

AGENDA

Mid Month Meeting of Council



To be held at the
Civic Centre
511 Burwood Highway
Wantirna South
On

Monday 13 April 2026 at 7:00 PM

This meeting will be conducted as a hybrid
meeting

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Bruce Dobson
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Tuesday 10 March 2026.

4 Officer Reports

4.1 Minor Grants Program 2025-2026 Monthly Report and Individual Excellence Grants Update (Quarter 3)

Final Report Destination:	Mid-Month Council
Paper Type:	For Decision
Author	Senior Community Grants Officer, Kim Johnstone Community Grants Officer, Bryony Lee Eleonore Smith, PA to Mayor and Councillors
Manager:	Manager Community Strengthening, Kerryn Jansons Andrew Dowling, Manager Governance and Risk
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

This report summarises the grant applications recommended for approval in April 2026 for the 2025-2026 Minor Grants Program. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2025-2026 (Guidelines).

Applications under the Minor Grants Program are limited to a maximum of \$2,500.00 within the current financial year.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 3 of the 2025-2026 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

RECOMMENDATION

That Council resolve to:

- Approve six applications under the Minor Grants Program for a total of \$10,793.56 (excluding GST) as detailed below:

Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Boronia Soccer Club	New Soccer Goal The Club is requesting mobile soccer goals to use on an open reserve, as permanent goals are unsuitable, and existing mobile goals left accessible to the public have been repeatedly vandalised.	\$250.00	\$2,500.00	\$2,272.73 (lesser amount due to GST)

Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Ringwood Community Garden Inc.	<p>Obtain Self-Propelled Lawn Mower</p> <p>The Garden is seeking a self-propelled mower to maintain its large, grassed areas and reduce physical strain on its ageing volunteer members. The Garden maintains low membership fees, acknowledging that many members are retirees and more than half are recent arrivals from Myanmar with limited financial capacity.</p> <p>Note: Ringwood Community Garden relocated from Canterbury Road, Ringwood to Selkirk Avenue, Wantirna following the construction of EastLink, however kept the same name.</p>	\$92.90	\$836.10	\$836.10
Indian Senior Citizens Association of Victoria	<p>Vaisakhi Festival</p> <p>Requesting funding for a Vaisakhi celebration at Rowville Centre, bringing Indian seniors together with food, performances and sound hire.</p>		\$2,500.00	\$2,112.00 (lesser amount due to catering being limited to 20% of total grant amount)
The Basin Community House Inc.	<p>Digital Training Display to Support Community Learning Programs</p> <p>Requests portable digital displays to improve visibility, engagement and accessibility across education programs, workshops and</p>	\$250.00	\$2,500.00	\$2,272.73 (lesser amount due to GST)

Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	volunteer training sessions.			
Waterford Valley Lakes Residents Association Inc	Hobby Shed Start Up Stage 1 Funding is requested for battery-operated tools, a movable workbench and lockable cabinets to support active, independent community participation.	\$258.00	\$2,300.00	\$2,300.00
Australian Society of Graduate Tamils Inc.	The Tamil Forum and Competition Requests support for the Tamil Forum and Competition, enabling youth to celebrate Tamil language and culture at a large educational event.		\$2,500.00	\$1,000.00 (lesser amount due to organisation being based outside of Knox)
Total			\$13,136.10	\$10,793.56

2. Defer two applications under the Minor Grants Program requesting a total of \$4,000.00 as detailed below:

Applicant Name	Project Title	Reason for Deferral	Amount Requested
Boronia Parkinson's Support Group	Monthly needs for hall hire fees, music equipment & pianist plus refreshments Funding requested for monthly Parkinson's Support Group costs including hall hire, music trainer and equipment, plus morning tea refreshments expenses.	To be deferred - Further information was requested as the application included only one invoice and was not fully completed, with the auspice information missing.	\$1,500.00
Coonara Community House Inc.	Coonara Emergency Readiness Funding requested to engage an emergency management consultant for training, plan implementation, evacuation procedures, fire warden accreditation and safety equipment.	To be deferred - Further information was requested, including a second invoice and clarification of the costs associated with signage, equipment, and emergency kits.	\$2,500.00
Total			\$4,000.00

3. Refuse two applications under the Minor Grants Program requesting a total of \$4,650.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Our Saviour's Lutheran Church Knox	Upgrade of Church Toilet Cisterns and Urinal Funding sought to replace ageing toilet and urinal cisterns with water-saving dual-flush units, reducing water use and ongoing maintenance costs.	\$2,150.00	This project is an item typically included in an organisation's operating budget and is a fixed asset.
Wantirna Retirement Village	Resident Entertainment 2026 Request funding to purchase a garment steamer, bin enclosure cover, sandwich press, and entertainment activities for community programs throughout year.	\$2,500.00	This activity forms part of the village's core operations and ongoing service delivery and is therefore not eligible for grant funding.
Total		\$4,650.00	

4. Withdraw one application under the Minor Grants Program requesting a total of \$765.00 as detailed below:

Applicant Name	Project Title	Reason for Withdrawal	Amount Requested
Forest Road MCHC Playgroup Inc.	Shed Mural Funding to commission an artist to create a colourful mural on a playgroup garden shed, enhancing the outdoor space for children learning.	The mural artist is no longer able to complete this work, and the organisation has asked to withdraw their grant submission.	\$765.00

5. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$73,435.62 after GST adjustments.
6. Note the Excellence Grants for Individuals awarded in Quarter 3 of the 2025-2026 financial year as set out in Attachment 2, with a total value of \$1,650.00.

1. DISCUSSION

1.1 Minor Grants Program

1.1.1 Background

The Minor Grants Program provides a pool of grant funding that can respond monthly to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

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

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Community Grants Guidelines (approved in May 2025), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Guidelines and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Guidelines, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Guidelines.

1.1.2 Applications Recommended for Approval – Minor Grants Program

Eleven applications have been assessed this month, requesting grants totaling \$22,551.10 (including GST). Of the eleven applications, six are recommended for approval. A summary of the projects recommended is in Attachment 1.

1.1.3 Applications Recommended for Deferral – Minor Grants Program

Two applications are recommended for deferral to the May 2026 Mid-Month Meeting of Council as we await further information regarding their application:

- Boronia Parkinson's Support Group - Monthly needs for hall hire fees, music equipment & pianist plus refreshments; and
- Coonara Community House Inc. - Coonara Emergency Readiness.

These groups will be encouraged to provide the additional information prior to the deadline for the May 2026 Mid-Month Meeting of Council.

1.1.4 Applications Recommended for Refusal – Minor Grants Program

Two applications are recommended for refusal, requesting grants totaling \$4,650.00:

- Our Saviour's Lutheran Church Knox - Upgrade of Church Toilet Cisterns and Urinal; and
- Wantirna Retirement Village - Resident Entertainment 2026.

1.1.5 Applications recommended for Withdrawal – Minor Grants Program

One outstanding application was deferred at the March 2026 Mid-Month Meeting of Council requesting a grant totaling \$765.00:

- Forest Road MCHC Playgroup Inc. - unfortunately, the mural artist is no longer able to complete this work and the Group would like to withdraw their grant submission.

1.2. Excellence Grants for Individuals

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Program for Quarter 3 of 2025-2026.

The Excellence Grants for Individuals Program is administered by the Governance and Risk Department and has an allocation of \$10,000 per financial year which provides funding to eligible Knox residents to assist with the costs of competing or performing at a State, National or International level in the following areas:

- Sport and recreation;
- Education;
- Arts and culture; and
- Environmental and/or humanitarian initiatives.

Applications are assessed against the eligibility and exclusion criteria in accordance with the Excellence Grants for Individuals Policy to determine their eligibility. The Policy, together with Council's Grant Framework Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020. In accordance with the Policy, applications for funding are determined by the Chief Executive Officer or their delegate.

For Quarter 3, 2025-2026, there have been 6 successful applications for a total value of \$1,650.00. Excellence grants were awarded for 1 international and 5 interstate events. A summary of the grants is included at Attachment 2.

2. ENGAGEMENT

Engagement is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from Officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Guidelines specify assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

Similarly, engagement will occur with Excellence Grants for Individuals applications if necessary, to clarify details regarding their applications prior to the delegate's decision.

3. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

The Excellence Grants for Individuals Program provides financial support intended to support individuals to participate in elite competition or performance and can assist inclusion and representation of under-represented individuals. The Program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

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 CONSIDERATIONS

There are no environmental considerations associated with this report.

6. FINANCIAL & RESOURCE IMPLICATIONS

6.1 Budget - Minor Grants Program

The approval of Minor Grants is managed within Council's adopted budget. The 2025-26 budget provides \$156,696.00 for the Minor Grants Program, plus returned grants of \$10,775.85 which increased the budget to \$167,471.85.

Funding commitments to date are summarised below:

Yearly Summary 2025-2026	Total Amount Approved at Council Meeting (Excluding GST)
July	\$13,039.83
August	\$14,174.01
September	\$12,606.00
October	\$14,830.55
November	\$2,203.23
December	\$7,356.00
January	Grants Closed for January
February	\$4,956.47
March	\$14,076.58
April	\$
May	\$
Totals (Year to Date)	\$83,242.67

Recommended applications for the April period total \$10,793.56 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2025-26 will total \$73,435.62 (excluding GST).

6.2 Budget – Excellence Grants for Individuals

The Excellence Grants for Individuals are managed within Council’s adopted budget which provides \$10,000.00 for grants annually. The remaining Excellence Grants budget for 2025-2026 will total \$3,200.00

7. RISKS

Any risks associated with administering the Minor Grant Program and Excellence Grants for Individuals Program are managed through the implementation of Council’s Grant Framework Policy, the Guidelines, and Excellence Grants for Individuals Procedure. All Minor Grants and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

The Guidelines and Council’s Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Guidelines, applications for Minor Grant funding have been assessed by the Chief Executive Officer, or their delegate, for Council or delegate approval as appropriate.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.2 - Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.

Embracing connection, inclusion and diversity

Strategy 2.1 - Our community's diverse needs are addressed by ensuring equity and inclusion are considered in decision making and strategic planning.

Strategy 2.2 - Cultural diversity is celebrated through assisting, participating in, facilitating and delivering accessible programs, initiatives and events in partnership with our community, community groups and service providers.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Minor Grants Program Application Extraction April 2026 [4.1.1 - 12 pages]
2. Attachment 2 - EGI Report Q3 2025 2026 (1) [4.1.2 - 3 pages]

Minor Grant Program Applications
April 2026

2526-MGP116

Boronia Soccer Club

Application ID	2526-MGP116
Organisation Name	Boronia Soccer Club
Grant Program	Minor Grants Program

Project Title	New Soccer Goal
Project Start Date	30/04/2026
Project End Date	31/05/2026

Request Details	We are located on an open reserve & over years in discussion with council & residents we have elected to utilize mobile soccer goals as an alternative to digging holes into the reserve & placing permanent goals for 6 months of the year. Despite a recommendation in the HV Jones masterplan (23/09/2018) for a storage cage to service demand in sports participation nothing has been erected & our goals during the season a(whilst locked together) are open to the public. Vandals have stood up a full sized goals & bent & cracked frame rendering them unfit for purpose		
Community Benefit	Goals obviously facilitate the playing of our sport which continues to grow our club membership. Without replacing damaged goal we will not be able to offer the mandatory equipment which in turn will cause us to review what teams we can field potentially limiting the participants be they players/coaches or volunteers		
Total Beneficiaries	110	Total Project Cost	\$ 3,272.50
Knox Beneficiaries	95	Total Amount Requested	\$ 2,500.00

Total Project Income

Income Description	Income Amount
Council Grant	\$ 2,500.00
Club contribution	\$ 772.50
Total Income	\$ 3,272.50

Total Project Expenditure

Expenditure Description	Expenditure Amount
purchase full size soccer goal	\$ 3,272.50
Total Expenditure	\$ 3,272.50

Minor Grant Program Applications
April 2026

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Soccer goals (contribution towards)	\$ 2,500.00	\$ 250.00	Yes
Total Grant	\$ 2,500.00	\$ 250.00 - minimum amount required	\$772.50 – exceeds minimum required

Minor Grant Program Applications
April 2026

2526-MGP122

Ringwood Community Garden Inc.

Application ID	2526-MGP122
Organisation Name	Ringwood Community Garden Inc.
Grant Program	Minor Grants Program

Project Title	Obtain Self-Propelled Lawn Mower
Project Start Date	14/04/2026
Project End Date	30/06/2026

Request Details	The garden has a large, grassed N/S uphill area, of more than 50 metres length, plus an E/W area of approximately 40 metres. There is also an area of approximately 30 metres length outside the boundary fence. All of these require mowing, which is a time-consuming task, undertaken by some Community Garden Members, on a roster basis. While the Garden has two "normal" mowers, our members are getting older, with some in sub-optimal health, and a self-propelled mower would make the mowing tasks easier.		
Community Benefit	Provision of a self-propelled mower would make the mowing tasks easier, and add to the members prepared to join the mowing roster, as some Garden members feel that the effort to push a "normal" mower, particularly uphill, would be too strenuous for them to undertake. Pls note, we pay Knox rates. Please also note, membership is open to all surrounding areas, including Knox residents.		
Total Beneficiaries	45	Total Project Cost	\$ 929.00
Knox Beneficiaries	5 est	Total Amount Requested	\$ 929.00

Total Project Income

Income Description	Income Amount
Council Grant	\$ 836.10
RCG 10%	\$ 92.90
Total Income	\$ 929.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
Mower	\$ 929.00
Total Expenditure	\$ 929.00

Minor Grant Program Applications
April 2026

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Mower	\$ 836.10	\$92.90	Yes
Total Grant	\$ 836.10	\$92.90 - minimum amount required	\$92.90 – meets minimum required

Minor Grant Program Applications
April 2026

2526-MGP131

Indian Senior Citizens Association of Victoria (ISCA)

Application ID	2526-MGP131
Organisation Name	Indian Senior Citizens Association of Victoria (ISCA)
Grant Program	Minor Grants Program

Project Title	Vaisakhi Festival
Project Start Date	18/04/2026
Project End Date	18/04/2026

Request Details	Indian Seniors citizens association request funding of \$2500 towards Vaisakhi program celebrated at Rowville community centre to bring Indian seniors together to celebrate not only festive session but Vaisakhi marks the celebration of New year not only for Sikh community but also celebrated right thorough all Indian states. The cost is towards e.g. consumables, Tea, coffee, milk, cups, decorations, cultural performances and hire of sound system and 3 course lunch includes setup and pack up after the program.		
Community Benefit	The real objective of this program is to celebrate Vaisakhi with Indian/multicultural entertainments and to bring Communities together to celebrate the harvesting season with traditional dances and delicious food for members and guests. The wider multicultural communities' benefit by meeting people from wider communities and sharing cultural values and understanding the rich culture each community has and how important it is to embrace and respect values and contribution each community makes in our lucky country that we all have embraced as our home for us and our future generation.		
Total Beneficiaries	180	Total Project Cost	\$ 8,041.00
Knox Beneficiaries	70	Total Amount Requested	\$ 2,500.00

Total Project Income

Income Description	Income Amount
Knox GRANT	\$ 2,500.00
MEMBERS CONTRIBUTIONS	\$ 2,700.00
ISCA CONTRIBUTION	\$ 2,841.00
Total Income	\$ 8,041.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
Catering / Tea and Coffee	\$ 5,550.00

Minor Grant Program Applications
April 2026

Decoration	\$ 110.00
Performance	\$ 900.00
Set Up/Clean	\$ 750.00
GST	\$ 731.00
Total Expenditure	\$ 8,041.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Decorations, Performance, Set Up/Clean, Catering (contribution towards)	\$ 2,112.00	N/A	N/A
Total Grant	\$ 2,112.00	N/A	N/A

Minor Grant Program Applications
April 2026

2526-MGP129

The Basin Community House Inc

Application ID	2526-MGP129
Organisation Name	The Basin Community House Inc
Grant Program	Minor Grants Program

Project Title	Digital Training Display to Support Community Learning Programs
Project Start Date	01/07/2026
Project End Date	31/12/2026

Request Details	<p>The Basin Community House delivers a range of community education programs, workshops and volunteer training sessions that support lifelong learning, social connection and community participation.</p> <p>Currently, facilitators rely on small and outdated screens and printed materials, which limits visibility and engagement. Portable digital displays will improve accessibility and enable delivery of more engaging and inclusive learning experiences.</p> <p>The equipment will have the capacity to be interchangeable and movable, allowing it to be used flexibly across multiple programs and spaces. This ensures it is not a permanently fixed asset and maximises its benefit across a range of community activities.</p> <p>This project supports Council priorities to enhance access to community education and strengthen social connection and wellbeing.</p>		
Community Benefit	<p>The project will improve the delivery and accessibility of community learning programs at The Basin Community House by providing appropriate technology to support workshops, presentations and training sessions.</p> <p>Expected outcomes include:</p> <ul style="list-style-type: none"> * Improve accessibility and quality of community training programs * Support lifelong learning opportunities for Knox residents * Enhance volunteer training and program delivery * Increase participation and social connection through inclusive learning <p>This project supports Knox City Council priorities to improve social connection, access to learning opportunities and community participation, which contribute to stronger health and wellbeing outcomes for residents.</p>		
Total Beneficiaries	200	Total Project Cost	\$ 3,354.00
Knox Beneficiaries	200	Total Amount Requested	\$ 2,500.00

Total Project Income

Minor Grant Program Applications
April 2026

Income Description	Income Amount
Knox Grant	\$ 2,500.00
TBCH	\$ 710.00
Total Income	\$ 3,210.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
Screens x 2	\$ 2,590.00
Delivery & Installation	\$ 200.00
Project Management	\$ 420.00
Total Expenditure	\$ 3,210.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Screens x 2 (contribution towards)	\$ 2,500.00	\$ 250.00	Yes
Total Grant	\$ 2,500.00	\$ 250.00 - minimum amount required	\$ 710.00 – exceeds minimum required

Minor Grant Program Applications
April 2026

2526-MGP123

Waterford Valley Lakes Residents Association Inc - Hobby shed

Application ID	2526-MGP123
Organisation Name	Waterford Valley Lakes Residents Association Inc - Hobby shed
Grant Program	Minor Grants Program

Project Title	Hobby Shed Start Up Stage 1
Project Start Date	01/05/2026
Project End Date	30/09/2026

Request Details	The aim of the Hobby Shed is to promote and maintain an active, independent and satisfying lifestyle for the men and women of our village. The Hobby Shed is proposed to commence in the existing small village workshop (Stage 1) while the adjacent garage is being emptied and relocated (future Stages 2 and 3). The workshop currently has limited tools and some benches. The initial equipment required for the Hobby Shed to commence are a set of battery operated tools, a movable work bench and lockable cabinets.		
Community Benefit	The Hobby Shed will provide a safe environment for the men and women of the village to pursue their hobbies and also make small wooden toys and educational items for the Our Village charity. The Waterford Valley Lakes Charity Group supports and has great relationship with the Our Village charity (formally St Kilda Mums). Our Village help over 20,000 babies and children every year across every Local Government Area in Victoria. Our proposal is to make the aforementioned wooden items to distribute as gifts to the children.		
Total Beneficiaries	300	Total Project Cost	\$ 2,558.00
Knox Beneficiaries	220	Total Amount Requested	\$ 2,300.00

Total Project Income

Income Description	Income Amount
Council grant	\$ 2,300.00
Cash Contribution	\$ 258.00
Total Income	\$ 2,558.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
Ramia Workbench	\$ 1,053.00
Ryobi Triple battery Pack	\$ 199.00

Minor Grant Program Applications
April 2026

Ryobi 18v 12 piece kit	\$ 899.00
Ryobi Lithium 3 port charger	\$ 40.00
Stilford metal stationery cabinet	\$ 367.00
Total Expenditure	\$ 2,558.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Ramia Workbench	\$ 1,053.00	\$ 255.80	Yes
Ryobi 18V Triple battery pack	\$ 199.00		
Ryobi 12 piece 4AH kit	\$ 899.00		
Ryobi USB lithium 3 port charger	\$ 39.99		
Stilford Metal Stationery Cabinet	\$ 109.01		
Total Grant	\$ 2,300.00	\$255.80 - minimum amount required	\$258.00 – exceeds minimum required

Minor Grant Program Applications
April 2026

2526-MGP118

Australian Society of Graduate Tamils Inc

Application ID	2526-MGP118
Organisation Name	Australian Society of Graduate Tamils Inc
Grant Program	Minor Grants Program

Project Title	The Tamil Forum and Competition
Project Start Date	11/07/2026
Project End Date	12/07/2026

Request Details	<p>'The Tamil Forum and Competition' is a special opportunity for young Tamil people in Victoria to learn about their language and culture. They also get to improve their communication skills and make friends from different backgrounds, which helps make Victoria a more diverse and welcoming place. Last year, about 600 students took part in this event. We're excited to say that this year's event will be held at The Knox School in Wantirna South. It will happen on July 19th and 20th, 2025. Many students from Knox City join in, making it a great experience for everyone involved. For more details, you can check our website: www.tamilcompetition.org.au</p>		
Community Benefit	<p>This project delivers meaningful community benefits by achieving several key objectives:</p> <p>It preserves the Tamil language and culture by encouraging young people to appreciate its richness, fostering pride in their heritage and contributing to multicultural Victoria. The event provides a platform for Tamil youth to develop interpersonal and artistic skills, boosting their confidence and personal growth.</p> <p>By bringing together Tamil youth from diverse backgrounds across Victoria, the project creates a strong sense of belonging and community. It also facilitates cultural exchange among Tamils from Sri Lanka, India, Singapore, Malaysia, and beyond, encouraging bonding and shared experiences.</p> <p>Youth are inspired to explore their identity and celebrate their heritage through various art forms, deepening their understanding of Tamil traditions. In Knox City, where a large Tamil community resides, this project strengthens multiculturalism by engaging youth in leadership roles and promoting cultural diversity within the broader community.</p>		
Total Beneficiaries	600	Total Project Cost	\$ 10,500.00
Knox Beneficiaries	300	Total Amount Requested	\$ 2,500.00

Total Project Income

Income Description	Income Amount
Council Grant	\$ 2,500.00

Minor Grant Program Applications
April 2026

Organisation Funds	\$ 8,000.00
Total Income	\$ 10,500.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
The Knox School - Venue Hire	\$ 6,050.00
Material Printing	\$ 950.00
Volunteers - Refreshments	\$ 3,000.00
Promotion	\$ 500.00
Total Expenditure	\$ 10,500.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Venue Hire (contribution towards)	\$ 1,000.00	N/A	N/A
Total Grant	\$ 1,000.00	N/A	N/A

Attachment 2

Excellence Grants for Individuals – Quarter 3 2025-2026

Note: Shaded areas are information from previous Quarters

Application Date	Applicant	Request details	Grant
July			
2025-07-10	Knoxfield resident	For son to represent Australia in the International Baseball Association U12 Japan Touring team to compete at the IBA International Baseball Championship held in Tokyo, Japan in July 2025	\$400
2025-07-11	Rowville resident	For daughter to represent Victoria in the School Sport Victoria Team Vic 15&U Australian Football Team for the School Sport Australia Championship being held in Queensland in July 2025	\$250
August			
2025-07-23	Wantirna resident	For daughter to be part of the Australian Athletics team for the 2025 VIRTUS World Swimming Championships being held in Bangkok in August 2025	\$400
September			
2025-07-21	Wantirna South resident	For son to compete as part of the Victorian Volleyball U14 Boys State Youth Team to represent Victoria in the Australian Youth Volleyball Championships being held in Perth in September 2025	\$250
2025-07-29	Ferntree Gully resident	For son to compete in the Victorian Volleyball U16 Boys State Youth Team at the Australian Youth Volleyball Championships held in Perth in September 2025	\$250
October			
2025-09-03	Wantirna resident	For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025	\$250
2025-09-05	Wantirna South resident	For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025	\$250
2025-09-18	Wantirna resident	To represent Australia in the Men's 23/Under Netball Team competing in the Test Series in the United Kingdom in October 2025	\$400

November			
2025-09-28	Boronia resident	To represent Victoria in the Veterans Cricket Victoria Over 40 Women's State team competing at the Victorian Cricket Association's Nationals being held in Perth in November 2025	\$250
2025-09-29	Knoxfield resident	For son to compete in the MA3 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
2025-09-29	Knoxfield resident	For daughter to compete in the FA1 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
December			
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
January			
2025-11-01	Boronia resident	Son has been selected for 2026 U16 Boys Victorian State Softball team to compete at the National Championships in Mirrabooka, Western Australia, in January	\$250
2025-12-09	Bayswater resident	Son selected for the Victorian Inline Speed Skating team competing in the 2026 National Speed Skating Championships in Melbourne in January	\$150
February			
2025-12-05	Ferntree Gully resident	Son has been selected to represent Victoria in the Victorian 14 Mixed Volts team at the 2026 Netball Junior Nationals being held in Brisbane in February	\$250
2025-12-08	Rowville resident	Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February	\$400
2025-12-08	Rowville resident	Son selected to compete with the Basketball Victoria State team in the 2026 U18 B-League International Cup in Japan in February	\$400
March			
No applications received for events held in March			
April			
2026-02-09	Wantirna South resident	Selected to represent Australia in the Level 5 Open All Girl Division at the Cheerleading World Championships in Orlando, USA in April	\$400

2026-02-27	Rowville resident	Son has been selected for the Victorian Eagles Gridiron U18 team to compete at the National Gridiron Championships being held in Queensland in April	\$250
2026-03-06	Boronia resident	Son has been selected to represent Victoria in the Tenpin Bowling Association 2026 National Presidents Shield Junior Challenge in Queensland in April	\$250
2026-03-16	Rowville resident	Son to represent Nunawading Swimming Club at the Australian Age Swimming Championships in Queensland in April	\$250
2026-03-30	Wantirna South resident	Daughter to represent Melbourne Swimming Club at the Australian Age Swimming Championships to be held in Queensland in April	\$250
May			
No applications for May received to date			
June			
2026-02-28	Boronia resident	Presentation at the Australasian Piano Pedagogy Conference 2026 being held at the University of Adelaide in July.	\$250
Total			\$6,800

4.2 Transformation Governance Committee Revised Terms of Reference and Recruitment of External Independent Members

Final Report Destination:	Mid Month
Paper Type:	For Decision
Author:	Head of Portfolio Office & Enterprise Change, Shona Richards
Manager:	Acting Manager Strategy Transformation, Lucy Morse
Executive:	Interim Director Customer and Performance, Liesl Westberry

SUMMARY

The purpose of this report is to seek Council endorsement to continue the Transformation Governance Committee for a further two-year period until 30 June 2028, and to seek Council approval for the Committee's updated Terms of Reference.

As Knox City Council embarks on its first major enterprise resource planning (ERP) transformation initiative, the Transformation Governance Committee will primarily focus on supporting this major ERP investment to deliver organisation-wide outcomes. Sector benchmarking shows that while ERP platforms are widely adopted, independent transformation advisory committees are not as common, reflecting Knox's commitment to independent governance oversight.

This report outlines the outcomes of a review of the Committee's Terms of Reference, originally approved in September 2023, which has been undertaken to streamline provisions, improve consistency with other Council Committee governance documents and enhance clarity based on operational learnings over the past two years. The proposed two-year term aligns with the ERP Core Business Systems implementation timeframes, after which the Committee will again be reviewed to determine future need and focus.

This report also seeks approval to commence recruitment for Independent External Members in line with the expiry of current member contracts on 30 June 2026. Subject to Council endorsement, an expression of interest process will be undertaken to appoint Independent Members for a two-year term. The Transformation Governance Committee has remained actively engaged since its establishment in September 2023, providing strategic advice, strengthening governance oversight and supporting informed decision-making across the Customer and Performance Portfolio. Continuation of the Committee and recruitment of new Independent External Members will provide ongoing independent advice and governance oversight of Council's transformation initiatives, with a particular focus on the ERP program.

RECOMMENDATION

That Council:

1. Endorse continuation of the Transformation Governance Committee for a further two-year period to 30 June 2028.
2. Adopt the revised Transformation Governance Committee Terms of Reference as per Attachment 1.
3. Authorise the recruitment for up to three Independent External Members for a two-year term.
4. Nominate one Councillor (Councillor _____) to participate in the Selection Panel for the Independent External Members for the Transformation Governance Committee.

1. DISCUSSION

1.1 Transformation Governance Committee Activities

The Transformation Governance Committee, established in September 2023, is a governance body comprising the Mayor, two Councillors, and three Independent External Members. The Committee plays a role in strengthening organisational decision-making by providing advice, guidance and informed recommendations on the Customer and Performance (C&P) Portfolio of projects and programs. It offers oversight of portfolio implementation, supporting initiatives to be delivered in accordance with agreed strategic priorities and the principles of the C&P Portfolio Governance Framework.

While the two-year terms of the Independent External Members of the Committee were scheduled to conclude in December 2025, Council approved a six-month extension of their contracts until 30 June 2026 at the December 2025 Council Meeting. This extension was intended to maintain and draw upon the breadth of Council knowledge developed by the three incumbent members, particularly in anticipation of the then-planned review of the Committee's Terms of Reference.

1.2 Review of Transformation Governance Committee Terms of Reference

The Committee's original Terms of Reference were approved by the Strategic Planning Committee in September 2023. A review has been undertaken to streamline provisions, improve consistency with other Council committee Terms of Reference, and enhance clarity, incorporating learnings from the past two years. The Transformation Governance Committee considered and provided suggestions for amendments at its February 2026 meeting, which included the merging of the Committee's Charter with the Terms of Reference document. Further updates have been proposed to support alignment with the broader Knox Committee Policy.

The proposed changes to the Terms of Reference are summarised in Table 1 below. Council approval is sought for the updated Terms of Reference as provided within Attachment 1.

Table 1 – Summary of Proposed Changes to the Terms of Reference

Section	Summary of Proposed Update
Purpose and Objectives	<ul style="list-style-type: none"> • Broadened emphasis to focus on good governance, transparency, business enablement, outcomes and benefits, change management and alignment with Council wellbeing and community outcomes, particularly supporting Core Business Systems ERP implementation. • Provided stronger emphasis on strategic advice and guidance to ELT and Council, and identification of key risks rather than assurance, which is the role of the Audit and Risk Committee. • Objectives aligned to feedback from Committee in decommissioned Charter and from February 2026 Committee member review of Terms of Reference; highlighting the alignment with the Council and Health and Wellbeing Plan and Community Vision, and focused on transformation advocacy, independent review, progress and value of outcomes and benefits delivered.
Membership	<ul style="list-style-type: none"> • Updated membership requirements to the Mayor and up to two other Councillors, previously three Councillors, including the Mayor were required.

Section	Summary of Proposed Update
	<ul style="list-style-type: none"> Updated membership requirements to up to three External Independent Members. Added attendance by non-Committee Councillors as guests to participate in the discussion; previously they were not permitted to contribute to discussions. Added coverage for other ELT members to attend as guests for strategic advice to guide decision making. Added additional clarity about the recruitment process in the event of an Independent External Member vacancy. Added Independent External Member remuneration for transparency. Noting that the Independent External Member remuneration has been reduced from previous terms and annual increases will be applied in line with rate capping, rather than CPI (Consumer Price Index). Removed training section as this has been removed in the Terms of Reference template.
Meeting Procedure	<ul style="list-style-type: none"> Removed quorum given the Committee is advisory only. Specified the Committee can proceed if Councillor nominees are not present at the meeting, as per Committee Policy. Meeting protocols expanded in line with feedback from Committee in decommissioned Charter including active contributions with evidence-based strategic advice representing Community interests, and Independent External Member supporting ICT capability of Councillors. Removed inclusion that the meeting will be conducted under the Auspices of Council pursuant to Council's Governance rules, which is not required for Advisory Committees.
Working Groups	<ul style="list-style-type: none"> Added further definition around the use of immersion sessions (Independent External Member deep dive sessions) as a working group for clarity.
Reporting Requirements	<ul style="list-style-type: none"> Clarified that Advisory Committee minutes are not required to be published on the Council website, rather than indicating they would be made publicly available. Replaced six-monthly Committee reporting to Audit and Risk Committee, with a Quarterly Performance Report in June and an annual Committee Chair's report in December.

1.3 Recruitment of the Transformation Governance Committee External Independent Members

The contracts of the current Independent External Members expire on 30 June 2026, in accordance with the decision made at the December 2025 Council Meeting. Council endorsement is sought for the continuation of the Transformation Governance Committee for a further two-year period and to commence the recruitment process for Independent External Members for a two-year term (which is broadly aligned to the timeframe for the Core Business Systems ERP implementation). In accordance with the Terms of Reference, current Independent External Members will be eligible to reapply.

Subject to Council approval, recruitment will begin in April and will be undertaken through an expression of interest process, with roles advertised through digital recruitment channels, Council's website, and relevant professional and director networks. Selection criteria will include experience in the technology industry, business transformation, customer experience and/or governance. Awareness of Local Government and the ability to Chair the Committee will be considered advantageous.

Applications will be assessed by the C&P Portfolio Office against the selection criteria and shortlisted for consideration by a Selection Panel comprising one Councillor, the Chief Executive Officer and the Director of Customer and Performance. The Panel will convene in early June to interview candidates and recommend preferred applicants for Council approval at the Mid-Month Council Meeting scheduled to be held on 13 July 2026. Once appointed, successful appointees will receive a structured onboarding process.

1.4 Nomination of Councillor to Participate in the Selection Panel

Council nomination of a Councillor to participate in the Selection Panel for the Independent External Members for the Transformation Governance Committee is sought.

2. ENGAGEMENT

The Transformation Governance Committee has remained actively engaged throughout its term, meeting regularly and working closely with internal project teams, the Audit and Risk Committee, and ELT. Through these interactions, the Committee has provided strategic advice, strengthened governance alignment, and supported informed decision-making across the C&P Portfolio.

The revised Terms of Reference have been developed in consultation with the current members of the Transformation Governance Committee. Advice from the Governance team has also been incorporated where the document diverged from the Knox Committee Policy, resulting in proposed updates to ensure greater alignment.

Benchmarking has occurred with other councils to understand comparable governance arrangements. Overall, this has identified various approaches to ICT and transformation governance practices, including internal governance (only), independent assurance being included on internal steering committees, and comparable independent governance bodies. The extension of the Transformation Governance Committee for Knox recognises the specialised expertise and time commitment required for complex enterprise transformation, with remuneration that is transparent, proportionate, and governance-driven.

3. SOCIAL IMPLICATIONS

The Committee provides ongoing oversight of transformation initiatives that, while primarily internal, have indirect but meaningful impacts on community services and engagement. Through its guidance, the Committee supports the Portfolio to enhance organisational responsiveness and improve the efficiency with which community needs are understood and met.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from the recommendations of this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Transformation Governance Committee is currently funded operationally for the remuneration of the Independent External Members and catering for attendees. Under the existing arrangements, the Chairperson is remunerated at \$8,660 per annum, while Independent External Members receive \$6,860 for the same period. This amount is proposed to continue.

Administrative support for the Committee, including scheduling, minute-taking and reporting will continue to be delivered by existing internal resources, with no additional staffing required. Minor costs may also be incurred for advertising the Independent External Member roles through external company director forums, which will continue to be funded through existing operational budget.

7. RISKS

Not extending the Transformation Governance Committee for a further two-year term could negatively impact transparency of portfolio health, risk oversight, stakeholder confidence, and alignment with strategic objectives, reflecting the value of continued Independent External Member oversight.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

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



The Transformation Governance Committee will:

- Provide independent advice to Council and the Executive Leadership Team on the delivery of key C&P Portfolio initiatives including ERP transformation via our Core Business Systems Program.
- Identify and advise on key strategic risks and mitigations, escalating to the Audit and Risk Committee who hold accountability for risk assurance.
- Oversee and support the implementation of the Core Business System Program to support effective and efficient use of resources.
- Provide transparency and confidence that benefits and value are being delivered through outcomes and benefits tracking.
- The Committee will not make operational delivery decisions, provide project level oversight nor risk assurance.

3. Membership

The Transformation Governance Committee shall comprise the following:

- Mayor
- Up to two other Councillors
- Up to three Independent External Members

Council officers cannot be members of the Committee.

3.1 Other Attendees, Guests and Observers

In addition to Committee members, the following will also be in attendance:

- Chief Executive Officer (CEO)
- Director Customer and Performance
- Head of Portfolio Office & Enterprise Change

The following may attend based on the content being presented to the Committee:

- Members of the Executive Leadership Team to discuss strategic direction to inform enterprise-level decisions, and support transformation initiatives to deliver value, manage risk, and stay aligned to organisational priorities.
- Responsible Council officers to present and discuss relevant agenda topics.

Any Councillor, not appointed to the Committee, may attend the meeting as a contributor and will have the opportunity to participate in discussions. Other guests may also be invited to attend, observe, present, and/or participate in meetings, this would generally be for a specific purpose and/or specified period. This is at the discretion of the Committee.

3.2 Chairperson

The Chairperson is to be an Independent External Member of the Committee. The members of the Committee will appoint a chairperson at the commencement of the first meeting and annually thereafter. 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.



4. Method of Appointment

4.1 Selection of Councillor Members

Council will appoint Mayor and Councillor representation annually at a Council Meeting following Mayoral elections.

4.2 Selection and recruitment of Independent External Members

The approach and method for appointing Independent External Members will be conducted through an expression of interest process. Roles will be advertised via digital recruitment channels, on Council's website, and through local networks and company director forums. Independent External Members will be selected by a panel comprising a Councillor and up to two Council Executive Officers. Appointments will be made for a two-year term, and 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. Incoming Independent External Members will participate in a structured onboarding process. Appointees are expected to have a background in the Information, Communication and Technology (ICT) industry, experience in enterprise transformation and ERP platforms (ideally Tech One), customer experience and/or governance, with an awareness of local government considered advantageous.

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. If there is no suitable candidate from the previous selection process, the role will be readvertised as per the above process. Under either scenario, Council will appoint the new Independent External Member.

4.3 Remuneration of Independent External Members

Remuneration will be paid to independent members at the rate of \$8,660 per annum for the Chairperson and \$6,860 for other Independent External Members for the same period. An annual increase in line with the rate cap will be applied.

4.4 Council Officers

Council Officers will be nominated by the Director of Customer and Performance to support the Committee, as required, by providing advice and administrative assistance.

5. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only. The Committee has no executive authority, delegated financial responsibilities, nor delegated authority to make decisions on behalf of Council. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.

6. Meeting Procedures

The Committee will meet quarterly. A typical meeting will run for up to 3 hours and preparation will involve review and critical analysis of papers.

An annual schedule of meetings will be agreed upon at the first Committee meeting of each year. The Committee may also highlight any emerging issues for inclusion in the Committee's work plan. Changes to the Committee's work plan will be made in consultation with the Chairperson. The Committee is not required to give public notice of its meetings, and its meetings are not open to the public.



6.1 Meeting Protocols

The Committee operates with disciplined, efficient meeting practices, including timely scheduling, advance circulation of papers, focused and respectful discussion, and consensus based advice to Council wherever possible. The Committee is guided by transparent and accountable governance, with guidance and performance measures aligned to Council values and the wellbeing of the community and employees. It champions transformation outcomes across governance forums, and communicates outcomes in clear, plain language that reinforces public value.

Members are expected to attend, prepare for, and actively contribute to meetings, working collaboratively to achieve Committee objectives. Councillors represent community interests, provide relevant insights for key matters with Council, and consider and act on Committee recommendations. Independent members support and build Councillor capability to support effective operation. All members provide objective, evidence based strategic advice, understand relevant legislative and regulatory obligations, and adhere to the C&P Portfolio Governance Model.

6.2 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 upon, the differing opinions should be clearly expressed in the minutes of the meeting.

6.3 Quorum

There will be no designated quorum for the Committee. The Committee can proceed if Councillor nominees are not present at the meeting.

6.4 Meals

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy, including providing reasonable meals for Committee meetings at times that immediately precede, follow or extend through normal mealtimes.

7. Agendas and Meeting Minutes

Agendas and meeting minutes must be prepared for each meeting in digital format or hard copy by request.

The Agenda must be provided to the Committee members no less than seven (7) days before the time fixed for the holding of the meeting, 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.

Council Officers 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.

Minutes for Advisory Committees are not required to be published on the Council website.

8. 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 people 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.

Independent Members and Councillors are consequently required to comply with the conflict-of-interest provisions as set down in the Local Government Act 2020.

Members 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 Committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

9. Working Groups

Working groups may be formed to support analysis, reporting, and initiative oversight, with clear reporting and escalation pathways. Independent Members may request “immersion” sessions to provide independent advice, guidance and recommendations outside of Committee meetings. These sessions will be generally aligned with Committee meetings which are conducted quarterly.

10. Performance Evaluation and Reporting

Led by the Chairperson, the Committee shall undertake a process to evaluate its performance annually each year and make recommendations for any opportunities for improvement. This annual report will be reported to the Audit and Risk Committee.

As part of the broader C&P Governance model, the Audit and Risk Committee will also receive a 6-monthly transformation program progress and health report. The transformation program progress and health will be reported to Council via the Quarterly Performance Report to Council.

11. 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.

12. Committee Review Date

This Committee will be reviewed regularly with a review date not exceeding two years. 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.

13. Administration Support

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

14. 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 a material change, it must be considered by Council.

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items