

# MINUTES



## Strategic Planning Committee Meeting

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On

Monday 11 September 2023

The Agenda for the Strategic Planning Committee Meeting, Monday 11 September 2023, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Strategic Planning Committee Meeting.

The meeting commenced at 7:01pm.

**PRESENT:**

<i>Cr M Timmers-Leitch (Chairperson)</i>	<i>Collier Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour (arrived via Zoom at 7:07pm)</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</i>	<i>Director - Customer &amp; Performance</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Ms N Columbine (Via Zoom)</i>	<i>Acting Director - Connected Communities</i>
<i>Mr A Dowling</i>	<i>Manager - Governance &amp; Risk</i>

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## 1 Apologies

Apologies were received from Councillor Cooper.

## 2 Declarations of Conflict of Interest

Nil.

## 3 Confirmation of Minutes

The Chairperson, Councillor Timmers-Leitch invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 10 July 2023. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Considering and Ordering Upon Officers' Reports

### 4.1 ICT Capital Works

SUMMARY: Chief Information Officer, Scott Coleman

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

Key achievements for this reporting period:

Two projects have moved from At-Risk (Amber status) to On-Track (Green status). Two remain At-Risk (Amber), and one has Issues (Red status), which is the same as last month. Overall, the portfolio health of projects is improving compared to month.

- Asset Management Information System: A prototype of the Utilities Model is complete and in line with expectations. Development of the data migration programs is underway and is scheduled for completion in September.
- Corporate Reporting: Training for business users on the Key Performance Indicator (KPI) module and Risk module has been completed and updates are being made in the new Pulse system for reporting. User feedback for the KPI module has been positive, and users of the Risk module have indicated it is easy and intuitive to use. The old system, Interplan, has been retired.
- Enterprise Integration Platform: Vendor performance issues have been addressed with the final remediation action targeted for mid-September. This will result in an estimated cost saving of \$150K which will be reinvested into the project. Internal resources have resolved integration complexities which has reduced vendor costs by \$13K.

This report represents the last report for ICT Capital Works Program based on the 2017 ICT Strategy, before transitioning to the new Customer and Performance (C&P) Portfolio Governance Framework.

Initial Councillor feedback on the new Governance Framework and proposed Transformation Governance Committee has been received and incorporated into the model. This new framework will include all technology capital projects and major operational initiatives for the 2023-2024 financial year, with reporting to commence from September 2023.

#### RECOMMENDATION

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

**RESOLUTION**

**MOVED: Councillor Laukens**

**SECONDED: Councillor Allred**

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

**CARRIED**

*Councillor Seymour entered the meeting at 7:07pm before the vote on item 4.1*

## 4.2 Establishment of the Transformation Governance Committee

SUMMARY: Head of Portfolio Office and Enterprise Change, Sophie Binks

The ICT Governance Committee completed its term on 31 August 2023. As part of the new Customer and Performance Directorate structure and priority initiatives, the new Transformation Governance Committee is proposed to replace the ICT Governance Committee.

The new Transformation Governance Committee (TGC) purpose is to independently evaluate the health, value and approaches of initiatives across Customer and Performance, including:

- Technology, systems and application projects
- Cyber security projects
- Customer Experience projects
- Digital (e.g., website) projects
- Data projects
- Service Planning and Reviews
- Updated frameworks in Governance/Risk/Compliance

Many of the above initiatives are budgeted as part of the capital program for FY 23/24. However, some initiatives will be delivered with operational resources, such as the Service Planning and Review Program and the Governance/Risk/Compliance framework updates. Irrespective of the funding model, these initiatives will be delivered under a consistent and transparent project delivery methodology, and within one “portfolio” governance structure.

Like the previous ICT Governance Committee, the TGC is proposed to have the Mayor, two Councillors and three External Independent Members.

Whilst the previous ICT Governance Committee’s focus was purely on technology, the TGC is broader in scope as it includes major organisational changes to support the Community and Council Plan. Therefore, the External Independent Members need to have broader expertise in digital, business transformation and customer experience, and governance – as well as technology.

The three External Independent Members costs will be the same as the previous members from the ICT Governance Committee: \$15K per year, budgeted in C&P. The term of the committee will be two years.

### RECOMMENDATION

That the Committee:

1. Approve the establishment of the Transformation Governance Committee.
2. Adopt the Transformation Governance Committee Terms of Reference as set out in Attachment 1.
3. Nominate Councillor \_\_\_\_\_ to participate in the recruitment panel for the External Independent Members for the Transformation Governance Committee.

**RESOLUTION**

**MOVED: Councillor Laukens**

**SECONDED: Councillor Allred**

**That the Committee:**

- 1. Approve the establishment of the Transformation Governance Committee.**
- 2. Adopt the Transformation Governance Committee Terms of Reference as set out in Attachment 1.**
- 3. Nominate Councillor Timmers-Leitch to participate in the recruitment panel for the External Independent Members for the Transformation Governance Committee.**

**CARRIED**



### 4.3 Knox Community Awards Program

SUMMARY: Head of Governance, Saskia Weerheim

The Knox Australia Day Awards are a discretionary awards program of Council that has run since 1994. This report gives an overview of the outcomes of the 2023 campaign and a recommendation regarding the future of this awards program, following on from community engagement.

The primary goal of these awards is to honor, recognise and celebrate the breadth of contributions made by so many individuals within our community.

A downward trend in the number of nominations and awards presented in recent years, combined with the low engagement in recent community consultation on the awards, suggest that the awards in their current configuration, are no longer effectively resonating with our community.

It is the officers' view that the current award format and timing is not capturing the interest and attention of the community and, left unaddressed, this is likely to result in the Awards program in future years failing to provide a meaningful platform to recognise and celebrate the exceptional endeavors that continually enrich our community.

Consequently, it is the officers' recommendation that the Committee consider:

- Discontinuing the current Australia Awards program in 2024;
- Revitalising the program with a revised structure and award categories; and
- Aligning a new program with an existing Council event and/or community celebration (e.g., Volunteer Week) later in the year, which would provide leverage for promoting the awards, and potentially a new presentation opportunity, rekindling community interest and engagement with the awards, and driving more active participation.

Preliminary work on alternatives has commenced and should the recommendation be supported a further report to Council would be presented early in the new year to determine a new award format.

#### RECOMMENDATION

That the Committee:

1. Note the outcomes of the 2023 Australia Day Awards campaign.
2. Resolve to discontinue Council's Australia Day Awards in their current format, noting the 2023 round as the final round of the awards in their current state.
3. Note that a further report will be brought back regarding Council's community awards program, incorporating an updated Terms of Reference in preparation for a new award round to be held later in 2024.

MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Allred

That the Committee:

1. Note the outcomes of the 2023 Australia Day Awards campaign; and
2. Resolve to discontinue Council's Australia Day Awards.

LOST ON THE CASTING VOTE OF THE CHAIRPERSON

A Division was called by Councillor Seymour

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

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

Abstention: Nil

LOST 3:5

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Dwight

That the Committee:

1. **Note the outcomes of the 2023 Australia Day Awards campaign.**
2. **Resolve to discontinue Council's Australia Day Awards in their current format, noting the 2023 round as the final round of the awards in their current state.**
3. **Note that a further report will be brought back regarding Council's community awards program, incorporating an updated Terms of Reference in preparation for a new award round to be held later in 2024.**

CARRIED

A Division was called by Councillor Pearce

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

Against the motion: Councillor Grasso, Councillor Allred, Councillor Dwight and Councillor Pearce

**Abstention:** Nil

**CARRIED 4:4**

**CARRIED ON THE CASTING VOTE OF THE CHAIRPERSON**

Councillor Pearce foreshadowed his intention to lodge a Rescission Motion in relation to this decision.

#### 4.4 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, John Bixby

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 25 August 2023.

#### RECOMMENDATION

That the Committee receive and note the Capital Works Program Report, as of 25 August 2023.

#### **RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Seymour

**That the Committee receive and note the Capital Works Program Report, as of 25 August 2023.**

#### **CARRIED**

#### 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 8:01pm**

Minutes of Meeting confirmed at the  
Strategic Planning Committee Meeting  
held on Monday, 9 October 2023

.....  
Chairperson

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

# AGENDA

Meeting of the Strategic Planning  
Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 11 September 2023 at 7:00 PM

This meeting will be conducted as a  
hybrid meeting



**Order of Business**

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Bruce Dobson  
Chief Executive Officer

**1 Apologies**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes**

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 10 July 2023



## 4 Considering and Ordering Upon Officers' Reports

### 4.1 ICT Capital Works

#### **SUMMARY:**

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

#### **Key achievements for this reporting period:**

Two projects have moved from At-Risk (Amber status) to On-Track (Green status). Two remain At-Risk (Amber), and one has Issues (Red status), which is the same as last month. Overall, the portfolio health of projects is improving compared to month.

- **Asset Management Information System:** A prototype of the Utilities Model is complete and in line with expectations. Development of the data migration programs is underway and is scheduled for completion in September.
- **Corporate Reporting:** Training for business users on the Key Performance Indicator (KPI) module and Risk module has been completed and updates are being made in the new Pulse system for reporting. User feedback for the KPI module has been positive, and users of the Risk module have indicated it is easy and intuitive to use. The old system, Interplan, has been retired.
- **Enterprise Integration Platform:** Vendor performance issues have been addressed with the final remediation action targeted for mid-September. This will result in an estimated cost saving of \$150K which will be reinvested into the project. Internal resources have resolved integration complexities which has reduced vendor costs by \$13K.

This report represents the last report for ICT Capital Works Program based on the 2017 ICT Strategy, before transitioning to the new Customer and Performance (C&P) Portfolio Governance Framework.

Initial Councillor feedback on the new Governance Framework and proposed Transformation Governance Committee has been received and incorporated into the model. This new framework will include all technology capital projects and major operational initiatives for the 2023-2024 financial year, with reporting to commence from September 2023.

#### **RECOMMENDATION**

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

## 1. INTRODUCTION

Overview of ICT projects progress and “get-to-green” actions:

RAG Status Last Month	RAG Status This Month	Project Name	Schedule %	“Get-to-Green” action
Issues	Issues	Asset Management Information System (AMIS)	54%	Contract extension sign-off and data migration proof of concept approved. Testing 11 <sup>th</sup> Sept.
At-Risk	At-Risk	Corporate Reporting Solutions	93%	The planned people data variation work is to be completed at the end of September.
At-Risk	At-Risk	Intranet Replacement	71%	Revised timelines to be presented and approved by the Project Board in September.
At-Risk	On-Track	Early Years Platform	99%	N/A - now back on-track
At-Risk	On-Track	Enterprise Integration Platform (EIP)	72%	N/A - now back on-track

Key Issues and Risks:

Issues	
Description	Resolution
The current PMO Tool is no longer fit for purpose due to limitations with features and functionality. It does not align with the new C&P Portfolio Governance Framework and Structure which requires reporting on all the C&P portfolio of projects and programs to enable effective oversight.	An initial market scan of potential vendors has been completed. A business case for the new PMO Tool has been presented for approval. The new PMO tool will deliver benefits through improved functionality and creating efficiencies. A scalable solution will be chosen to enable all projects across the organisation to be able to use it (outside of Customer and Performance).
Risks	
Description	Mitigation
Internal people data – multiple dependencies exist and need improved people data processes. Projects with this dependency include Intranet, Corporate Reporting, and the Enterprise Integration Platform.	Multiple data management initiatives are currently resourced and underway to improve accessibility and availability of internal people data.
Resourcing – current labour market conditions and rates continue to be a challenge for attracting key project personnel.	Multiple recruitment options are being used to source talent. Focus on employee engagement is a priority to ensure key personnel are retained.
Vendors / Supply Chain – cost increases and performance challenges are being observed across multiple vendors, potentially impacting future project delivery.	Regular and on-going vendor meetings as part of project governance.

## **2. CONFIDENTIALITY**

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

**Report Prepared By:** Head of Portfolio Office and Enterprise Change, Sophie Binks  
**Report Authorised By:** Manager Strategy and Transformation, Liesl Westberry

### **Attachments**

1. Council Report SPC Sep [4.1.1 - 3 pages]

Project Name & Status	Status
<b>In progress</b>	
<p><b>Asset Management Information System</b></p> <p>The current focus is on resolving the issues on the data migration and signing-off the contract extension with the vendor. A prototype of the Utilities Model is complete and in line with expectations. Work has commenced in configuring Confirm for the Assets and Maintenance data. Increased effort will now be put into test preparation and testing to commence on 11 September. The RAG status will be changed when consolidation of all the project schedules is completed and baselined, inclusive of all the Change Requests.</p>	Issues
<p><b>Corporate Reporting Solutions</b></p> <p>Design for the Delegations module commenced on 28 August 2023. The project is Amber but expect to go green around late-September when the dependency on the People and Data project completes the planned people data variation work to ensure our HR data is continuously accurate and up to date which is critical for the implementations of the Delegations module and the “assign to position” functionality.</p>	At-Risk
<p><b>Intranet Redevelopment</b></p> <p>The build phase with the vendor, WebVine is progressing, and they are currently assessing the impact of including customisations which were not considered in the original quote. The revised build schedule is targeted for the end of August. A third (part-time) content writer was onboarded to the project in August. The content team are working through People, Culture and Development (PCD) and Governance content and on the ‘About Us’ pages. Work has begun on migrating Team Site content across to Microsoft Teams for two areas in preparation for decommissioning those sites. Planning for migration of the First Point Customer Service knowledge base is also in progress with the Customer Service team and vendor. The project is currently amber due to a few key milestones likely to be delayed. The project team are confirming the revised dates and will be present to the Project Board at the end of the month (September), to seek approval of a new timeline and any associated changes.</p>	At-Risk
<p><b>Early Years Platform</b></p> <p>Decommissioning activities for Knox Early Years System (KEYS) and remaining activities for KN Enrol are underway and are planned to complete by 8<sup>th</sup> September 2023.</p>	On-Track
<p><b>Enterprise Integration Platform</b></p> <p>The project is amber due to vendor performance issues. These issues have been addressed and the final remediation action is targeted for mid-September 23. This will result in an estimated cost savings of \$150k to be re-invested for internal resources on the project. The people data</p>	On-Track

Project Name & Status	Status
integration required for the intranet project is being developed. Internal resources have resolved integration complexities, resulting in a vendor cost saving of \$13k. There is continued analysis with business areas to identify data integration solutions for them.	
<p><b>Project Management Office</b>                      Project Management Office oversees quality aspects of the overall Portfolio of ICT. The PMO is used for PMO resource costs, and non-project specific charges, including annual leave and admin/team activities.</p> <p>The budget for this function continues to be managed according to plan.</p>	On-Track
<p><b>Project Management Office - ICT Governance</b>                      This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.</p> <p>The allocation continues to track to plan.</p>	On-Track
<b>On hold</b>	
<p><b>Cloud Migration</b></p> <p>This project has been put on hold and is planned for execution in FY23. However, the prioritisation process remains active and ongoing.</p>	On-Hold
<p><b>Master Data Management</b></p> <p>The MDM project is currently on-hold due departure of the project manager. Project scope and timings will be reviewed in relation to other Customer and Performance Portfolio Roadmap priorities. Recommendations to be provided September/October</p>	On-Hold
<b>Not started</b>	
<p><b>Customer Relationship Management</b></p> <p>This project is now due to commence in line with the completion of the Customer Strategy. Commencement of the CRM project will now be considered in the context of the Customer and Performance Portfolio Roadmap which is in development.</p>	Not Started
<p><b>DCCT Program - Ph-3 Integration Phase</b></p> <p>This phase will expand on earlier delivery of the Digital program, with the implementation of a secure portal to Knox staff, a Knox business hub and additional integration with Knox systems. This project will need to be scheduled in line with re-prioritisation model.</p>	Not Started

Project Name & Status	Status
<p><b>Facilities Booking Solution - Phase 2 Community Facilities Booking Solution</b></p> <p>This project has not started and will commence when resource capacity becomes available from the Asset Management Information System Project over the next 12 months.</p>	Not Started
<p><b>Spatial Capability</b></p> <p>The project is currently closed, and a new project will be created to deal with the out-of-support Intramaps in 2025. No further work regarding this project is going to be done.</p>	Not Started
<b>Completed</b>	
<b>Business Intelligence</b>	Done
<b>Community Engagement Platform</b>	Done
<b>DCCT Program - Ph-1 Website Redevelopment</b>	Done
<b>Facilities Booking Solution - Phase 1 Staff Room Bookings</b>	Done
<b>HR Systems</b>	Done
<b>Pathway Program</b>	Done
<b>Removed</b>	
<b>Active Aging System Platform</b>	Removed
<b>Total</b>	

## 4.2 Establishment of the Transformation Governance Committee

**SUMMARY:** Head of Portfolio Office and Enterprise Change, Sophie Binks

The ICT Governance Committee completed its term on 31 August 2023. As part of the new Customer and Performance Directorate structure and priority initiatives, the new Transformation Governance Committee is proposed to replace the ICT Governance Committee.

The new Transformation Governance Committee (TGC) purpose is to independently evaluate the health, value and approaches of initiatives across Customer and Performance, including:

- Technology, systems and application projects
- Cyber security projects
- Customer Experience projects
- Digital (e.g., website) projects
- Data projects
- Service Planning and Reviews
- Updated frameworks in Governance/Risk/Compliance

Many of the above initiatives are budgeted as part of the capital program for FY 23/24. However, some initiatives will be delivered with operational resources, such as the Service Planning and Review Program and the Governance/Risk/Compliance framework updates. Irrespective of the funding model, these initiatives will be delivered under a consistent and transparent project delivery methodology, and within one “portfolio” governance structure.

Like the previous ICT Governance Committee, the TGC is proposed to have the Mayor, two Councillors and three External Independent Members.

Whilst the previous ICT Governance Committee’s focus was purely on technology, the TGC is broader in scope as it includes major organisational changes to support the Community and Council Plan. Therefore, the External Independent Members need to have broader expertise in digital, business transformation and customer experience, and governance – as well as technology.

The three External Independent Members costs will be the same as the previous members from the ICT Governance Committee: \$15K per year, budgeted in C&P. The term of the committee will be two years.

### RECOMMENDATION

That the Committee:

1. Approve the establishment of the Transformation Governance Committee.
2. Adopt the Transformation Governance Committee Terms of Reference as set out in Attachment 1.
3. Nominate Councillor \_\_\_\_\_ to participate in the recruitment panel for the External Independent Members for the Transformation Governance Committee.

## 1. INTRODUCTION

The report provides the objectives and Terms of Reference (refer to **attachment 1**) of the Transformation Governance Committee. Additionally, the external members' role is described to reflect the role of support in planning and ensuring an effective & efficient committee.

Next steps are also provided with the aim to commence the committee on 6<sup>th</sup> December 2023.

## 2. DISCUSSION

The Terms of Reference (**attachment 1**) was drafted from input by Councillors, previous external independent members of the former ICT Governance Committee and internal stakeholders. The attachment documents key terms such as:

- Purpose and objectives
- Membership, period of Membership (i.e., 2-years) and Method of Appointment
- Delegated Authority (of which this committee has none)
- Meeting procedures
- Role of Chair
- Agenda and Meeting Minutes
- Quorum
- Voting
- Reporting

More specifically, the objective of the Transformation Governance Committee is to:

- Provide advice, guidance and recommendations on the C&P Portfolio of projects (as defined in the executive summary) regarding strategic investment priorities, decision making responsibilities and items brought before the Committee;
- Provide oversight and monitor the implementation;
- Provide oversight and support the principles of the governance framework;
- Provide recommendations to inform the decision-making process regarding investment in the projects and programs;
- Connect with, and report business critical risks to the Audit and Risk Committee; and
- Inform and report to Council.

The Transformation Governance Committee will prepare:

- Formal bi-annual reports to the Audit and Risk Committee; and
- A formal annual report to the Council.

A recruitment process is required for the External Independent Members of the Transformation Governance Committee and requires one Councillor (in addition to two Council Officers) to be part of the recruitment panel and process.

It is proposed that External Independent Members are appointed for a two-year period. External Independent Members with backgrounds across the ICT industry, business transformation, customer experience and/or governance would be sought, with an awareness of local government being an advantage.



The External Independent Members will also:

- Support and build the knowledge with the Councillors on the Transformation Governance Committee to enable an effective and efficient operating committee; and
- Attend planning sessions with C&P team members to provide independent advice, guidance and recommendations.

The next steps to establish the Transformation Governance Committee are:

#	Task	Target Date
1	SPC Meeting - Establishment of the Transformation Governance Committee	11 Sept 2023
2	Recruitment preparation for External Independent Members for the Transformation Governance Committee	12 Sept 2023
3	Conclude recruitment for External Independent Members for Transformation Governance Committee	20 Oct 2023
4	SPC Meeting - Appointment of External Independent Members for Transformation Governance Committee	13 Nov 2023
5	Commence quarterly Transformation Governance Committee Meeting	6 Dec 2023

**3. CONSULTATION**

The Transformation Governance Committee was designed and developed in consultation with internal stakeholders.

The proposed Transformation Governance Committee was presented to the ICT Governance Committee on 21 June 2023. Feedback was provided and incorporated into the Terms of Reference. The updates were presented back to the ICT Governance Committee on 19 July 2023 and supported.

The proposed Transformation Governance Committee was discussed with Councillors on 21 August 2023 and feedback was incorporated into the Terms of Reference (attachment 1).

**4. CLIMATE CHANGE CONSIDERATIONS**

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

**5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Not applicable.

**6. FINANCIAL & ECONOMIC IMPLICATIONS**

There will be a cost associated with the three External Independent Members of the Transformation Governance Committee. This is in line with the current ICT Governance Committee engagement of approximately \$15K per year and is already accounted for in the in the C&P budget.

**7. SOCIAL IMPLICATIONS**

Not applicable.

**8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

**Civic Engagement & Integrity**

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. CONFIDENTIALITY**

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

**Report Prepared By:** Head of Portfolio Office and Enterprise Change, Sophie Binks  
**Report Authorised By:** Director, Customer & Performance, Greg Curcio

**Attachments**

1. Terms of Reference Transformation Governance Committee [4.2.1 - 6 pages]



# Transformation Governance Committee

Directorate:	Customer and Performance	Responsible Officer:	Director, Customer and Performance
Approval Date:		Committee Group:	Advisory
Review Date:	2 Years from initial Meeting Date		

## 1. Purpose

The Transformation Governance Committee (TGC) purpose is to independently evaluate the health, value and approaches of initiatives across Customer and Performance, including:

- Technology, systems and application projects
- Cyber security projects
- Customer Experience projects
- Digital (e.g., website) projects
- Data projects
- Service Planning and Reviews
- Updated frameworks in Governance/Risk/Compliance

## 2. Objectives

The objectives of the Transformation Governance Committee are to:

- Provide advice, guidance and recommendations on C&P Portfolio of projects and programs regarding strategic investment priorities, decision making responsibilities and items brought before the Committee
- Provide oversight and monitor the implementation of C&P Portfolio
- Provide oversight and support the principles of the C&P Portfolio Governance Framework
- Provide recommendations to inform the decision-making process regarding investment in C&P Portfolio of projects and programs.

The Independent External Members are to support and build the knowledge of the Councillors on the Transformation Governance Committee to enable an effective and efficient operating committee. In addition, the Independent External Members will attend immersion sessions to provide independent advice, guidance and recommendations.

## 3. Membership, Period of Membership and Method of Appointment

The Transformation Governance Committee shall comprise the following:

- Mayor



- Two Councillors
- Three Independent External Members

Independent External Members will have a background across the ICT industry, business transformation, customer experience and/or governance. An awareness of local government would be an advantage.

Any Councillor, not appointed to the Committee, may attend the meeting as an observer only and will not be able to contribute and will have no opportunity to participate in discussions.

### **3.1 Selection and Recruitment of Independent External Members**

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

Eligible Independent External Members will have an interest in and good working knowledge of Information Technology, business transformation, customer experience and/or governance.

The approach and method for appointing Independent External Members will include the following:

- Independent External Members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Independent External Members will be appointed for a two-year term;
- All Independent External Members will be eligible to re-apply for appointment should the committee be extended;
- Council will be responsible for appointing all Councillor and Independent External Members; and
- Casual vacancies which occur due to Independent External Members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

### **3.2 Guests and Observers**

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, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

### **3.3 Training**

All Councillors and Independent External Members of this Committee are required to undertake prescribed Child Safe Training and any other training required by Council within their term on an Advisory Committee. This is a legislative requirement as part of reforms from the State Government to ensure all Committee representatives are aware of child safety practices in the event a relevant issue arises.

All Councillors and Independent External Members will be required to undertake other mandatory induction and training as advised by Council.

### **3.4 Councillors**

Council will appoint Mayor and Councillor representation annually.



The role of Councillors is to participate in the meetings, listen to 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.

### 3.5 Council Officers

Council Officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

## 4. Delegated Authority and Decision Making

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

## 5. Meeting Procedures

The Committee will meet on a quarterly basis 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 Plan. The Committee may also highlight any emerging issues, which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

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

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

## 6. Chair

The Chairperson is to be an Independent External Member of the Committee. The members of the Committee will appoint a Chairperson annually at the commencement of the first meeting each calendar year. The members of the Committee may also appoint a Deputy Chairperson who is to be an Independent External Member, to undertake the duties of the Chairperson where the elected person may not be able to undertake their duties.

When appointing the Chairperson, the Committee should consider a candidate's relevant professional and personal skills required to undertake this role.

## 7. Agendas and Meeting Minutes

Agendas and meeting minutes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting in both digital and hard copy formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance.

The Chairperson must arrange for meeting minutes of each meeting of the Committee to be kept.



The meeting minutes of this 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 minutes must be:

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

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group 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 interest.

## 8. Quorum

A quorum shall comprise at least one Councillor member and two Independent External Members.

All Committee members are requested to attend each meeting in person, although members can attend through electronic means and will be included as part of the quorum.

## 9. Voting

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus for Council consideration. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the minutes of the meeting.

## 10. Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise their 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 the Local Government Act 2020 and Chapter 5 of the 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 Committee member has a conflict of interest or perceived conflict of interest in relation to a matter before the Committee, 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 minutes. It will be at the discretion of the Chairperson if the staff and/or Committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes 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 Council's Governance team.

## 11. 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.

In addition, the Committee will also prepare a formal report on a bi-annual basis and present to the Audit and Risk Committee.

The Committee will report critical business risks to the Audit and Risk Committee.

## 12. Administration Support

Administration support will be provided by the Customer and Performance Directorate.

## 13. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Independent External Members should defer any media enquiries to the Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Committee.

## 14. Review Date

This Committee will be reviewed on a regular basis, with a review date not exceeding a two-year period. If the Committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the Committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

## 15. Meals

Council will provide reasonable meals for Committee meetings at times that immediately precede, follow or extend through normal mealtimes.



## 16. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to the Terms of Reference. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Terms of Reference. Where any change or update is considered to be a material change, it must be considered by Council.



### 4.3 Knox Community Awards Program

**SUMMARY:** Head of Governance, Saskia Weerheim

The Knox Australia Day Awards are a discretionary awards program of Council that has run since 1994. This report gives an overview of the outcomes of the 2023 campaign and a recommendation regarding the future of this awards program, following on from community engagement.

The primary goal of these awards is to honor, recognise and celebrate the breadth of contributions made by so many individuals within our community.

A downward trend in the number of nominations and awards presented in recent years, combined with the low engagement in recent community consultation on the awards, suggest that the awards in their current configuration, are no longer effectively resonating with our community.

It is the officers' view that the current award format and timing is not capturing the interest and attention of the community and, left unaddressed, this is likely to result in the Awards program in future years failing to provide a meaningful platform to recognise and celebrate the exceptional endeavors that continually enrich our community.

Consequently, it is the officers' recommendation that the Committee consider:

- Discontinuing the current Australia Awards program in 2024;
- Revitalising the program with a revised structure and award categories; and
- Aligning a new program with an existing Council event and/or community celebration (e.g., Volunteer Week) later in the year, which would provide leverage for promoting the awards, and potentially a new presentation opportunity, rekindling community interest and engagement with the awards, and driving more active participation.

Preliminary work on alternatives has commenced and should the recommendation be supported a further report to Council would be presented early in the new year to determine a new award format.

#### **RECOMMENDATION**

That the Committee:

1. Note the outcomes of the 2023 Australia Day Awards campaign.
2. Resolve to discontinue Council's Australia Day Awards in their current format, noting the 2023 round as the final round of the awards in their current state.
3. Note that a further report will be brought back regarding Council's community awards program, incorporating an updated Terms of Reference in preparation for a new award round to be held later in 2024.

## **1. INTRODUCTION**

Council's Australia Day Awards program commenced in 1994. The purpose of the awards program is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community. Nominations for the awards have been accepted in a range of categories with an emphasis on service and benefit to the Knox community.

The Awards program is planned and delivered in line with the Terms of Reference for the Australia Day Awards Committee, which was established to consider nominations for award recipients to be announced annually on Australia Day.

Historically, these awards have been called the "Australia Day Awards". The Awards' connection to Australia Day comes only from it being the day on which they are conferred. This review process reflects a desire for continuous improvement of the awards and is not a comment or reflection of how Council does or should acknowledge and celebrate Australia Day more broadly.

This report provides the Committee with an overview of the outcomes of the 2023 campaign, an overview of the engagement results, and recommended next steps for Council's awards program.

## **2. DISCUSSION**

### **2.1 Outcomes of the 2023 Campaign**

The Knox Australia Day Awards Committee, comprising two Councillors and the previous year's award winners, assessed nominations and recommended recipients for the following categories:

- Citizen of the Year - For community members of Knox who could be described as role models in the community, who have given selflessly of themselves to others.
- Young Citizen of the Year - For community members of Knox who are under 25 years of age on 26 January the year the award is being presented and who have made an outstanding contribution to their community or school.
- Volunteer of the Year - For community members of Knox who have given of themselves in a voluntary role.
- Local Hero - For a community member who performed a heroic act or made a singular outstanding achievement in the Knox community.
- Senior Citizen of the Year - For community members of Knox aged 65 and over who have made a significant contribution to the community or are inspirational role models.
- Environmentalist of the Year - For community members of Knox whose actions and ideas have had a significant positive impact on:
  - The protection, enhancement or awareness of Knox's natural environment; and/or
  - Environmental sustainability outcomes or initiatives within our city.

Based on the nominations received, the Australia Day Awards Committee determined the award recipients for the 2023 Knox Local Australia Day Awards as follows:

- Citizen of the Year: Ricky Baldwin
- Senior Citizen of the Year: Noel Addicoat
- Volunteer of the Year: John Draffin
- Sustainability Leadership Award: Rowan Jennion

The 2023 Australia Day Awards recipients were announced and celebrated via an online campaign with pre-recorded videos involving Councillors showcasing the recipients and their respective categories. A formal presentation was also made to the recipients at the January 2023 Council meeting.

## **2.2 Review of the Awards**

Based on a decision at the September 2022 Strategic Planning Committee meeting, a review of the awards program was recently completed.

At the September 2022 SPC meeting, officers recommended that Councillors consider updating the Terms of Reference to rebrand the awards as community awards. This recommendation was a reflection of the current state of the awards which aim to recognise the enormous volunteer effort and subsequent benefits to the Knox community of this awards program. While Council continues to receive high quality nominations each year, the number of nominations is not reflective of the enormous volume of volunteering and other contributions that are known to be occurring across the Knox community.

This recommendation encompassed a change of name to the Knox Community awards and a suggestion to move the award celebration to National Volunteer Week to reflect the nature of the awards. Prior to making a decision, Council requested that community engagement be undertaken to assist in the decision-making process with a further report to be tabled at a Council or Strategic Planning Committee meeting.

Community engagement has now been finalised and the results are presented below for Committee consideration.

### **2.2.1 Method of Engagement**

Community engagement opened on 17 May 2023 and concluded on 21 June 2023 – a five-week campaign period, with feedback sought on the value of Council delivering this awards program, the award categories and the date of the announcement and the nature of the celebration.

There are a range of stakeholders in our community with an interest in our community awards program including:

- Current and previous award recipients, nominees and nominators;
- Council advisory committees;
- Local community groups;
- Community service organisations; and
- The broader community.

Data was mainly captured through Council's Have Your Say page. Officers also engaged with the community via telephone consultations, a drop-in session prior to a Council meeting and engagement with Council's Youth Advisory Committee and First Nations Community Development Officer.

### **2.2.2 Results**

A total of 19 responses were received through Council's Have Your Say page. Three further responses were generated through one-on-one telephone consultations and two further responses were received from community members by email – providing general feedback on the merits of Council continuing to recognise volunteer effort through an annual Awards Program.

The overall feedback indicates there is support for Council to continue to recognise community contributions through an awards program, although it is acknowledged that the feedback is from a very small sample.

The key themes to assist the Committee in making a decision are outlined below and focus on the value of the awards and the mode of presentation. Extensive feedback was also received from the community on a range of matters relating to the Terms of Reference for these awards, including expectations of recipients, award categories and the nomination process. Pending the Committee's decision, this feedback will be utilised to shape new award terms of reference.

### **2.2.3 Recognition and Value**

Of the respondents, only one was unaware of Council's Awards Program and almost all respondents saw value in Council delivering an Awards Program.

Civic pride was a key theme that emerged through the feedback from the community. The following feedback is indicative of this sentiment:

*Acknowledging outstanding individuals who have made a valuable contribution to the Knox community is very important because it encourages more people in our community to contribute whatever they can in our society. It proves that we live in the great community and we are cared for not only by the council but individual who live here.*

Other feedback spoke of the value in showcasing the achievements of community members as an incentive and motivation for others, whilst reinforcing that what volunteers do is important. Feedback also indicated that the awards allowed for the volunteer-involving organisation's work to be profiled, potentially generating new volunteer interest.

*The candidate we nominated ... has benefited enormously in terms of personal development, awareness and a "handy" CV entry.*

*There is certainly value in running this program. As most if not all award recipients belong to a group, which is tied also to the individual's work, it provides an opportunity to not only showcase the amazing work being done by the individual, but also the group they belong to.*

#### **2.2.4 Award Presentation**

There was a range of suggestions made as to how the awards should be presented:

*We should present the awards to the recipients formally with their family in a big hall during the citizenship award to show the new residents within Knox City Council that we encourage the most contribution in our community.*

*In a formal awards ceremony with them being allowed to bring guests.*

*Local Ceremonies and public notifications i.e. social networks and council web pages. You could publish videos on the Council website of recipients' stories.*

*At a Knox event such as Carols by Candlelight or the Knox Festival.*

*Some recipients may appreciate a donation of dollars or reduced rents for their organisations. A nice glass trophy/plaque may be meaningful. Recipients are usually very modest people.*

*A formal reception/awards event may be appreciated.*

There was a range of responses relating to the day this award should be presented with Australia Day attracting the most responses, followed closely by National Volunteer Week in May. Several respondents selected the Knox Festival and one person selected International Volunteer Day.

A few respondents noted that the awards should stay on Australia Day to tie in with the national awards campaign, whilst others acknowledged that the day is controversial. Several respondents noted their concern that the awards being presented on Australia Day is not inclusive.

Council adopted its first Reconciliation Action Plan (RAP) at the July 2023 Council meeting. The RAP has six focus areas that underpin the way Council will work to achieve goals articulated in the Plan. Of particular note for Committee consideration of the name and date of the award presentation, are the RAP focus areas of:

1. Recognition and Respect - Respect and recognition of Aboriginal and Torres Strait Islander peoples and their culture increases everyone's awareness and appreciation of cultures and civilisation enriching our histories for at least 65,000 years;
2. Health and Wellbeing - For the health and wellbeing of the Knox Aboriginal and Torres Strait Islander communities to flourish, initiatives must include a holistic, whole of life cycle view of health that includes physical, cultural, spiritual, emotional, economic (including housing) and mental health and wellbeing.
3. Civic Participation - Effective civic participation can be achieved when all members of the communities feel valued, safe and recognised.

These focus areas speak of inclusion, respect and community participation and involvement. The RAP provides a genuine opportunity for Council and the community to strengthen trusting relationships by holding forums, promoting dialogue and providing a platform for First Nations voices to be heard to build awareness of their issues. Continuing to host an award presentation on Australia Day may be at odds with our desire for recognition and inclusion of our First Nations residents, as we progress with implementing the actions in the RAP.

### **3. CONSULTATION**

Community engagement has been completed and this report presents the finding of the engagement.

### **4. CLIMATE CHANGE CONSIDERATIONS**

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

### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Nil

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

Financial implications will vary depending on the decision made by Council and subject to the preferences for the presentation of future awards, may require referral to the 2024/25 budget process.

The 2023/24 operational budget includes provision of \$20,500 for all Civic Functions, inclusive of the Australia Day Awards. As an in-person presentation event hasn't been held for the last three years, expenditure has been in the vicinity of \$7-10,000 per annum (excluding GST), which is a significant reduction on the cost of a standalone presentation event.

Staff resourcing to support the Program is relatively significant with an estimate 150+ officer hours invested to deliver the Program annually across the Governance & Risk and Communications Departments.

### **7. SOCIAL IMPLICATIONS**

Council's community awards program provides the community with an opportunity to acknowledge those people who work tirelessly by helping others and building a more connected community.

### **8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

#### **Connection, Resilience & Wellbeing**

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

#### **Civic Engagement & Integrity**

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

### **9. CONFLICT OF INTEREST**

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

### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Head of Governance, Saskia Weerheim and  
Manager Governance and Risk, Andrew Dowling  
**Report Authorised By:** Director Customer and Performance, Greg Curcio

**Attachments**

Nil

## 4.4 Capital Works Program Report

### **SUMMARY: Coordinator, Capital Works, John Bixby**

**The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 25 August 2023.**

### **RECOMMENDATION**

**That the Committee receive and note the Capital Works Program Report, as of 25 August 2023.**

#### **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 25 August 2023, is attached as Attachment 1.

Highlights of the Works Report as of 25 August 2023 include:

- Significant Municipal Site Renewal - War Memorial handrail upgrade works completed at Tim Neville Arboretum.
- Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension) - Lock up milestone achieved. External works - continuation of external cladding and southern car park works, commencement of landscaping and pathways, AusNet power upgrade installation complete. Internal works - completion of plastering, ongoing wall finishes - painting, tiling, joinery installation complete and services and plumbing fit off to follow.
- Energy Performance Contract Implementation – all project completed with monitoring to occur throughout the financial year.
- Modular Building Program - Lakesfield Reserve Carpark and Rowville Recreation Reserve Carpark works completed.
- Sport field lighting projects. Kings Park (Baseball) - Floodlighting Upgrade, Guy Turner Reserve - Floodlighting Upgrade, Windermere Reserve - Floodlighting Upgrade, Bayswater Oval - Floodlighting Upgrade, Chandler Park Reserve Flood Lighting and Knox City Tennis Courts - LED Lighting Upgrades contractor awarded with detail design expected to be completed in September.

Council has just commenced the 2023/24 program with 2 months progressed to date. Council is completing projects that have been carried forward from the 2022/23 program with many other projects entering a scoping/design phase with delivery to occur later in this financial period.

Project budget figures in this report are inclusive and reflective of proposed 2022/23 carry forward funding and have not been endorsed by Council, this is expected to occur in September.



## **2. DISCUSSION**

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

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

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

1. Capital Works Program - Works Report as at 25 Aug 2023 - Attachment A [4.4.1 - 17 pages]

## Knox City Council Project Status Report

25-Aug-2023

Project Number	Project Name	Total Adjusted Budget
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$339,971</b>
All Wards	Maintenance activities continuing on various bridge structures across the municipality. Scoping in progress on other bridge priorities.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$425,000</b>
All Wards	Program being scoped.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,596,025</b>
All Wards	A small package of works has commenced with several streets resurfaced. The team is currently refining a new list of priorities based on the latest condition data received earlier this year. The remainder of the program will be delivered in accordance with the latest renewal priority data.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,600,000</b>
All Wards	Drainage renewal projects in progress at various locations.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,761,278</b>
All Wards	Footpath renewal works in progress at various locations.	
<b>10</b>	<b>Bicycle and Shared Path Renewal Program</b>	<b>\$619,200</b>
All Wards	The shared path renewal program is currently being scoped.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$4,732,056</b>
All Wards	Renewal Program established and Communicated to stakeholders. Works to be arranged (pending results of inspections). Designs received for the following: Templeton Reserve Tennis Pavilion - DDA Bathroom renewals. To be sent to Builders Panel for RFQ next week. Designs commenced for the following: Amenities and kitchen refit - Glenfern Park Tennis Pavilion, Amenities Refit at Ferntree Gully Community Arts Centre and Library. Quotes requested for LED Lighting Upgrades at multiple sites and Epoxy Floor Application at 2 x Public Toilet blocks. Several Kitchen/Amenities Upgrades to be assessed in coming week for inclusion in year's program. Replacement of Knoxfield Shopping Centre Public Toilet to be funded through Renewals and packaged with Upper Ferntree Gully Shopping Centre Public Toilet replacement (funded through Project 951 - Community Toilet Replacement Program) for initial Community Engagement prior to joint delivery later in the year.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,890,124</b>
All Wards	Knox Playspace Renewal 2022-23: Stud Park Playground is under construction with anticipated completion late October 2023, subject to favourable weather conditions. Currently finalising the detailed design documentation for the Tim Neville Arboretum playground renewal, in preparation for tender. Detailed design documentation for Kent Park, Castlefield Square and Val Boyd Reserve is complete. Currently preparing for tender. Knox Playspace Renewal 2023-24: Commencing site analysis of this financial years local playground upgrades.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$151,000</b>
All Wards	Expenditure is not likely required until late June.	

**Knox City Council Project Status Report**

25-Aug-2023

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>24</b>	<b>Carpark Renewal</b>	<b>\$576,800</b>
All Wards	Works in progress to renew carpark at Kingsley Terrace shops (opposite Westfield Knox SC) in preparation for installation of in-ground parking sensors. Other carpark projects are currently being scoped.	
<b>25</b>	<b>Plant &amp; Machinery Renewal Program</b>	<b>\$2,734,500</b>
All Wards	Fleet renewal program underway. Expected delays due to ongoing supply issues across manufacturing. To date Council has 31% of funds committed and 15% of funds expended.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$523,666</b>
All Wards	Currently delivering infill street tree planting program	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$4,000,000</b>
Tirhatuan	Works continue to progress as weather improves. Playground equipment installation advancing, Amenities Block nearing completion and landscaping works including planting being arranged for Spring.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$103,000</b>
All Wards	The roadside furniture program is currently being scoped.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$199,013</b>
All Wards	Replacement of lights at the Civic Centre Car Park expected to be completed by September 2023. Scoping and planning for other energy reduction projects underway.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$75,000</b>
All Wards	Funding utilised to address ESM Defects effecting Annual Essential Safety Measure Report (AESMR) Compliance Sign off. 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.)	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$75,000</b>
All Wards	Small amount of asbestos removed from Scoresby Reserve Pavilion and funded in July 23. The majority of the budget will be used to fund Division 5 and/or 6 audits of buildings as required.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$170,000</b>
All Wards	Program currently being scoped based on the latest condition audit data received recently.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$90,000</b>
All Wards	Scoping works for 2023/2024 financial year.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Scoping works for 2023/2024 financial year.	

**Knox City Council Project Status Report**

25-Aug-2023

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$209,020</b>
All Wards	Sediment testing has been commissioned for 4 planned sediment removal projects. Revegetation for Starlight Reserve has been commissioned, to be undertaken in September. Brief for Colchester Reserve has been prepared, to go to market in September. Golden Grove brief to be written in September.	
<b>441</b>	<b>Significant Municipal Site Renewal</b>	<b>\$140,000</b>
All Wards	War Memorial handrail upgrade works completed at Tim Neville Arboretum	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$80,000</b>
All Wards	Scoping works for 2023/2024 financial year.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$25,000</b>
All Wards	Inspections to be completed prior to determining best candidate sites for funding to be used. Candidates include Windermere Reserve Football/Cricket Pavilion, Walker Reserve Football/Cricket Pavilion, Milller Park Football/Cricket Pavilion and Knox Park Cricket/Soccer Pavilion. All may require complete renewal, or partial additions to address requirements of the Food Act. Budget to be allocated to highest priority sites initially, then extended to any others if required. Intending to commence works in November/December 23.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$95,000</b>
All Wards	Replacement of valves and reprogramming of stormwater harvesting system at Harcrest lake park completed.	
<b>537</b>	<b>Roadside Plantings Renewal</b>	<b>\$80,000</b>
All Wards	Scoping works for 2023/2024 financial year.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$81,600</b>
All Wards	Assessments/audit on a number of Public and Civic Collection items is being undertaken. Upgrade lighting component for Aeroplane Boy sculpture in Bayswater is being explored with restoration of a number of murals and sculptural works in the planning stage.	
<b>675</b>	<b>Public Art Project</b>	<b>\$285,346</b>
All Wards	Major Public Art installations that support neighbourhood renewal, village placemaking, tourism and cultural development projects, and supports some costs related to public art within major new and upgrade infrastructure and open space redevelopments.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$100,000</b>
All Wards	Sites being chosen for turf installation during the warmer months.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$110,000</b>
All Wards	Scoping and designing priority sites underway	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$90,000</b>
All Wards	Sites to be confirmed.	
<b>837</b>	<b>Westfield Library (Permanent) - Design and Fitout</b>	<b>\$2,442,432</b>
Dinsdale	Construction: Contract awarded; procurement and site works have commenced.	
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$396,684</b>
Dobson	Construction of the new facility is complete and refurbishment works of the existing facility are progressing. This includes an upgrade of the existing netball centre's administrative areas, foyer, amenities and installation of a lift.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$423,787</b>
Friberg	Carpark construction well underway and 90% complete. Anticipate to complete in late September.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$50,871</b>
All Wards	All projects completed. Evaluation and Monitoring underway and will be completed by June 2024.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$600,000</b>
Tirhatuan	Investigations ongoing with Insurance company on claim for surface damage on existing Courts 1-3. Awaiting outcome of investigations and negotiations with Insurance Co. until deciding timing of tender for new Court Renewal project for Courts 4-5.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$150,000</b>
Dobson	Sourcing quotes to paint players boxes.	
<b>944</b>	<b>Knox Central (Former Operations Centre)</b>	<b>\$21,485</b>
Dinsdale	The final detailed site investigation report has been submitted to Council and is under review.	
<b>948</b>	<b>Modular Building Program</b>	<b>\$187,343</b>
All Wards	Lakesfield Reserve Carpark - Project combined with Rowville Recreation Reserve Carpark. Contract works for carpark completed. Additional footpath/ramp works now underway after delay due to football finals. Construction works recommenced from 20 August '23 and expected to be completed by late September. Total works 90% completed.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$446,357</b>
All Wards	Concept design and Community engagement process for Upper Ferntree Public Toilet is scheduled to be taken place in September. Contractor for delivering of Chandler Reserve Public Toilet has been appointed, completion of the project is expected in December 2023.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	The new indoor courts are now completed resulting in the use of the night time use of the outdoor courts substantially reduced, with courts 5-8 being the courts furthest away. Therefore, there is no case for needing floodlighting. This has been discussed with the clubs.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways</b>	<b>\$1,000,000</b>
Dinsdale	Construction - Melbourne Water is delivering these works.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1003</b>	<b>Wantirna Reserve, Wantirna - Masterplan</b>	<b>\$80,000</b>
Collier	Awaiting advice on Master Plan from Open Space. Due to commence design in October '23.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3 (VARMS)</b>	<b>\$91,586</b>
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The new VARMS (Victorian Association of Radio Model Soaring) clubhouse and runway are complete and in operation. The general site location is prone to flooding. We continue to monitor the site this winter to identify any issues with flooding over the access road and car park.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$130,000</b>
All Wards	On track to spend the project budget by 30 June.	
<b>1124</b>	<b>Sportsfield Fencing Renewals</b>	<b>\$75,000</b>
All Wards	On track to spend all funds by 30 June.	
<b>1173</b>	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$149,490</b>
Dobson	Quarry Reserve City Skyline lookout: Foundations have been completed. Scaffold has been erected to facilitate the installation of the prefabricated metal structure. Works scheduled to be completed by the early September.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$252,582</b>
All Wards	Solar and battery designs underway for Scoresby Recreation Reserve and Knox Civic Centre.	
<b>1180</b>	<b>Forest Road to Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$386,000</b>
Chandler	Future directions plan now complete. Currently investigating priority actions identified within the future directions plan.	
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$32,000</b>
Baird	Currently updating scope of works to ensure no negative impact on surrounding properties, as a result of diversion works.	
<b>1183</b>	<b>Peregrine Reserve - Wetland Construction</b>	<b>\$25,000</b>
Taylor	Survey complete. Concept design currently underway.	
<b>1184</b>	<b>Egan Lee Reserve - Wetland Construction</b>	<b>\$450,000</b>
Scott	Design well underway. Looking to integrate the proposed wetland works with the associated carpark works on nearby site. Also looking to integrate similar wetland/carpark project at Gilbert Park and aggregate the two as a combined contract for economy of scale. Anticipate going to tender in October '23. Waiting on outcome of public consultation to be held by S/W over September.	

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Project Number	Project Name	Total Adjusted Budget
<b>1261</b>	<b>Wantirna Reserve - Car Park Upgrade</b>	<b>\$40,000</b>
Collier	Consultation with Leisure & Waste ongoing in relation to hockey and other projects associated with Wantirna Reserve. Design deferred until Master Plan work is completed and advice is received on project status and scope.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$100,000</b>
All Wards	Projects to renew outdoor play spaces for 2023/2024 are in the planning stage. With works to commence at sites in late September.	
<b>1281</b>	<b>Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path</b>	<b>\$40,000</b>
Tirhatuan	Engaging with affected body corporates about options for managing the future shared path land.	
<b>1300</b>	<b>Parking Management Plan Implementation</b>	<b>\$30,000</b>
All Wards	Signage works arranged for Dorset Road, Boronia Rd & Tormore Rd in Boronia and Mountain Highway in Bayswater and updating signage at Civic Centre.	
<b>1308</b>	<b>Kevin Ave, Ferntree Gully Flood Investigation - Scoping</b>	<b>\$160,500</b>
Dobson	Analysing options for best flood mitigation results. Awaiting confirmation of scope.	
<b>1309</b>	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b>	<b>\$1,120,000</b>
Friberg	After a flood modelling expert's evaluation, it's been found that this project offers limited flood prevention benefits for the proposed investment, leading the Stormwater team to suggest not moving forward with it; instead, they're currently exploring a more cost-effective solution, with a decision to be reported to Council in October.	
<b>1310</b>	<b>Flood Mitigation Reactive Complaints Upgrade Works</b>	<b>\$150,000</b>
All Wards	Flood mitigation work on Viewgrand Rise nearing completion. Revised quotes being sought for revised mitigation measures near to Conyers Street.	
<b>1311</b>	<b>Major Roads LED Streetlight Replacement</b>	<b>\$1,400,000</b>
All Wards	Field audit of lights completed. Data cleansing and tender specifications being developed. Installation expected to commence in early 2024.	
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$4,363,675</b>
Baird	Construction update - Lock up milestone achieved. External works - continuation of external cladding and southern car park works, commencement of landscaping and pathways, AusNet power upgrade installation complete. Internal works - completion of plastering, ongoing wall finishes - painting, tiling, joinery installation complete and services and plumbing fit off to follow.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$231,140</b>
Taylor	Contract works well advanced with completion anticipated around mid-late September 2023.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewals</b>	<b>\$30,000</b>
Dobson	Design works completed - awaiting review.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1365</b>	<b>Programmed Road Renewal Works from June annual Audits</b>	<b>\$8,500</b>
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 are expended.	
<b>1386</b>	<b>Parks - New Tractor</b>	<b>\$120,000</b>
All Wards	Further delay in receiving order for parks tractor. Order is expected to be fulfilled in September.	
<b>1389</b>	<b>Egan Lee Reserve Renewal - Top Oval Renewal</b>	<b>\$2,758,774</b>
Scott	Contract awarded at the August 2023 Council Meeting.	
<b>1391</b>	<b>Knox Hockey Facility Development</b>	<b>\$377,905</b>
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
<b>1412</b>	<b>Macauley Place, Bayswater - Shared Safety Zone</b>	<b>\$10,000</b>
Dinsdale	Quote to be obtained for updating design of Macauley Place since Mountain High Shopping Centre is completed. Detailed design during Sept-Oct.	
<b>1413</b>	<b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$89,790</b>
Dobson	A draft report of the Master Plan was received from the consultant and proposed to be presented to the September Council meeting for endorsement	
<b>1414</b>	<b>Cardiff Street - Flood Mitigation Works</b>	<b>\$600,000</b>
Baird	Awaiting updated flood modelling results. Results will be used to inform renewal and upgrade works.	
<b>1415</b>	<b>Olivebank to Underwood &amp; Alexander Reserve, FTG - Wetland Treatment - Scope &amp; Analysis</b>	<b>\$320,000</b>
Dobson	Design of drainage upgrade works currently underway. Quote for flood modelling currently being sought.	
<b>1419</b>	<b>Carrington Park Reserve - Stormwater Harvesting Upgrade</b>	<b>\$120,000</b>
Friberg	Stormwater harvesting sites reprioritised. Funds redistributed to undertake similar works at Batterham Reserve and potentially other stormwater harvesting sites if the budget permits. Detailed design for Batterham currently underway.	
<b>1422</b>	<b>Gilbert Reserve - Wetland (Scoping &amp; Analysis)</b>	<b>\$450,000</b>
Friberg	Design well underway. Looking to integrate the proposed wetland works with the carpark works associated on nearby site. Also looking to integrate similar wetland/carpark project at Egan Lee Reserve and aggregate the two as a combined contract for economy of scale. Anticipate going to tender in October '23. Waiting for wetland plans to be finalised and tender documents to be prepared. Waiting on outcome of public consultation to be held by S/W over September.	



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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1426</b>	<b>The Basin Triangle Masterplan</b>	<b>\$30,000</b>
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.	
<b>1443</b>	<b>Faraday Street Boronia</b>	<b>\$589,000</b>
Baird	This project has been packaged as part of Road Renewal contract for 2023/24. Anticipate construction to commence late November 2023.	
<b>1462</b>	<b>Knox Athletics, Knoxfield - New Shade Structures</b>	<b>\$95,874</b>
Friberg	Shade Structure is a component of larger refurbishment project, including track renewal and lighting. It is proposed that the tender will out in September and the whole project is expected to start in Feb 2024, Shade Structure works as a component of the project is expected to be completed by April 2024.	
<b>1465</b>	<b>Knox Athletics, Knoxfield - Lighting to Track</b>	<b>\$382,182</b>
Friberg	Detailed design is almost complete. It is proposed that the tender will out in September and the whole project is expected to start in Feb 2024	
<b>1470</b>	<b>Electronic Entry to Sporting Pavilions.</b>	<b>\$63,000</b>
All Wards	Payment for Locking system at Marie Wallace Bayswater Park Pavilion funded in August. Remainder of budget to be utilised for systems at Liberty Avenue Reserve Pavilion and Colchester reserve Pavilion. Both will be arranged for Jan/Feb 2024.	
<b>1473</b>	<b>Egan Lee Reserve, Knoxfield - Car Park Extension</b>	<b>\$430,000</b>
Scott	Design completed - awaiting for plans to be signed. Looking to integrate the proposed carpark works with the wetland works associated on nearby site. Also looking to integrate similar wetland/carpark project at Gilbert Park and aggregate the two as a combined contract for economy of scale. Anticipate going to tender in October '23. Waiting on outcome of public consultation to be held by S/W over September.	
<b>1474</b>	<b>Knox Skate &amp; BMX Park, Knoxfield - Carpark</b>	<b>\$540,000</b>
Friberg	Design has been completed, Council will tender for the works in October 2023.	
<b>1498</b>	<b>Pleasant Road, Ferntree Gully - Footpath Scope</b>	<b>\$80,000</b>
Dobson	Revised survey completed. Preliminary Footpath alignment to be discussed with Stakeholders and feedback sought.	
<b>1505</b>	<b>Mountain Highway, Boronia - Shared Path - Design</b>	<b>\$45,000</b>
Chandler	Finalising detailed design. Cost estimate to be done in September. Community Engagement to be undertaken and a report to be presented to Council by November on the options for the project	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1515</b>	<b>Major Crescent Reserve, Lysterfield - Landscape Plan Implementation</b>	<b>\$200,000</b>
Taylor	Detailed Design documentation for the Major Crest Reserve landscape plan implementation is complete. Procurement process has commenced in preparation for tender.	
<b>1517</b>	<b>Flamingo Reserve, Wantirna South - Landscape Plan</b>	<b>\$25,000</b>
Collier	Final draft of landscape plan has been completed. Detailed design documentation to commence to include a picnic area, new play space, an upgrade to the existing basketball key and new path networks.	
<b>1518</b>	<b>Schultz Reserve, Wantirna - Landscape Plan Implementation</b>	<b>\$150,000</b>
Collier	Detailed design documentation, which includes the construction of paths, playground upgrade and new BBQ facilities is complete. Procurement process has commenced in preparation for tender.	
<b>1521</b>	<b>Erica Avenue Streetscape Renewal</b>	<b>\$515,679</b>
Baird	Stage 2: Design complete and contract being tendered with tender closing on 29 August '23.	
<b>1524</b>	<b>Harley Street</b>	<b>\$439,000</b>
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Anticipate construction to commence early September 2023.	
<b>1525</b>	<b>Allister Close</b>	<b>\$421,500</b>
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Anticipate construction to commence early October 2023.	
<b>1526</b>	<b>The Haven</b>	<b>\$161,000</b>
Dinsdale	This project has been packaged as part of Road Renewal contract for 2023/24. Anticipate construction to commence late November 2023.	
<b>1527</b>	<b>Rickards Avenue</b>	<b>\$695,000</b>
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Anticipate construction to commence late October 2023.	
<b>1528</b>	<b>Chandler Road - Design</b>	<b>\$33,000</b>
Chandler	Design integrated with Greenspine corridor project and is currently underway and approximately 80% complete. Consultation with VicRoads regarding Chandler/Dorset intersection design is underway.	
<b>1529</b>	<b>Knox Athletics Track Renewal &amp; Upgrades</b>	<b>\$3,132,063</b>
Friberg	Detailed design is almost complete. It is proposed that the tender will out in September and the whole project is expected to start in Feb 2024	
<b>1532</b>	<b>Batterham Reserve Oval 1 - Sportsfield Renewal</b>	<b>\$1,770,000</b>
Chandler	Tender has been advertised and has closed. Tenders under assessment.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1537</b>	<b>Bayswater Oval - Cricket Net Renewal</b>	<b>\$314,267</b>
Dinsdale	Project will be tended in September.	
<b>1540</b>	<b>Pickett Reserve - Cricket Net Renewal</b>	<b>\$369,640</b>
Baird	Construction has started.	
<b>1541</b>	<b>Golf Practice Nets (Signage)</b>	<b>\$6,000</b>
All Wards	Design of signage to occur with installation to occur later this year.	
<b>1543</b>	<b>Sportsfield Infrastructure program replacement</b>	<b>\$75,000</b>
All Wards	Ongoing renewal/reactive replacement program.	
<b>1544</b>	<b>Irrigation Infrastructure Program Replacement</b>	<b>\$70,000</b>
All Wards	Ongoing irrigation reactive/renewal replacement program.	
<b>1546</b>	<b>Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade</b>	<b>\$200,000</b>
Taylor	Tender Documents completed and signed off. Architect's final invoice approved and to be paid late August. Contractor's procurement phase to commence in late August.	
<b>1547</b>	<b>Kings Park (Baseball) - Floodlighting Upgrade</b>	<b>\$387,733</b>
Dobson	Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	
<b>1548</b>	<b>Guy Turner Reserve - Floodlighting Upgrade</b>	<b>\$290,937</b>
Dinsdale	Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	
<b>1550</b>	<b>Park Ridge Reserve Existing Pavilion Refurbishment</b>	<b>\$2,045,000</b>
Taylor	Cost Plan indicated that the project requires additional funding. A report will be presented to Council in October to resolve overall capital works funding.	
<b>1554</b>	<b>The Basin Community House - portico</b>	<b>\$18,150</b>
Chandler	Quotation/tender process completed, waiting for additional funding to be able to appoint the contractor to deliver the project in this FY.	
<b>1555</b>	<b>Community Facilities Signage - Upgrades</b>	<b>\$42,486</b>
All Wards	Delivery and installation of community signage underway.	
<b>1556</b>	<b>Rose Street - Footpath Design &amp; Construction</b>	<b>\$5,000</b>
Dobson	One vehicle crossing to be completed on a weekend to suit the commercial business.	

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Project Number	Project Name	Total Adjusted Budget
1557	<b>Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design</b>	<b>\$130,000</b>
Tirhatuan	Once Genista Avenue (Green Spine) consultation is complete, the concept for Sundew can be finalised. Consultation for Sundew LATM will then follow around October-November	
1558	<b>Napoleon Road Stage 4 - Shared Path Construction</b>	<b>\$324,100</b>
Taylor	Reviewing final design plans. Tender planned for September.	
1559	<b>Upper Ferntree Gully Rail Link - Shared Path Construction</b>	<b>\$148,000</b>
Dobson	Endavouring to engage consultant to run application process via MTM/VicTRack.	
1560	<b>Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design</b>	<b>\$40,000</b>
Chandler	Design to be finalised and costed for consideration of inclusion in future Capital Works Program.	
1561	<b>Harold Street Onroad Bicycle Facilities - Design</b>	<b>\$0</b>
Collier	Previous design is being reviewed. Final design will be packaged with Templeton Street road reconstruction design later in 2023/24.	
1563	<b>Stud Road Onroad Bicycle Facilities - Design</b>	<b>\$43,750</b>
Taylor	Awaiting advice from Traffic & Transport on outcome of consultation with VicRoads.	
1565	<b>Napoleon Rd - Electronic 40km/h signs at school crossings</b>	<b>\$79,230</b>
Dobson	Consultation to be reviewed in September.	
1566	<b>Brenock Park Drive Footpath and Bus Stop works</b>	<b>\$30,000</b>
Dobson	Programmed for feature survey and concept design in 2024.	
1567	<b>193 Forest Rd, Boronia Stormwater Upgrades - Design</b>	<b>\$30,000</b>
Dobson	Scoping and design currently underway.	
1568	<b>EV Charging stations in Council facilities for fleet charging</b>	<b>\$50,000</b>
All Wards	Final touches to the Netball Centre Public Charger which includes line marking and parking signage will be completed by September. Scoping underway for additional charging needs for Council's fleet.	
1573	<b>Lupton Way Future Public Art Lighting</b>	<b>\$100,000</b>
Baird	DJPR funded project, carried forward as committed funds for public art lighting inclusions within the Boronia Station Vic Gov Upgrade Masterplan.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1574</b>	<b>Fairpark Reserve, Ferntree Gully - Cricket Net Renewal</b>	<b>\$13,000</b>
Baird	The clubs have been consulted about the location of the nets and further work and consultation is needed to locate a shade shelter and storage shed in the same area which is very constricted. Surveys and geotechnical cannot be commenced until the demolition of the existing pavilion in Oct-Nov. Therefore, site investigations are on hold.	
<b>1575</b>	<b>Templeton Reserve, Wantirna - Cricket Net Renewal</b>	<b>\$430,360</b>
Collier	Construction has started.	
<b>1576</b>	<b>Ambleside Homestead Upgrade Review</b>	<b>\$99,808</b>
Dobson	Heritage report has been received, which provides direction regarding heritage listed trees on site. The concept design is now being updated reflecting considerations including heritage advice and stakeholders feedback. The scope of the community engagement on the project is being finalised	
<b>1577</b>	<b>Tormore Reserve Pavilion - Facility Redevelopment Design</b>	<b>\$220,000</b>
Baird	Tender for lead architect to be advertised in September with appointment to occur in October. Community engagement drop in event to occur on 12 September.	
<b>1578</b>	<b>Templeton Road - Design</b>	<b>\$113,000</b>
Collier	Geotech investigations and Survey underway with Geotech investigations 50% complete and survey 30% complete. Design due to commence late September '23 and anticipate Geotech reports by October '23.	
<b>1579</b>	<b>Station Street - Design</b>	<b>\$35,000</b>
Dobson	Survey completed and Geotech investigations 50% complete. Design has commenced - 5% complete and anticipate Geotech reports by October '23.	
<b>1580</b>	<b>Blackwood Park Road - Design</b>	<b>\$60,000</b>
Dobson	Survey completed. Geotechnical investigation underway and 50% complete and anticipate reports by October. Design underway and 10% complete.	
<b>1581</b>	<b>Wally Tew Reserve Oval 1 - Sportsfield Renewal</b>	<b>\$50,000</b>
Dobson	Design in progress.	
<b>1582</b>	<b>Lewis Park - Oval No.2 - Sportsfield Renewal</b>	<b>\$50,000</b>
Dinsdale	Design is progressing.	
<b>1583</b>	<b>Knox BMX Track Renewal Works</b>	<b>\$300,000</b>
Friberg	The design concepts have been received and will be reviewed by Council officers and the club next week for comment. It is expected that the final design will be completed by early September. The project construction can then be tendered for delivery Feb-March 24.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
1584	<b>Eildon Park Oval 1 - Fencing Renewal</b> Taylor Works have started.	\$65,000
1585	<b>Windermere Reserve - Cricket Net Renewal - Design</b> Friberg The location has been approved by the clubs, open space and rec teams. A survey has been completed and soil testing and service locating will be completed late August. Engineering and design will follow along with cost estimates for construction.	\$15,000
1586	<b>Gilmour Park - Shade Shelter</b> Dobson Gilmour Park is owned by Melbourne Water, and we have a license agreement in place. We have sought a preliminary advice on the construction of the shelter which will be due mid-September, based on this information we can move forward with the consultants. All quotations for the shade shelter the soil testing, and service locating have been done. The location of the shelter has been approved of by the club and by Open Space and Recreation.	\$50,000
1587	<b>Walker Reserve - Pedestrian Lighting</b> Scott All electrical works for pedestrian lighting has been completed, along with anti-slip tape across steps into store area for safety.	\$10,000
1588	<b>Milpera Reserve Pavilion</b> Collier Project has not commenced.	\$110,000
1589	<b>Wantirna Reserve - Pavilion Upgrade - Scope</b> Collier Concept design has been approved by Council and clubs. A building permit is required and the design is non-compliant. Preliminary advice was sought from Councils building team and a DDA assessment has been received. Performance solutions will need to be completed to address both DDA and amenity issues. The designer can then make the relevant changes to the plans and detailed design can commence.	\$40,000
1591	<b>Wally Tew Pavilion Upgrade</b> Dobson Project Brief completed. Anticipate funding availability in October 2023 hence architect procurement can commence.	\$100,000
1592	<b>Bayswater Oval - Floodlighting Upgrade</b> Dinsdale Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	\$250,000
1593	<b>Windermere Reserve - Floodlighting Upgrade</b> Friberg Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	\$300,000
1594	<b>Egan Lee Lighting Upgrade</b> Scott Contract awarded at the August 2023 Council Meeting.	\$300,000

## Knox City Council Project Status Report

25-Aug-2023

Project Number	Project Name	Total Adjusted Budget
1595	<b>Knox City Tennis Courts - LED Lighting Upgrades</b>	<b>\$140,000</b>
Dinsdale	Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	
1596	<b>Stud Park Reserve - Car Park Upgrade - Design</b>	<b>\$35,000</b>
Tirhatuan	Survey completed. Due to commence detailed design in October '23.	
1597	<b>Carrington Park (Tennis/Scouts) - Car Park Upgrade - Design</b>	<b>\$35,000</b>
Friberg	<p>Carpark design to be integrated with extension of access road - working with MIU on requirements and timing. Waiting on fire service supply investigations to be completed to confirm scope. Survey completed, geotechnical investigations underway and services being located and investigated. Preliminary Design alignment drafted and will consult with project group for feedback prior to starting detailed design. Project team will meet on-site to clarify scope and access requirements.</p> <p>Geotechnical investigation underway and 30% complete - anticipate report by late October.</p>	
1598	<b>Knox Park Reserve - Car Park Upgrade</b>	<b>\$35,000</b>
Friberg	Survey completed. Due to commence design in December '23.	
1599	<b>Knox Regional Netball Centre - Wayfinding Signage</b>	<b>\$5,000</b>
Dobson	Quotes for both internal and external signage have been obtained. A meeting has been scheduled end August to walk the Centre with stakeholders and rationalise signage	
1600	<b>Knox Regional Netball Centre - Outdoor Scoreboards - Courts 1 to 18</b>	<b>\$15,000</b>
Dobson	There are concerns that the scoreboards will be vandalised weekly and that there is a movement towards phone apps for scoring. There is a consideration that with approval the allocated budget may be redirected towards the high priority items noted in the outdoor court lighting project.	
1601	<b>Rowville Community Centre Hall2 Line Marking Redesign</b>	<b>\$10,000</b>
Tirhatuan	Have obtained 2 quotes for line marking that are very high in the process of seeking a further quote to determine if the scope needs changing or we need to increase the budget.	
1602	<b>Make safe storage rooms across all children &amp; family centres</b>	<b>\$100,000</b>
All Wards	Works have not commenced	
1603	<b>The Basin Senior Citizens Hall - Upgrade</b>	<b>\$35,000</b>
Chandler	Works have not commenced	
1604	<b>HV Jones Pavilion - fit for purpose upgrade</b>	<b>\$25,000</b>
Friberg	Work have not commenced	
1605	<b>Carrington Park Multi-Purpose Hub - Wall Mirror Install</b>	<b>\$25,000</b>
Tirhatuan	Works have not commenced	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1606</b>	<b>Boronia Progress Hall - access ramp</b>	<b>\$10,000</b>
Baird	Works underway	
<b>1607</b>	<b>Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath</b>	<b>\$300,000</b>
Baird	Survey completed, design underway and 10% complete.	
<b>1608</b>	<b>Olive Grove north side Dorset Road and Albert Ave - Footpath</b>	<b>\$40,000</b>
Chandler	Title re-establishment survey complete and survey underway. Design to commence soon.	
<b>1609</b>	<b>Mount View Road south side between Dawson Street and Willow Road - Footpath</b>	<b>\$10,000</b>
Dobson	Consultant appointed. Feature survey being organised. Scoping to follow by November.	
<b>1610</b>	<b>Musk Gr west side between Hilltop Rd and Glass Rd - Footpath</b>	<b>\$10,000</b>
Dobson	Consultant appointed. Feature survey being organised. Scoping to follow by November.	
<b>1611</b>	<b>Oak Avenue between Dorset Road and Range view Road - Footpath</b>	<b>\$10,000</b>
Chandler	Consultant appointed. Feature survey being organised. Scoping to follow by November.	
<b>1612</b>	<b>Wyandra Way, Rowville - LATM Treatment</b>	<b>\$15,000</b>
Friberg	Preliminary consultation scheduled for September.	
<b>1613</b>	<b>Wellington Road between Pinehill Drive - Napoleon Road Shared Path</b>	<b>\$50,000</b>
Taylor	Survey underway. Due to commence design in March '24.	
<b>1614</b>	<b>Scoresby Road/Victoria Road/Devenish Road intersection - Redesign</b>	<b>\$18,000</b>
Baird	Quotes for design received. Consultant to be appointed in September.	
<b>1615</b>	<b>Barmah Drive West - Line and Intersection Treatments</b>	<b>\$60,000</b>
Collier	Layout plan to be prepared in September for quoting in October.	
<b>1616</b>	<b>Burwood Hwy - Stud Rd to The Knox School - Shared path lighting</b>	<b>\$60,000</b>
Collier	Concept design to be prepared in September. Seek quote for lighting installation from Ausnet in October.	
<b>1617</b>	<b>Turrumurra Drive - Kerb outstands at Arcadia Park</b>	<b>\$60,000</b>
Tirhatuan	Advice received from Traffic & Transport on scope - design to commence soon.	
<b>1618</b>	<b>Railway Parade - Street Light Improvements</b>	<b>\$25,000</b>
Dinsdale	Concept design to be prepared in September. Seek quote for lighting installation from Ausnet in October.	



**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1619</b>	<b>Teddington Way (At Brentwood Drive) - Splitter Island</b>	<b>\$10,000</b>
Collier	Concept design to start in September.	
<b>1620</b>	<b>High Street Road Bus Stop Connections</b>	<b>\$55,000</b>
Scott	Scope confirmed and survey completed. Design underway and 10% complete.	
<b>1621</b>	<b>Dog Park Lighting</b>	<b>\$54,000</b>
All Wards	Currently in the process of requesting quotations from suitably qualified contractors.	
<b>1622</b>	<b>Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade</b>	<b>\$220,000</b>
Dinsdale	Design by Optimal currently underway.	
<b>1623</b>	<b>Liberty Avenue Reserve Wetland/ Harvesting System</b>	<b>\$40,000</b>
Taylor	Currently forming up scope of works with survey, service proving, and geotech to be undertaken in the following months.	
<b>1624</b>	<b>Green spine Corridor (Chandler Road)</b>	<b>\$50,000</b>
Chandler	Design integrated with Greenspine corridor project and is currently underway and approximately 80% complete. Consultation with VicRoads regarding Chandler/Dorset intersection design is underway by Traffic & Transport.	
<b>1625</b>	<b>Boronia Basketball stadium demolition</b>	<b>\$50,000</b>
Baird	Scoping is yet to be completed.	
<b>1626</b>	<b>Boronia Park Master Plan Implementation</b>	<b>\$50,000</b>
Baird	Internal discussins held to progress the project	
<b>1627</b>	<b>Boronia Park Retarding Basin Flood Management Works</b>	<b>\$50,000</b>
Baird	Works have not commenced	
<b>1628</b>	<b>Boronia Wayfinding Strategy</b>	<b>\$120,000</b>
Baird	Works have not commenced	
<b>1629</b>	<b>Community Planning to support Boronia railway station development</b>	<b>\$100,000</b>
Baird	Works have not commenced	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1630</b>	<b>Chandler Park Reserve Flood Lighting</b>	<b>\$300,000</b>
Chandler	Contractor appointed and design phase has commenced. Completion of detailed design scheduled by mid-September 2023.	
<b>1631</b>	<b>Carrington Park - Squash Court</b>	<b>\$623,242</b>
Friberg	(1) Fire Service Access - Extension of access road for Fire Service to squash courts to be integrated with Carpark design - working with MIU on requirements and timing. Waiting on fire service supply investigations to be completed to confirm scope.	
<b>1632</b>	<b>Knox Leisureworks - Strategic Review</b>	<b>\$150,000</b>
Baird	Strategic review of Knox Leisureworks has commenced with internal meetings held.	
		<b>Total: \$68,294,627</b>

5 Motions for Which Notice has Previously Been Given

Nil

6 Supplementary Items

Nil

7 Urgent Business

Nil

8 Confidential Items

Nil