a diversity of perspectives and relevant expertise to address complex issues
 - Access greater funding opportunities and resources
 - Assist with benchmarking and data collection
 - Improve promotion of events and community awareness-raising
- Identifying methods to monitor and evaluate delivery against the CY&S action items will assist staff in tracking progress and end-of-year reporting.
- The Victorian Government's revised Child Safe Standards (July 2022) provide further guidance for the Plan's implementation with children and young people, particularly with regards to integrating the voices of children and young people in service planning and delivery. Council's Child Safe Advisor has contributed to this review and will be a key partner in the remaining two years of the Plan.



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Summary

The Mid-Term Review of the CY&S Plan has involved a review working group, case studies, and reflection survey and workshop undertaken with key staff involved in the Plan's implementation. The Review has also considered staff reporting by action item regarding implementation from July 2021 to June 2023.

Overall, the first two years of the CY&S Plan implementation have been successful in delivering many important outcomes for Knox. Of the 33 actions, 85% are identified as either on schedule (24) or completed (4). Actions that are deferred (1) or behind schedule (4) have been assessed and in most cases, the delays are outside of Council's control. Where we can influence the return of actions to schedule has been noted and will be the focus for the remaining two years of the Plan.

Staff involved in the Plan's implementation emphasised the value of bringing a life stages approach and intergenerational lens to issues impacting the Knox community, as well as the Plan's focus on supporting all age cohorts to have a voice to guide planning and delivery. The case studies presented in this report highlight significant achievements of the Plan's implementation so far.

Opportunities to strengthen the Plan's implementation over the next two years include enhancing partnerships across Council, and with external agencies and other local councils, and tapping into community support.



Council Report: Mid-Term Review Knox Child, Youth and Seniors Plan 2021-25

Next steps

Based on the Mid-Term Review, the following next steps are recommended for successful implementation of the CY&S Plan over the remaining two years.

Recommendation	Responsible
Continue regular meetings across key responsible officers to consolidate delivery and cross-directorate work.	Community Wellbeing to facilitate meetings Key CY&S responsible officers to participate in meetings and follow-up partnerships
Consolidate achievements and action item progress by embedding into staff work plans.	Managers, Coordinators and key responsible officers
Support staff to monitor delivery of action items and reporting in Pulse.	Community Wellbeing in conjunction with the Strategy and Business Intelligence team
Identify methods to communicate the outcomes of the CY&S Plan implementation to community members and stakeholders.	Review working group
Share findings with the Strategy and Business Intelligence team to consider in Council's broader integrated planning framework and the development of the new Council Plan and Municipal Health and Wellbeing Plan.	Community Wellbeing Strategy and Transformation
Incorporate into workplans a focus on those actions identified as behind schedule following the July 2021 to June 2023 reporting period.	Managers, Coordinators and key responsible officers
Plan and conduct a full-term evaluation at the Plan's end in 2025 and present a report to Council.	Review working group Community Wellbeing



Appendix A:

Action Acquittal – Knox Child, Youth and Seniors Plan Implementation – Mid-Term 2021 – 2023

Key:

Symbol	Meaning
On schedule 	Progress against an action item is fully on track for this reporting period of July 2021 to June 2023. Reporting will continue for this action item for future reporting periods as designated.
Completed 	Progress against this action item has been completed. Reporting against this action item will not be required for future reporting periods.
Behind schedule 	Progress against this action item has partially met the scheduled timeline for this reporting period. Reporting will continue for this action item for future reporting periods.
Deferred 	This action item has been deferred to the following reporting period due to reasons described in the progress comments. Reporting will continue for this action item for future reporting periods as designated.



Key Direction 1: Opportunity and Innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It’s a place where people and business can thrive.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
1.1 Support the expansion of education, training and volunteering opportunities for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	Volunteering opportunities for seniors have expanded within Council. Meals on Wheels volunteers have increased from 42 in 2021 to 81 in 2023, of which 70% are aged over 55 years. Six Senior Exercise Park Champions were recruited in 2022. Twenty-five volunteers are involved in ageing-related advisory groups, such as the Age Friendly Futures Steering Committee, Knox Dementia Friendly Advisory Group and Knox Active Ageing Advisory Committee. Council staff attended the Volunteer for Knox Expo in May 2023 to boost awareness of these opportunities. Council also regularly promotes volunteering through the Bright Ideas Newsletter. For National Volunteer Week in 2022 and 2023, the May editions featured a variety of local volunteering roles. The Newsletter also featured key education opportunities throughout 2021-23, including promotion of seniors clubs and workshops such as 'Online Safety: Recognising Scams', 'Showcase of Living Options', 'Financial Fitness' and 'Safer Driver' training.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
1.2 Deliver programs focused on increasing knowledge and skills of young people and their families	Community Access and Support	2021 - 2025	On schedule 	In the first two years of the Plan's implementation, Council has delivered a wide range of programs focused on increasing knowledge and skills of young people and their families, including: <ul style="list-style-type: none"> Supporting 24 parent webinars - reaching over 750 parents and carers Supporting the delivery of 3 young sporting leaders programs, reaching over 30 young female sporting leaders Running 15 skill development workshops for young people focusing on craft based activities, tie-dye workshops and first aid skills. Reaching over 150 young people. Supporting First Nations skill development programs, in partnership with EACH Ngarrang Gulinjal Boordup Team including Yarning Circles, Aboriginal Songwriting program, Deadly Mirring Photography program and Traditional Aboriginal Games Train-the-trainer program. Over 30 First Nations young people were involved in these programs. 	This action will continue to be delivered and reported on for the term of the Plan.
1.3 Prioritise the needs of vulnerable children and implement integrated service strategies that provide full access to services and supports for families and community members, to support all children in Knox to	Family and Children's Services	2021 - 2025	Completed 	During 2021, a confidential data management process was developed with Maternal Child Health, Kindergarten and Long Day Care staff to assist in the initial identification and tracking of eligible vulnerable children through Council's Knox Explorer system. Quarterly meetings with key MCH and Kindergarten/Long Day Care staff occur to support identified vulnerable children to successfully transition to school. Council continued to consolidate the transition to school process with our Early Years Services throughout 2022-2023. The Maternal	Processes have been established to embed this action in operations; no further reporting to be provided as part of this plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
successfully transition to school				Child Health team conducted internal education and training of nurses in partnership with the Department of Education.	
1.4 Advocate for the provision of targeted resources to ensure that all children in Knox have the opportunity to participate in two years of funded kindergarten	Family and Children's Services	2021 - 2025	Completed 	Council endorsed the provision of two years of kindergarten, commencing in Council-run services from 2022. This included an initial 5 hours of provision for 3-year-olds alongside 15 hours for 4-year-olds. During this period, the Kindergarten Provider Network was established, with invitations extended to existing and new Knox kindergarten providers. Council is committed to strengthening collaboration through this Network to promote access to kindergarten for all eligible children. In 2024, both 3 and 4 year old children will access 15 hours of kindergarten in Council run services.	The refocusing of Council's role as a Municipal Early Years Planner from 2025, will embed this action; no further reporting to be provided as part of this plan.



Key Direction 2: Neighbourhoods, housing and infrastructure

Building on what’s great about our city, Knox’s housing and infrastructure will meet the changing needs of our community.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
2.1 Provide housing information, resources and support to seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	<p>The Housing Support Officer has continued to provide housing information, resources and support to seniors across the municipality. Requests for assistance have increased by 11% from 2021/22 to 2022/23. At June 2023, a total of 21 seniors were assisted with general housing enquiries, 68 were provided support/advice and advocacy, and 4 were given assistance to complete Office of Housing transfer applications.</p> <p>In 2022/23, the Housing Support Program housed a total of 24 seniors in long term affordable accommodation, compared to 17 in 2021/22. The Program's priority categories for support were reviewed and modified due to the increased demand. Consequently, the wait list was refined to medium to high categories. A total of 32 clients were waitlisted at June 2023, reduced from 51 at June 2022. People who are seeking assistance categorised as lower priority are supported with referrals to relevant early intervention and relief agencies within Knox.</p>	This action will continue to be delivered and reported on for the term of the Plan.
2.2 Plan for future municipal early years infrastructure needs to provide access to funded kindergarten for 3 and 4-year-old children in Knox, in line with Council’s decision on kindergarten expansion	Family and Children’s Services	2021 - 2025	Completed 	Family and Children's Services undertook an Infrastructure Project in 2021 to inform Council's decision-making regarding Council-owned kindergarten buildings. In collaboration with the Major Initiatives Unit, a report was tabled to Council in November 2021 noting the significant contribution and support that Council provides the kindergartens as an Early Years Manager and service provider.	This action is considered complete; no further reporting to be provided as part of this plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Council has an ongoing planning role for early years infrastructure. In 2022, Council's early years infrastructure was assessed as part of the Community and Social Infrastructure Modelling database project. Family and Children's Services continues to review infrastructure in line with the Victorian Government Kindergarten Infrastructure and Services Plan and recent kindergarten reforms.	
2.3 Manage and support the relocation of the Knox Youth Information Centre to a new site (co-located with the Knox Library, inside Westfield Knox) to support the health and wellbeing of young people and their families	Community Access and Support	2021 - 2023	Behind schedule 	This item is behind schedule due to unforeseen building delays. Council is committed to developing a new shop front service to support the health and wellbeing of young people and their families. This service, the Youth Hive, will be co-located with the new Knox Library, inside Westfield Knox. The fit out is due to be completed in February 2024, with the Youth Hive to commence March 2024.	Due to delays beyond Council's control, this action will be carried forward for the 2023-2025 reporting period.
2.4 Support the research for additional accessible parking spaces and innovative seating at parks and reserves, shopping centres and train stations	Community Access and Support	2021 - 2023	Behind schedule 	Research was conducted following the Age Friendly Survey 2020 findings to narrow down key priorities for enhancing accessible parking. Gaps were identified around key shopping centres and train stations. In addition, the Knox Disability Advisory Committee provided advice to internal teams on accessible park benches in May 2023. Advocacy and research information will be shared with relevant stakeholders and departments.	This action will be carried forward for the 2023-2025 reporting period.
2.5 Support the improvement of pedestrian access for seniors in high traffic areas such as parks and reserves, residential aged care facilities,	Community Access and Support	2021 - 2025	Behind schedule 	Further analysis of the Age Friendly Survey 2020 findings and Council's Principal Pedestrian Network Plan and Footpath and Shared Path Plan identified key problematic areas in Boronia, Ferntree Gully and Rowville. Advocacy and research information will be shared with relevant stakeholders and departments.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
retirement villages, and, shopping centres and strips					
2.6 Deliver the Community Transport and Outings program and On Demand Bus service across the municipality	Community Access and Support	2021 - 2025	On schedule 	Utilisation of Council's Community Transport Program increased dramatically during this period from 2,212 total passengers in 2021/22 to 5,535 total passengers in 2022/23. This includes general outings, shopping trips, public housing estate outings, senior citizens clubs, and the community bus hire. Participation rates increased as COVID restrictions lifted, enabling greater capacity and flexibility, and destination and activity options. The On Demand trial has been completed and will not be continued as participation rates were too low.	This action will continue to be delivered and reported on for the term of the Plan, with focus on the Community Transport and Outings Program.
2.7 Support young people and seniors to contribute to Council Plan advocacy to improve public transport across the municipality	Community Access and Support	2021 - 2023	Behind schedule 	Council has supported seniors by providing training around road safety and raising awareness for use of public transport. The Knox Age Friendly Futures Steering Committee (AFFSC) has also advocated on behalf of seniors for flexibility to book with the public bus system without needing a mobile app. The AFFSC has also advocated for bicycle racks to be installed as required with the Seniors Exercise Parks to encourage bicycle transport.	This action will be carried forward for the 2023-2025 reporting period.



Key Direction 3: Natural environment and sustainability

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
3.1 Raise awareness of climate change by providing information, and supporting children, families, young people and seniors to help reduce their environmental footprint and impact of climate stressors	Community Access and Support	2021 - 2025	On schedule 	<p>Council has raised awareness of climate change with families and children accessing Maternal Child Health by providing information on reusable nappies and staff training through 'The Nappy Project'. Heat health and other parent information is now being provided electronically with QR codes inserted into the client's child health record (green book) during home visits.</p> <p>Sustainability is embedded across the Children's Hubs and kindergarten services, with education about biodiversity, promoting exploration of and care for local parks and nature reserves, and encouraging recycling and re-purposing through education programs. The services are collection points for families wishing to recycle materials such as bread tags, batteries and milk bottle lids. Many kinder services have collaborated with Knox Environment Society to source appropriate indigenous plants and manage weeds in outdoor play spaces. Other climate and sustainability initiatives in place include rainwater tanks, compost piles, worm farms and clothes and food swaps. Together, these initiatives increase children's knowledge of sustainability practices, and support them to take greater ownership of protecting the natural environment.</p> <p>Youth Services have provided a number of skill development workshops supporting young people to reduce, reuse and recycle - with a particular focus on reusing clothing to create tote bags. Youth Services utilises social media channels to support Council's broader education for the Knox community on</p>	This action will continue to be delivered and reported on for the term of the Plan.



			<p>climate change. Youth Services are also working with Mountain District Community College through the School Focused Youth Service program to develop and implement a program called "Sustainable Futures Experience." The program has a joint focus on sustainable practice and local business partnerships, with the aim of developing sustainable career options for the students.</p> <p>Council has supported seniors through publication of articles in the Knox Bright Ideas newsletters, as per action CRP 1.7 in Council's Climate Response Plan.</p> <p>Heat health information has been provided annually to all Council aged care clients and resources distributed at the Knox Seniors Festivals.</p>	
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Key Direction 4: Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.1 Review, deliver and support programs and initiatives that address social isolation and loneliness for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	<p>Social connection for seniors has continued to be supported through a range of programs and services including Knox's Over 55s Zest 4 Life Program, Community Transport Outings, Knox Seniors Festival, support for senior citizens clubs, over 55s public housing estate projects and funding support for social connection activities through the Community Development Fund and Minor Grants programs. Subscriptions to the Bright Ideas Newsletter increased by over 100 to a total of 2,083 subscribers at June 2023.</p> <p>During 2022, a review was also conducted of social prescribing models across Knox, the EMR and beyond, which identified the existing Living Our Best Life as an effective program operated through the community house networks within the EMR. Council regularly supports this program through mentor and mentee referrals, as well as through promotion of their Talking Café events and other social activities. Council is also collaborating with Swinburne University on the Intergenerational Social Connection and Wellbeing Program aimed at connecting vulnerable seniors with students.</p>	This action will continue to be delivered and reported on.
4.2 Support the review and modification of existing exercise reserves and outdoor gyms, and design and implement new seniors exercise parks, to improve	Community Access and Support	2021 - 2025	On schedule 	After successful implementation of the initial dedicated Senior Exercise Park within Knox, a project review was completed in November 2022. This report identified the success of the senior Exercise park at Carrington Park Knoxfield, and included recommendations for installation of a further two sites.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
physical activity by seniors across the municipality					
4.3 Facilitate the delivery of in-home mobility and out-of-home exercise, recreation and leisure activities, events and programs for seniors and vulnerable persons	Community Access and Support	2021 - 2025	On schedule 	Since 2021, Council has promoted out-of-home exercise and activity with 22 'Come and Try' sessions at the Seniors Exercise Park, attended by 113 participants. Council also hosted 4 events at the Seniors Exercise Park for Move Your Way attended by 23 seniors. This work is led by the Allied Health team, who are primarily responsible for delivering Commonwealth Home Support Programme (CHSP) occupational therapy services.. Across 2021 to 2023, the Allied Health team delivered a total of 3,066 hours in home visits to Knox seniors to support safe mobility and independent movement at home. Scoping has also been initiated to identify additional in-home, group or outdoor mobility resources available. These resources are being promoted to Knox seniors through Allied Health team members in-home work.	This action will continue to be delivered and reported on for the term of the Plan.
4.4 Advocate for improved access to, and increase the reach of technology programs, services and supports for seniors across the municipality	Community Access and Support	2021 - 2025	On schedule 	The Knox Digital Connection Stakeholder Group identified that advocacy is required for resourcing of technology programs aimed at improving digital literacy and access for Knox seniors. In addition to Council, the Stakeholder Group includes Bridges, EACH, Services Australia, Swinburne University, Your Library, Knox U3A, and various community centres and neighbourhood houses within Knox. Research is being conducted to identify the types of programs required. An advocacy plan will then be developed with the Stakeholder Group, focused on collaboration between organisations and government.	This action will continue to be delivered and reported on.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.5 Support residents in older persons public housing estates to build their individual and collective capacities to participate in their communities	Community Access and Support	2021 - 2023	On schedule 	The Community Connections Project in the five public housing estates for seniors has progressed significantly from July 2021 to June 2023. Key achievements include: the six-week digital literacy program, attended by 30 residents; the ongoing gardening group at three estates, involving Mountain District Learning Centre (MDLC) and Orana Community House, funded through VicHealth; a Wednesday gathering at the Terama estate, supported by MDLC and Your Library; a series of information sessions facilitated with Victoria Police for culturally and linguistically diverse residents on emergency preparedness; and, English classes for tenants offered in partnership with Rowville Learning Centre. In addition, eight social connection excursions were offered from 2021 to 2023, attended by 190 residents. Particular highlights were the Christmas Lights expeditions. Through these activities, 19 ongoing friendships have evolved and are still going strong.	Funding has been extended to December 2024. This action will continue to be delivered and reported on for the term of the Plan.
4.6 Deliver selected Commonwealth Home Support Programme services and supports to seniors and vulnerable persons within the municipality	Community Access and Support	2021 - 2022	On schedule 	As at end of Q4 of 2022/23, Council is 100% on track for service delivery and reporting requirements at the second year of a three-year program. Services include Meals on Wheels, home maintenance, home modifications, occupational therapy, and aged care assessments. Some key achievements include assisting over 3,300 seniors with services and completing over 2,200 aged care assessments from July 2022 to June 2023, and providing an average of 2,600 delivered meals each month from 2021 to 2023.	Funding has been extended to June 2025. This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.7 Deliver individual and group based wellbeing programs, services and supports to young people and their families to support	Community Access and Support	2021 - 2025	On schedule 	Council has delivered a wide range of individual and group based wellbeing programs to young people across the municipality. From July 2021 to June 2023, Council has delivered: - Counselling support sessions directly to individual young people and group sessions - Targeted support with 14 LGBTIQ+ programs delivered supporting over 150 young people - 3 Young parents programs supporting 31 young parents, and their child/ren	This action will continue to be delivered and reported on for the life of the Plan.
4.8 Facilitate the delivery of programs in primary, secondary and alternative education settings to support staff health and wellbeing and student engagement	Community Access and Support	2021 - 2025	On schedule 	Council delivers a large range of programs in primary, secondary and alternative education settings across the municipality. Highlights of this work include; - The delivery of 25 targeted interventions across schools in Knox, through our School Focused Youth Service program. These interventions reached 544 students, 56 school staff and 75 families/carers. Programs included, the Journey Tracks Cultural Learning program at Scoresby Secondary College, the Seasonal Career Experience at Mountain District Community School, Youth Mental Health First Aid Training at Fairhills High School, Canine Therapy at Carrington Primary School, MAT program at Karoo Primary School, Peaceful Kids/Peaceful Parents at St Judes Scoresby, Girlosophy at Regency Park Primary and an Indigenous Mural at Wantirna College. - The facilitation and support of the Knox Primary Wellbeing Network and the Knox Secondary Wellbeing Network provides an opportunity for wellbeing staff to connect, collaborate and develop professionally, with both Networks meeting 4 times per year. - GirlZone program delivered for Year 6 girls at Boronia K-12 - Provision of school support programs for First Nations students	This action will continue to be delivered and reported on for the life of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				in partnership with EACH Ngarrang Gulinj al Boordup Team, in Boronia K-12 College, Scoresby Secondary College and Boronia Heights Primary School.	
4.9 Support young people to facilitate activities and events that increase youth connection and improve wellbeing	Community Access and Support	2021 - 2025	On schedule 	Council received Victorian Government funding in early 2022 to deliver the FReeZA program across Knox. This program is delivered as a partnership between Cultural Services and Youth Services. The FReeZA committee, made up of 13 young people aged 15 to 25 years, was established in August 2022 and is working to deliver youth-focused events across the municipality. From July 2021 to June 2023, the FReeZA Committee have supported a youth music stage at the Knox Festival 2023 and the Stringybark Festival in 2022. The FReeZA committee has supported over 10 young artists to perform during this period. Council's Youth Services continues to engage young people at Council festivals and events through the provision of a range of engagement opportunities. The purpose of these engagement activities is to promote Council's services to young people and their families.	This action will continue to be delivered and reported on for the term of the Plan.
4.10 Deliver the agreed annual priorities from the 'Early Years Compact' to promote coordinated and collaborative approaches which improve outcomes for all Knox children in the early years	Family and Children's Services	2021 - 2025	On schedule 	Family and Children's Services continues to collaborate with the Victorian Government to meet the annual priorities outlined in the 'Early Years Compact'. This Compact is a Victorian Government and Municipal Association of Victoria commitment to work together to improve outcomes for young children and families from 2017 to 2027. The Compact sets out principles and priorities for joint-work. A particular focus for Council is exploring ways to strengthen access, participation and attendance of vulnerable children in early years services. Council has also engaged with the MAV to advocate on kindergarten reform and other early years matters. There is currently strong participation in the Knox Early Years Advisory	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Committee. This Advisory Committee provides input into strategic planning for our ongoing early years' service delivery.	
4.11 Establish allied health services within the Wantirna South and Bayswater Early Years Hubs to provide an integrated service delivery model	Family and Children's Services	2021 - 2025	On schedule 	Implementation of allied health services into our established integrated hubs is progressing steadily. Initial planning, benchmarking and process mapping has been completed. Council is now progressing to implementation mechanisms, such as hire agreements and marketing proposals.	This action will continue to be delivered and reported on for the term of the Plan.
4.12 Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities	Community Access and Support	2021 - 2025	On schedule 	The Knox Dementia Friendly Action Plan was successfully developed over this period. An Age and Dementia Friendly Communities Project Officer was appointed and the Knox Dementia Friendly Advisory Group was formed, comprised of people living with dementia, carers, community members, organisations and industry representatives. Consultation occurred through the Knox Dementia Friendly Community Survey (with 370 completed) and additional focus groups. Feedback was also sought from the Knox Active Ageing Advisory Committee and Knox Age Friendly Futures Steering Committee. In February 2023, the Knox Dementia Advisory Group considered the results along with Dementia Australia's requirements and created the draft Knox Dementia Friendly Action Plan. The draft Action Plan has identified 15 Actions to be implemented over a two-year period. The Plan is scheduled for consideration by Council at the July Council Meeting.	This action will continue to be delivered and reported on for the term of the Plan.
4.13 Raise awareness and support the research of community attitudes and beliefs towards seniors, and strengthen organisational systems and structures	Community Access and Support	2021 - 2025	On schedule 	Groundwork was undertaken in 2021 by reviewing effective programs and service models nationwide and establishing a collaboration with the Eastern Community Legal Centre (ECLC). In 2022, staff and volunteers participated in the Every Age Counts Advocates Training and Tips for talking about Age/Ageism webinar. Council partnered with the Boronia Bowls	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				Club to host an Ageism Awareness Day event in October 2022 which was attended by 52 staff and council representatives, many signing the pledge to end ageism. Short videos were developed in late 2022 to showcase our diverse intergenerational relationships within Knox. These videos were designed to improve understanding and increase intergenerational connections and have been viewed over 1,300 times. In May 2023, staff members attended the Framing Age Masterclass Workshops conducted through the Southern Melbourne Elder Abuse Prevention Network. These workshops were designed to gain a deeper insight into the Framing Age Message Guide, helping to create a society that respects, values and celebrates everyone, regardless of age. Members of our Age Friendly Futures team delivered Ageism Awareness presentations in early 2023 to address ageism in our community.	
4.14 Embed the State Government’s Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children	Family and Children's Services	2021 - 2025	Deferred 	Implementation of access to the Child Link for Early Childhood Educators has not been able to progress due to the delayed roll out by the Victorian Government. This action has now been deferred to the 2023-2024 year for completion. Council continues to monitor the effectiveness of policies and procedures currently endorsed.	Council remains committed to the CISS and will progress this action in line with the rollout by the Victorian Government. An update will be provided at the end of the CY&S Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
4.15 Design and deliver a range of intergenerational activities, events and programs across the Knox municipality	Community Access and Support	2021 - 2025	On schedule 	In 2021, Knox became a member of the Australian Institute of Intergenerational Practice. The Intergenerational Project Officer undertook a professional development course through the Australian Institute of Intergenerational Practice to understand how to implement and evaluate best practice intergenerational programs that reconnect communities. On 1 March 2023, Council delivered a hybrid Intergenerational Forum: “Building Connections between Generations.” This forum was a first for Knox with over 80 attendees comprising of local and interstate community members. This event supported the development of opportunities and partnerships in the community for the creation of intergenerational programs within the municipality. Knox City Council have been working closely on a research project with Swinburne University, Your Library and a local school in the development of an Intergenerational Games program, focusing on social connections. This program will initially run for 12 weeks, followed by an evaluation and the development of a toolkit to share as a community resource.	This action will continue to be delivered and reported on for the term of the Plan.
4.16 Deliver community events and activities that cater to a variety of interests and ages	Active and Creative Communities	2021 - 2025	On schedule 	Council delivers a wide range of large-scale festivals, neighbourhood pop up events, civic events, citizenship ceremonies and leisure activities as an ongoing feature of the Active and Creative Communities business portfolio. Council and community events have seen a considerable increase in patronage post COVID and there is clear support for continued delivery of this service as 'business as usual'. Highlight, sold-out events at the Knox Community Arts Centre and Ferntree Gully Community Arts Centre during 2021 to 2023 include the Songs of Eva Cassidy featuring Silvie Paladino (popular with seniors); the Alphabet of Awesome Science, held during school holidays; and the Haunted Theatre, which was very popular with young people. The Indoor Leisure Team have catered to all age groups	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
				by providing various activities and hire groups, such as trampolining, indoor bowls, basketball, netball, tennis, and dancing. For example, the Knox Chinese Elderly Citizens Club utilises the Rowville Community Centre hall weekly for multiple activities, including table tennis, badminton, tai chi, line dancing, and other activities, which involve hundreds of participants.	
4.17 Develop and implement an Indigenous Partnership strategy to build tangible connections with Knox families and children	Family and Children's Services	2021 - 2025	On schedule 	Family and Children's Services continue to collaborate with First Nations organisations and leaders to develop culturally-safe environments in Maternal Child Health, Kindergartens and Early Years Hubs. Highlights from July 2021 to June 2023 include a local Indigenous artist engaged to create a welcome mural in local language at the Wantirna South Hub; a successful grant application to enhance the bush tucker gardens at both Hubs, with kitchen staff trained in the 'paddock' to plate approach; and, with guidance from Council's First Nations Lead, staff incorporated the Woiwurrung language in everyday documentation and greetings at Hubs, and shared Wurundjeri seasons through Woiwurrung language in programs and in entrance foyers. Service sites also display First Nations flags and welcome signs in local Indigenous language and offer Indigenous resources, artwork and furnishings. All children's services are embedded with culturally-aware practice in daily routines. Staff consult key Indigenous frameworks to inform programs and practice, and open all classes, meetings and parent groups with an Acknowledgement of Country. Planning has occurred in 2023 to establish a First Nations playgroup with the Victorian Aboriginal Child Care Agency (VACCA). We will explore extending our Reconciliation Action Plan to embed Indigenous perspectives in Council's early years services in 2024.	This action will continue to be delivered and reported on for the term of the Plan.



Key Direction 5: Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
5.1 Deliver the Age Friendly Knox project to strengthen seniors voice and participation in Council and the community	Community Access and Support	2021 - 2025	On schedule 	Following project planning, the Knox Age Friendly Futures Steering Committee formed to guide implementation of the Age Friendly Knox Project. The Steering Committee has met 12 times between July 2022 to June 2023 with 79% attendance. The Steering Committee has contributed to a range of projects in the Child, Youth and Seniors Plan, including to address ageism, dementia, housing, safety, physical activity/seniors exercise parks, social isolation and loneliness, and digital connection. During this reporting period, the Steering Committee also identified and progressed additional actions for improvement within Knox, including relating to bicycle transport, gambling, seating and safety.	This action will continue to be delivered and reported on for the term of the Plan.
5.2 Develop and implement a framework that guides Youth Services to support the aspirations and needs of young people and strengthens their voice and participation in Council and the community	Community Access and Support	2021 - 2025	On schedule 	Council delivered an online Youth Summit in September 2021. Forty-nine students, representing six local secondary schools, attended the program. Young people were supported to provide their ideas and opinions on the topics of mental health and the environment. These ideas guided Youth Services delivery in 2022. The Knox Youth Advisory Committee continues to inform Council on matters and programs relating to local young people. Planning is underway to hold an in person Knox Youth Summit in August 2023. This bi-annual event provides an important opportunity for young people to have a voice on issues of importance to them. Council is committed to ensuring young people's voices are heard and incorporated into Council's planning processes.	This action will continue to be delivered and reported on for the term of the Plan.



Action	Responsible Department	Year	Status	Key achievements and update	Future Direction
5.3 Provide opportunities for the voices of children and families to inform decision making, including Council service planning and provision	Family and Children's Services	2021 - 2025	On schedule 	Initial planning, benchmarking and process mapping has been conducted to enable successful implementation of the 'Voice of the Child' opportunities across Council. This includes considering signing up to the Child Friendly Cities Charter. Family and Children's Services staff are consulting with Youth, Open Spaces, Health Services, Community Wellbeing, and the Early Years Advisory Committee. In 2022, Open Space invited children to vote on playground equipment for new developments.	This action will continue to be delivered and reported on for the term of the Plan.
5.4 Undertake business system improvements to remain sustainable and enhance the experience of community members accessing Children's Services	Family and Children's Services	2021 - 2025	Completed 	Business system improvements have been finalised through the 'Early Years Information and Communications Technology (ICT) Project'. A new software license for enrolments is now managed by Knox Family and Children's Service, which replaces three separate systems. The system processes between 1,600 to 1,700 registrations per year. This platform is now providing Knox families with seamless online access to systems for registration, enrolments and attendance.	This action is considered complete; no further reporting to be provided as part of this plan.

4.3 Community Safety, Health and Wellbeing Advisory Committee Annual Report and Proposed Recruitment Outcomes

Final Report Destination: Mid-Month Council
Paper Type: For Decision
Author: Coordinator Healthy and Safe Communities, Lisette Pine and
 Coordinator Integrated Community and Health Planning,
 Kathryn Renwick
Manager: Manager Community Wellbeing, Kerry Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

This report seeks approval for the appointment of 12 new Committee members for the Knox Community Safety Health and Wellbeing Advisory Committee for a term from March 2024 to July 2028 (see Confidential Attachment 2). The report also includes a summary of the Committee’s achievements from January 2023 through to December 2023.

RECOMMENDATION

That Council resolve to:

1. Appoint the following applicants to the Knox Community Safety Health and Wellbeing Advisory Committee for the period March 2024 to July 2028 as presented in Confidential Attachment 2:

Name	Category
1	Professional/Industry Representative
2	Professional/Industry Representative
3	Professional/Industry Representative
4	Professional/Industry Representative
5	Professional/Industry Representative
6	Professional/Industry Representative
7	Professional/Industry Representative
8	Professional/Industry Representative
9	Professional/Industry Representative
10	Professional/Industry Representative
11	Professional/Industry Representative
12	Professional/Industry Representative

2. Note the achievements of the Committee for the period January 2023 to December 2023; and
3. Thank the following outgoing Committee members for their valuable contribution:
 - a. Jenny Smith – Unity Care;
 - b. Heather McTaggart – The Basin Community House; and
 - c. Fiona Purcell – Outer East Local Learning & Employment Network.

1. DISCUSSION

The Knox Community Safety Health and Wellbeing Advisory Committee was established in December 2018.

The objectives of the Committee are to:

- Contribute to the development and implementation of the Municipal Public Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.

The Committee includes representatives from State Government organisations and community health services. Committee members have a good working knowledge of community safety, health and wellbeing priorities, and/or expertise in a particular health and wellbeing discipline.

1.1 Terms of Reference

In April 2023, the Committee conducted a mid-term review of the Terms of Reference to better reflect the Committee's important strategic advisory role with a particular focus on priorities in the Council Plan incorporating the Public Municipal Health and Wellbeing Plan.

In July 2023, Council adopted the revised Terms of Reference (see Attachment 1). Key changes to the Terms of Reference included:

- Under Section 3.1 Selection and Recruitment Process: Representatives of organisations will be appointed for a five-year term to align with the Council Plan planning and evaluation cycle and to support a consistent collaborative effort towards quality community health and wellbeing advise and outcomes;

1.2 Selection and Recruitment of the Committee Members

The selection and recruitment of new members for the Committee followed the process outlined in Section 3.1 of the Terms of Reference.

Under Section 3.1, current Committee members are eligible to reapply to represent their organisations and new organisations were also encouraged to apply. An assessment of the membership will be conducted by Council Officers prior to the review of the Terms of Reference in July 2028.

The 13 Committee vacancies occurred due to all Committee members completing a four-year term under the previous Terms of Reference.

An online Expression of Interest (EOI) process opened on 2 December 2023 and closed on 5 January 2024. New organisations and current professional/industry representatives that align with Council's health and wellbeing priorities were contacted to apply.

The Selection Panel met on 5 February 2024 that included Councillor Susan Laukens (Chairperson) and a Council Officer. A representative from the Department of Families, Fairness and Housing (DFFH) was not available to support the process at this time.

Twelve EOI's were received and assessed by the Panel who determined interviews were not required as ten applicants were from organisations who have current Committee professional/industry representatives attending meetings.

Two applications were from an organisations invited to join the Committee, being a specialist family violence service supporting families in Knox and across the Eastern Metropolitan Region and Your Library who provide library services for the Knox community and a place to build social connections.

Recruitment for the one remaining vacant organisation position will take place during 2024 to align with the review of the Municipal Public Health and Wellbeing Plan 2021-2025, and focus on organisations who can contribute to Committee discussion on new and emerging community safety, health and wellbeing issues.

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

1.3 Committee Achievements – January 2023 to December 2023

The Knox Community Safety, Health and Wellbeing Advisory Committee meets bi-monthly, and meetings are structured to include presentations intended to further develop knowledge, understanding and provide advice and direction for the related priority areas in the Council Plan 2021-2025 incorporating the Municipal Public Health and Wellbeing Plan.

The Committee met with a mix of online and in-person meetings throughout 2023, providing greater flexibility for Committee members to attend.

During the reporting period, the Committee had a particular focus on the issues and complexities associated with men's mental health and access to services, discussed planning a mental health summit for 2024, alcohol harm, sleeping rough and homelessness. The Committee also provided feedback on a number of key Council projects including the Preventing Homelessness in Older Women Project.

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

Topic	Action	Outcome
Mid Term Review of the Committees Terms of Reference	The Committee participated in a workshop to review the Committee's Terms of Reference and provided feedback on the current operating model of the Committee and its fit for purpose.	The Committee supported key changes as noted in Section 1.1 of the revised Committee Terms of Reference.
Presentation and discussion on sleeping rough and homelessness in Knox including the Preventing Homelessness in Older Women Project	<p>The Committee participated in a discussion focused on:</p> <ul style="list-style-type: none"> • The complex challenges for people sleeping rough in Knox; • The Preventing Homelessness in Older Women Project which aims to prevent homelessness among single women over 55 who are the fastest growing cohort of people experiencing homelessness in the Eastern Metropolitan Region; and • The Knox Infolink Boronia Breakfast Program and emergency relief services including a discussion on emerging issues for rough sleepers and the cost of living impact on families. 	<p>The Committee acknowledged that:</p> <ul style="list-style-type: none"> • Across the Eastern Region all Councils are reporting an increase in the number of rough sleepers, and this should be a health and wellbeing concern for all communities; • People sleeping rough experience complex issues associated with mental health, substance addiction and access to services; and • The increase in the cost of living pressures is having a significant impact on all families and particularly very vulnerable people. <p>A key consideration for Council is:</p> <ul style="list-style-type: none"> • Homelessness is a very significant, complex community health and wellbeing issue and opportunities for Councils to collaborate across the region to address this issue is a priority.
Discussion on Knox crime data and emerging issues. Presentation of research report on Men's Mental Health in Knox.	The Committee heard from Victoria Police who provided a summary of current crime data and emerging crime issues in Knox.	<p>Police advised that overall Knox is a relatively safe community, however they have observed an increase in mental health incidents post COVID-19 Pandemic local lockdowns. Police also expressed concern in relation to the increase in crime influenced by social media. Police advised IWATCH is the main communication channel for the community.</p> <p>The Committee committed to have further discussion in relation to the issues raised by Police.</p>

Topic	Action	Outcome
	<p>In 2023, the Mental Health Round Table and the Community Safety Health and Wellbeing Committee identified a potential gap in men’s mental health services and programs available in the Knox</p> <p>Council Officers undertook an informal review of mental health services available in the Knox to determine if there is a gender-based gap in the services available.</p> <p>The Men’s Mental Health in Knox report presents the results of this work. Council Officers presented on key findings from the report and Committee members provided feedback on:</p> <ul style="list-style-type: none"> • Reflections points about the research; • What else is happening in the sector? and • What could be the focus for this Committee – prevention from a strength based approach, and or advocacy? 	<p>Men’s Mental Health in Knox:</p> <p>Following the presentation, the Committee discussed the following points raised in the report:</p> <ul style="list-style-type: none"> • The importance of listening to men with lived experience and what is important; • The Committee agreed there is a range of varied approaches to support men’s mental health, and it is important to look at what might work for different people; • There was support for an opportunity to plan for a joint meeting with the Mental Health Round Table in 2024 to focus on the complexities associated with men’s mental health; and • The Committee further considered planning a mental health summit in 2024 with a focus on healthy masculinity and links to good mental health programs. <p>Committee discussion included: The summit could be an all-day event with different sessions, and include community organisations and people with lived experience sessions.</p> <p>Topics to explore included:</p> <ul style="list-style-type: none"> • Intergenerational Trauma; • Employment; • Lived Experience; • Different cohorts; • Breakout sessions; and • Keynote speakers. <p>Further Action:</p> <p>Council Officers will follow up with the Mental Health Round Table and planning for the Summit will commence early 2024, for an event to be held mid-year.</p>

Topic	Action	Outcome
<p>Discussion in relation to developing a community alcohol harm profile</p>	<p>Council Officers presented on a summary of local data related to alcohol harm issues in Knox. The Committee provided feedback on the following questions:</p> <ul style="list-style-type: none"> • What are general observations in relation to alcohol harm in the community? • What are the potential causes and contributing factors to alcohol harm? and • What could be the most effective actions to reduce alcohol harm in our community? 	<p>The Committee focused on understanding the data and how Council can support and advocate to reduce alcohol harm. Key discussion points included:</p> <ul style="list-style-type: none"> • Anecdotally, sporting clubs generate revenue from alcohol sales. As a community we need to support clubs to fundraise differently so they can be less reliant on the bar revenue, and provide education to young people about risky drinking; and • The Committee considered the drivers behind harmful consumption of alcohol, and suggested it would be beneficial to include in the profile further analysis of this issue to support prevention work. <p>A key consideration for Council:</p> <ul style="list-style-type: none"> • Mental health, alcohol and gambling harm are all related and if we can work towards creating safer, welcoming and inclusive places, spaces and services for our community we can help minimise the drivers of these issues.

2. ENGAGEMENT

During 2023, Council Officers consulted with the Committee on key community safety, health and wellbeing issues, noted in Section 1.3 of this report.

3. SOCIAL IMPLICATIONS

The Knox Community Safety Health and Wellbeing Advisory Committee is a central point to identify emerging issues relevant to community safety, and health and wellbeing including the increase mental health, prevalence of alcohol and gambling harm, and people sleeping rough. The Committee also considers the connection of social issues when providing advice to Council, aligned to goals and objectives within the Council Plan 2021-2025.

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 IMPLICATIONS

There are no specific environmental implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Knox Community Safety Health and Wellbeing Advisory Committee is supported by Council's Healthy and Safe Communities and Integrated Community and Health Planning Teams within the Community Wellbeing Department, within existing resources.

7. RISKS

A risk to Council is that the community organisation representatives do not align with Council's health and wellbeing priorities. The Terms of Reference are regularly reviewed to ensure that recruitment processes are targeted to align with these priorities.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

11. CONFIDENTIALITY

Attachment 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, including personal information, (including name and address information) in relation to prospective committee members that would be unreasonable to disclose publicly, or unreasonable to disclose publicly before they are appointed.

Attachments

1. Attachment 1 - Terms of Reference - IN FORCE - Knox Community Safety Health and Wellbeing Advisory C [4.3.1 - 5 pages]

Attachment 1



Terms of Reference



Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate: Connected Communities **Responsible Officer:** Coordinator Healthy and Safe Communities

Approval Date: July 2023

Review Date: July 2028

1. Purpose

The purpose of this Advisory Committee is to support the planning, implementation and evaluation of the Municipal Health and Wellbeing Plan through evidence based primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

The objectives of this Advisory Committee is to:

- Contribute to the development and implementation of the Municipal Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, Safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.



3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Families, Fairness and Housing (DFFH);
- A maximum of one representative from Victoria Police; and
- A minimum of one Councillor appointed annually by Council.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

- The method of appointment will be via an expression of interest process.
- Members will be appointed for a five-year term.
- All members will be eligible to re-apply for appointment.
- Council will be responsible for appointing all Councillor representatives.
- Professional/Industry representative members will be appointed by a Panel comprising of a Council Officer, Councillor and DFFH representative through an Expression of Interest process.
- Preference will be given to organisations that align with Council's health and wellbeing priorities and emerging health issues.
- 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.
- The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.
- Guests may also be invited to attend and participate at meetings at the discretion of the Committee. This would generally be for a specific purpose and/or specified period of time.

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 four times a year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. 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 Plans. 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 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 seven 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.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

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 Committee will typically constitute a Meeting conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in Section 131 of the 2020 Local Government Act and Chapter 5 of Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.



Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or 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 Connected Communities Directorate.

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 five 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

When meetings occur on-site, 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.

15. Administrative Updates

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

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

8 Confidential Items