

MINUTES



Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South

On

Monday 30 November 2020

The Agenda for the Meeting of Council, Monday 30 November 2020, 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 Meeting of Council

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The meeting commenced at 7.04pm

PRESENT:

<i>Cr L Cooper (Mayor)</i>	<i>Scott Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>

Mr T Doyle *Chief Executive Officer*

Mr G Thorne *Director – Infrastructure (Online)*

Mr M Kelleher *Director - City Development, Interim Governance (Online)*

Ms T Scicluna *Director – Community Services (Online)*

Ms S Mazer *Director - Knox Central, Interim Transformation and Customer Service (Online)*

Mr P McQue *Manager- Governance*

THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT

“Knox City Council acknowledges we are on the traditional land of the Wurundjeri and Bunurong people and pay our respects to elders both past and present.”

1 Apologies and Requests for Leave of Absence

Nil.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

The Mayor noted there was an error in the Minutes for the Ordinary Meeting of Council held on Monday 21 September 2020 in relation to Item 8.1 Wantirna Parking Management Plan. The correction has been published to the website and Councillors were provided with a copy of the corrected Minutes. The Mayor noted the correction was verified using the livestream recording and the Minutes proposed for adoption at this Meeting are the corrected version.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 21 September 2020.

CARRIED

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

Confirmation of Minutes of Ordinary Meeting of Council for the Election of the Mayor held on Monday 16 November 2020.

CARRIED

4 Presentations, Petitions and Memorials

Councillor Pearce presented a petition with 80 signatories requesting that Knox City Council reject the planning application P/2020/6466 proposing eight dwellings be constructed at 47 Salerno Way, Rowville.

The petitioners state that the development of eight dwellings at the above address would be in stark contrast with the character of the neighbourhood which is highlighted by a mature landscape and established homes. The petitioners argue that noise, traffic and parking congestion will increase in the area; and vegetation along with the visual identity of the neighbourhood will suffer if the application for the development is approved.

This matter will be referred to the Director City Development - Interim Governance for investigation, with a response to be provided to the head petitioner.

The Petition lay on the table.

5 Reports by Councillors

5.1.1 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Orana Neighbourhood House AGM
- Knox Nature and Discovery passport Launch
- Knox Diwali Celebrations
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting
- Councillors Induction Sessions
- Roehampton Avenue Residents Meeting
- Share the Joy Knox Fundraiser

Councillor Timmers-Leitch also:

- Noted and commended the comprehensive Councillor Induction Program.
- Expressed enthusiasm for business in the community returning and thriving.
- Endorsed the Be Kind Program which assists people who are overwhelmed when coming out of isolation.
- Praised Knox Infolink for their Share the Joy Christmas Appeal with collection points around Knox.
- Noted the reverse advent calendar organised by Foothills Community Care which involves placing an item in a hamper to be delivered to the less fortunate.

5.1.2 Councillor Baker

Councillor Baker reported attending the following meetings:

- Upper Ferntree Gully CFA Captain
- Opening of the Upwey-Ferntree Gully Baseball Club Pavilion
- Koori Basketball Academy
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting
- Councillors Induction Sessions

Councillor Baker also:

- Raised concerns about parking issues at Quarry Reserve

5.1.3 Councillor Pearce

Cr Pearce reported attending the following meetings:

- Council Induction Sessions
- Lysterfield Quarry Community Reference Group Meeting
- Swearing In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting

Cr Pearce:

- Rebutted email and social media claims that Cr Pearce is a member of the Lysterfield Quarry Community Reference Group Committee, by stating he was a visitor in his capacity as a Ward Councillor.
- Stated that his wife does not have a conflict of interest in this matter and has every right to serve on the Lysterfield Quarry Community Reference Group Committee, as a resident.
- Stated that there was no promise made by him of abstaining on a Council vote on the Lysterfield Quarry matter, and only a promise of not making comments.
- Rebutted email claims that he removed the overlay, stating that the redundant environmental overlay was removed by Council, with the endorsement of Parks Victoria.
- Noted he will only engage in community representatives in the Lysterfield Quarry Community Reference Group and not with people on social media.

5.1.4 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Alchester Village Pre-School AGM
- Day One of Knox Little Athletics season
- Knox Environment Advisory Committee Meeting
- Knox Nature and Discovery Passport Launch
- Meeting with locals at The Basin Triangle
- The Basin Environmental Volunteers Meeting
- Councillor Induction Sessions
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting

Councillor Dwight also:

- Noted that residents are expressing concern regarding the loss of canopy trees after particularly wet and windy weather conditions
- Expressed concern that the summer heat brought and the looming risk of summer bushfires and heat impacts particularly for the elderly and vulnerable.
- Noted residents were raising various parking concerns across the ward, and the need to cater for various demands from both the local community and tourists, particularly at The Basin Triangle.

5.1.5 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Waterford Park Remembrance Day Service
- Opening of the Knox Little Athletics Season
- Orana Neighbourhood House AGM
- Eastern Community Legal Centre AGM
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting
- MAV Councillor Induction
- Knox Community Gardens Society Meeting
- Knox Nature Discovery Passport Launch

Councillor Laukens also:

- Addressed the expression of concern from residents regarding maintenance issues at the Waterford Valley Golf Course

5.1.6 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- Diwali Festival in Boronia
- Orana Neighbourhood House AGM
- Knox Community Gardens Society Tour
- Eastern Community Legal Centre AGM
- Councillor Induction Sessions
- Knox Nature Discovery Passport Launch
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting

Councillor Grasso also:

- Noted there are parking and traffic issues throughout the municipality.
- Reminded residents not to interfere with the barrier fencing around the Marie Wallace Park construction site while noting the upgrades in that area are due to be completed in two weeks' time.

5.1.7 Councillor Seymour

Councillor Seymour reported attending the following meetings:

- Knox Diwali Festivals
- Local Pre-School Annual General Meetings
- Local Economic Revival Seminar
- First Nations Training surrounding Welcome to Country

Councillor Seymour also:

- Noted and commended the comprehensive Councillor Induction Program.
- Noted an increase in muscle atrophy throughout the community in people of all ages due to a lack of sport in lockdown which has led to higher incidences of injury and encouraged sporting clubs to be aware of this issue.
- Recognised that local basketball clubs are taking longer breaks between games to address the muscle atrophy issue while noting a recent improvement in general physical wellbeing following the easing of restrictions.
- Outlined that Rowville residents are concerned about the lack of progress on Wellington Road works and would like to hear an update from Council.
- Highlighted the increasing complaints regarding the maintenance of road reserves with significant weeds in local median strips.

5.1.8 Councillor Allred

Councillor Allred reported attending the following meetings:

- President and Vice-President of the Boronia Football and Cricket Clubs.
- Friends of Blind Creek Meeting
- Knox Nature Discovery Passport Launch
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting
- Councillor Induction Sessions
- MAV Councillor Training

Councillor Allred also:

- Noted environmental and health concerns relating to the Bayswater Industrial Precinct.
- Outlined resident concerns regarding the rising incidence of dog manure left on paths and a need for more dog parks in the local community.
- Referred to the damage to the roots of a large Eucalyptus Tree along Boronia Road during and following the South East Water upgrade works, that also caused some damage to recently planted vegetation.
- Expressed her pleasure at seeing the greenery around the municipality and the returning vibrancy around the community.

5.1.9 Councillor Cooper

Councillor Cooper reported attending the following meetings:

- Councillor Induction Program
- ABC Takeover Melbourne which showcases the writing achievements of children on Local Government issues
- Knox Nature Discovery Passport Launch
- Swearing-In Ceremony
- Knox City Council CEO and Councillors Dinner
- Councillors Informal Meeting

Councillor Cooper also:

- Noted and commended the comprehensive Councillor Induction Program.
- Encouraged residents to express their views in the Knox Community Forum Zoom Meeting.

6 City Development and Governance Officers' Reports for consideration

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That the following items:

- **Item 6.1: Report of Planning Applications Decided Under Delegation - 1 September to 30 September 2020.**
- **Item 6.2: Report of Planning Applications Decided Under Delegation - 1 October to 31 October 2020.**

be moved en bloc as per the officer's recommendations outlined in the agenda

CARRIED

6.1 Report of Planning Applications Decided Under Delegation - 1 September to 30 September 2020

SUMMARY: Acting Manager, City Planning & Building, Jason McNulty

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

Cr Seymour requested that the Director City Development – Interim Governance provide further information within 7 days to Councillors on Planning Application '2020/6245 Miller Park 1133 Mountain Highway BORONIA VIC 3155 The removal of Twenty Nine (29) Cupressus x leylandii 12/10/2020' as noted and raised by Cr Dwight.

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 September to 30 September 2020) be noted.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That the planning applications decided under delegation reports (between 1 September to 30 September 2020) be noted.

CARRIED

6.2 Report of Planning Applications Decided Under Delegation - 1 October to 31 October 2020

SUMMARY: Acting Manager, City Planning & Building, Jason McNulty

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 October to 31 October 2020) be noted.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That the planning applications decided under delegation reports (between 1 October to 31 October 2020) be noted.

CARRIED

6.3 Appointment of Committees 2020-21

SUMMARY: Governance Officer, Joanne Ellis

Each year Councillors nominate and are appointed to a variety of internal and external committees (depending on membership limits) for a 12 month period.

RECOMMENDATION

That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 30 November 2020.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 30 November 2020.

CARRIED

7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting was deferred to consider questions submitted by the public.

Question Time commenced at 7:53 pm.

The following questions were raised with Council:

<p>Question 1- Ross Jenkins</p>	<ul style="list-style-type: none"> • What will Council do to address the traffic and parking issues associated with the 16 townhouse development at 24 Rathgar Road Lysterfield? • When will the Site Construction Management Plan for 24 Rathgar Road Lysterfield be approved and implemented? <p>Mr Jenkins has provided, as part of his submission, comprehensive background to the question, including concerns regarding safety and inconvenience cause by the parking and unloading of vehicles involved in the construction of the development to nearby residents, drivers and pedestrians. Mr Jenkins advises he has raised these concerns with Council and identified a number of suggestions for the management of the construction impacts.</p>
<p>Answer- Matt Kelleher, Director City Development, Interim Governance</p>	<p>The Director City Development, Interim Governance responded:</p> <ul style="list-style-type: none"> - Council has received complaints from frustrated neighbours regarding vehicles parked outside or nearby this construction site, relating to traffic management, congestion, unloading of vehicles in the street and illegally parked vehicles. - Since September, Council’s Parking Officers have attended on at least 25 occasions, with 21 warnings and 9 infringements issued during November. A parking patrol at 8:30 this morning resulted in an infringement being issued to one vehicle for being parked over the footpath. Parking Officers have also met with the site supervisor to advise them of the parking concerns and he has advised he will proactively work with Construction workers to ensure they park legally. Parking Officers are also investigating other options such as temporary parking restrictions with appropriate Council Departments. - Parking patrols will continue on a regular basis, including reviewing peak complaint times such as mornings. - The resolution of the Construction Management Plan is dependent on the resolution of the applicant’s traffic management arrangements. Council is working with the applicant to have the Traffic Management Plan approved as part of the overall Construction Management Plan. Council has requested further information from the applicant to address issues raised by Council’s Traffic and Transport Team, and will be following up regularly to ensure the endorsement of the Construction Management Plan and Traffic Management Plan can occur promptly. - Enforcement of construction activity is underway and action is currently being

	taken in response to early commencement of works outside of permitted timeframes. Council is closely monitoring the construction activity and complaints regarding this site.
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Question Time Concluded at 7:58pm.

8 Infrastructure Officers' Reports for consideration

8.1 2020/21 Capital Works Program Update

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program represents one of Council's largest financial investments in any given year. This report presents a status update of the program performance for the 2020/21 year, having regard to COVID impacts on the program and incorporating carried forward projects from the 2019/20 year.

The report also provides the new Council with a brief overview of Council's process in determining its annual Capital Works program, consisting of Legal Requirements, Asset Renewal, New and Upgrade and Major Project Programs, noting that this will inform the budget setting process for the 2021/22 year.

RECOMMENDATION

That Council:

1. Note the status of the current Capital Works program performance for the 2020/21 year, having regard to the impacts of COVID on the capacity to deliver the program.
2. Note the process overview for development and management of Council's Capital Works program on an annual basis, which will be used to inform the budget setting process for the 2021/22 year.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Dwight

That Council:

1. **Note the status of the current Capital Works program performance for the 2020/21 year, having regard to the impacts of COVID on the capacity to deliver the program.**
2. **Note the process overview for development and management of Council's Capital Works program on an annual basis, which will be used to inform the budget setting process for the 2021/22 year.**

CARRIED

9 Community Services Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in October/ November 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 13 applications for a total of \$19,407.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
The Basin Playgroup Inc.	Outdoor hardwood table and chairs	\$900.00	\$900.00
The Fields Pre-School	Pre-School Branding	\$1,555.00	\$1,555.00
Riding for the Disabled –Knox Branch	Hand-Rail Fencing Project	\$3,000.00	\$3,000.00
Glengollan Village	Fitness, Wellness Project	\$3,000.00	\$3,000.00
Hindu Satsang Mandal of Victoria	Diwali festival community hampers	\$1,500.00	\$1,500.00
Coonara Community House	Early Childhood 'New Ideas Expo' 2021	\$2,077.41	\$2,077.41
Flamingo Community Group	Advertising for Flamingo Community Group	\$1,067.00	\$1,067.00
Shishukunj Melbourne	Diwali hamper for 49 families	\$1,764.00	\$1,764.00
Knox Football Netball Club	Treasurer's laptop	\$2,684.00	\$525.50
Wantirna South Cricket Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
Polish Senior Citizens Club Rowville	Christmas Vouchers/Dinner	\$1,019.00	\$1,019.00
Wantirna South Football Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
The Haven Day Centre	Acquisition of two iPads for social inclusion for clients	\$1,000.00	\$1,000.00
TOTAL		\$21,566.41	\$19,407.91

2. Note that the following two applications detailed below have been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Templeton Cricket Club	Purchase of training net	\$499.00	\$499.00
Rowville Lions Club	Fundraising activities during COVID-19	\$492.72	\$492.72
TOTAL		\$991.72	\$991.72

3. Note that inclusive of the above recommended grants, which total \$20,399.63, a total of \$104,360.12 has been awarded to date under the 2020-2021 Minor Grants Program supporting 51 community-based organisations and their programs.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Grasso

That Council:

1. Approve 13 applications for a total of \$19,407.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
The Basin Playgroup Inc.	Outdoor hardwood table and chairs	\$900.00	\$900.00
The Fields Pre-School	Pre-School Branding	\$1,555.00	\$1,555.00
Riding for the Disabled – Knox Branch	Hand-Rail Fencing Project	\$3,000.00	\$3,000.00
Glengollan Village	Fitness, Wellness Project	\$3,000.00	\$3,000.00
Hindu Satsang Mandal of Victoria	Diwali festival community hampers	\$1,500.00	\$1,500.00
Coonara Community House	Early Childhood ‘New Ideas Expo’ 2021	\$2,077.41	\$2,077.41
Flamingo Community Group	Advertising for Flamingo Community Group	\$1,067.00	\$1,067.00
Shishukunj Melbourne	Diwali hamper for 49	\$1,764.00	\$1,764.00

	families		
Knox Football Netball Club	Treasurer's laptop	\$2,684.00	\$525.50
Wantirna South Cricket Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
Polish Senior Citizens Club Rowville	Christmas Vouchers/Dinner	\$1,019.00	\$1,019.00
Wantirna South Football Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
The Haven Day Centre	Acquisition of two iPads for social inclusion for clients	\$1,000.00	\$1,000.00
TOTAL		\$21,566.41	\$19,407.91

2. Note that the following two applications detailed below have been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Templeton Cricket Club	Purchase of training net	\$499.00	\$499.00
Rowville Lions Club	Fundraising activities during COVID-19	\$492.72	\$492.72
TOTAL		\$991.72	\$991.72

3. Note that inclusive of the above recommended grants, which total \$20,399.63, a total of \$104,360.12 has been awarded to date under the 2020-2021 Minor Grants Program supporting 51 community-based organisations and their programs.

CARRIED

9.2 Recreation and Leisure Committee Annual Report

SUMMARY: Leisure Services Officer, Suranga Dissakarunaratne

Council's Recreation and Leisure Committee provides valuable information and advice on sport and leisure issues to support the decision making of Council.

This report outlines the outcomes from the review of the Recreation and Leisure Committee and recommends that Council approves its continuation for a further two years.

RECOMMENDATION

That Council:

1. Approve the continuation of the Recreation and Leisure Committee as an Advisory Committee to Council until 31 December 2022; and
2. Adopt the amended Recreation and Leisure Committee Terms of Reference (Attachment 2).
3. Note that officers will progress the recruitment of new members of the Recreation and Leisure Committee Advisory Committee in accordance with the above Terms of Reference.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Laukens

That Council:

1. Approve the continuation of the Recreation and Leisure Committee as an Advisory Committee to Council until 31 December 2022; and
2. Adopt the amended Recreation and Leisure Committee Terms of Reference (Attachment 2).
3. Note that officers will progress the recruitment of new members of the Recreation and Leisure Committee Advisory Committee in accordance with the above Terms of Reference.

CARRIED

10 Chief Executive's Office - Officers' Reports for consideration

10.1 Financial Performance Report for the Quarter Ended 30 September 2020

SUMMARY: Coordinator Management Accounting, James Morris

The Financial Performance Report for the period ended 30 September 2020 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2020.

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Pearce

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2020.

CARRIED

10.2 Proposal to Sell Council Property - 2A Francis Crescent, Ferntree Gully

SUMMARY: Acting Senior Property Officer, Paige Kennett

This report was presented to Council at the September 2020 Council Meeting where it was resolved to be deferred to the next Council Meeting following the election period.

The report is now brought to Council following completion of the statutory process and now recommends for sale, Council land located at 2A Francis Crescent, Ferntree Gully.

RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173;
2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale; and
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Seymour

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173;
2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale; and
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.

CARRIED

11 Items for Information

11.1 ICT Capital Works Report

SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as 12 November 2020.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 12 November 2020.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council receive and note the ICT Capital Works Report, as at 12 November 2020.

CARRIED

12 Notices of Motion

12.1 Notice of Motion 111 - Aboriginal and Torres Strait Islander Recognition

That Council resolve:

1. That a report on the Aboriginal and Torres Strait Islander (ATSI) Needs Analysis be presented to the February 2021 Ordinary Council meeting with recommendations for strengthening Councils partnership and engagement with the Knox Indigenous community to ensure that any subsequent actions can be prioritised in the 2021/22 budget cycle;
2. To reaffirm Councils commitment to the ongoing engagement and partnering with the Aboriginal and Torres Strait Islander (ATSI) people to progress cultural recognition and reconciliation through a range of initiatives reflected in Council's Community Access and Equity Plan 2017-22;
3. To promote a "whole of business" mindset, to moving Knox Council forward in its acknowledgement and respect of First Nations people, ensuring cross functional collaboration as opportunities present themselves.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Dwight

That Council resolve:

- 1. That a report on the Aboriginal and Torres Strait Islander (ATSI) Needs Analysis be presented to the February 2021 Ordinary Council meeting with recommendations for strengthening Councils partnership and engagement with the Knox Indigenous community to ensure that any subsequent actions can be prioritised in the 2021/22 budget cycle;**
- 2. To reaffirm Councils commitment to the ongoing engagement and partnering with the Aboriginal and Torres Strait Islander (ATSI) people to progress cultural recognition and reconciliation through a range of initiatives reflected in Council's Community Access and Equity Plan 2017-22;**
- 3. To promote a "whole of business" mindset, to moving Knox Council forward in its acknowledgement and respect of First Nations people, ensuring cross functional collaboration as opportunities present themselves.**

CARRIED

13 Supplementary Items

13.1 Audit and Risk Committee - Independent Member Appointment

SUMMARY: Manager Governance, Phil McQue

This report considers the outcome of the recruitment process for an Independent Member to the Audit and Risk Committee, and recommends the appointment of the preferred candidate in accordance with the Audit and Risk Committee's Charter.

RECOMMENDATION

That Council

1. Appoint the preferred candidate as the Independent Member for the period 1 December 2020 to 1 December 2023, in accordance with the Audit and Risk Committee Charter; and
2. Resolve to make an ex gratia payment of \$1,500 to Ms Lisa Tripodi, Chairperson of the Audit and Risk Committee, for her service assisting with the recruitment process.

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Pearce

That Council

1. **Appoint the preferred candidate as the Independent Member for the period 1 December 2020 to 1 December 2023, in accordance with the Audit and Risk Committee Charter; and**
2. **Resolve to make an ex gratia payment of \$1,500 to Ms Lisa Tripodi, Chairperson of the Audit and Risk Committee, for her service assisting with the recruitment process.**

CARRIED

The Mayor announced that Geoff Harry was appointed as the Independent member for the Audit and Risk Committee and noted his career background and extensive experience in Audit and Risk Committees.

14 Urgent Business

14.1 Urgent Business

Nil.

15 Questions Without Notice

Cr Timmers-Leitch stated that Council takes great pride in implementing its road reserve program and sporting grounds and noted that the state of the median strips on local arterial roads are appalling, including Burwood Highway, Boronia Road and Stud Road, due to the significantly high growth of weeds which creates visibility and rubbish issues.

The Chief Executive Officer responded by stating that:

- Council has received complaints from the community in relation to these issues.
- Council has previously escalated this matter to senior VicRoads figures but have had little success in receiving a satisfactory response.

Cr Timmers-Leitch asked if Council could write a letter to the appropriate Minister and Government Members for immediate action and to ensure this matter is resolved every spring season going forward.

The Chief Executive Officer responded by stating that:

The idea is supported and will be actioned, with a previous correspondence to be a reference point to highlight the ongoing nature of this issue.

Cr Seymour queried if Knox Council has a roadside reserve management plan documenting the mowing cycles and the maintenance of road reserves and if it is possible for Council to audit their own road reserves through the strength of evidence-based data to present to VicRoads and look to control its own maintenance?

The Chief Executive Officer responded by stating that:

- Reserve maintenance program is embedded in Council's mowing contracts with clear expectations. In relation to the audit of road reserves, Council has its own evidence and past consultation with VicRoads indicated they are aware of the problem.

Cr Laukens queried whether this letter could also be sent to Opposition Members the Hon Nick Wakeling MP and the Hon Kim Wells MP to ensure this letter represents the whole Knox municipal area?

The Chief Executive Officer responded by stating that it is not normal practice to write to the Opposition members when raising these types of issues.

Cr Laukens asked whether it would be possible for to put forward an individual letter to the Opposition members in her Ward to raise this issue in Parliament.

The Chief Executive Officer responded that he would not recommend such a course of action stating that Council should first give the State Government the opportunity to respond, and then send a letter to Opposition members if Council is not satisfied with this response.

Cr Darren Pearce recommended sending a letter on this matter to the Hon Shaun Leane MP.

16 Confidential Items

Nil.

MEETING CLOSED AT 8:32 pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 21 December 2020

.....
Chairperson

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

2020-21 Councillor Committee Appointments

Specific Purpose Committees		
Committee	Purpose	2020/21 Appointments
Audit and Risk Committee	To assist the Councillors and Council's management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.	Cr Darren Pearce Cr Lisa Cooper
CEO Performance Evaluation Committee	Undertakes the quarterly and annual review of the CEO's performance against pre-determined assessment criteria.	Cr Lisa Cooper Cr Yvonne Allred Cr Jude Dwight Cr Susan Laukens Cr Marcia Timmers-Leitch Cr Darren Pearce
Australia Day Awards Committee	To consider nominations and select annual award recipients for the Knox Local Australia Day Awards program.	Cr Nicole Seymour Cr Yvonne Allred Cr Susan Laukens
ICT Governance Committee	The Committee's purpose is to evaluate, recommend and monitor IT – enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).	Cr Lisa Cooper (in capacity as Mayor) Cr Darren Pearce Cr Yvonne Allred

Working Groups		
Committee	Purpose	2020/21 Appointments
Knox Regional Sports Working Group	To inform and advise on future planning of the Knox Regional Sports Park (KRSP) and to provide a forum for the discussion of matters pertaining to the operations of activities at KRSP.	Cr Meagan Baker Cr Lisa Cooper
Knox Hockey Working Group	To oversee the management of the hockey facility located at The Knox School.	Cr Marcia Timmers-Leitch Cr Yvonne Allred

Life Stages Group		
Committee	Purpose	2020/21 Appointments
Early Years Committee	To provide advice to Council on the implementation of the Key Life Stages Plan 2017-2021 and emerging issues affecting families and young children within the Knox municipality.	Cr Yvonne Allred Cr Jude Dwight
Youth Committee	To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.	Cr Lisa Cooper Cr Marcia Timmers-Leitch
Active Ageing Committee	To enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council's goals and objectives under the Community and Council Plan.	Cr Nicole Seymour Cr Meagan Baker

Sustainable Development Group		
Committee	Purpose	2020/21 Appointments
Environment Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.	Cr Jude Dwight Cr Darren Pearce
Community Safety, Health and Wellbeing Committee	To support the implementation, monitoring and review of the Community and Council Plan 2017-2020 with a specific focus on community safety, health and wellbeing issues, opportunities and outcomes.	Cr Susan Laukens Cr Jude Dwight Cr Sorina Grasso (alternate)

Inclusive, Active and Creative Communities Group		
Committee	Purpose	2020/21 Appointments
Knox Disability	To promote disability awareness within Council and the wider Knox community and assist	Cr Nicole Seymour

Inclusive, Active and Creative Communities Group		
Advisory Committee	Council in the development of policy and action planning about issues of access and inclusion.	Cr Meagan Baker
Multicultural Committee	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.	Cr Sorina Grasso Cr Marcia Timmers-Leitch
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.	Cr Sorina Grasso Cr Marcia Timmers-Leitch Cr Susan Laukens
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.	Cr Lisa Cooper Cr Susan Laukens Cr Yvonne Allred

Grants Evaluation Group		
Committee	Purpose	2020/21 Appointments
Community Development Fund	To annually assess applications for Council's Community Development Fund grants and make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Policy.	Cr Nicole Seymour Cr Susan Laukens Cr Yvonne Allred
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make recommendations to Council regarding the allocation of the grants budget.	Cr Lisa Cooper Cr Susan Laukens

External Committees		
Committee	Purpose	2020/21 Appointments
Eastern Affordable Housing Alliance	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.	Cr Sorina Grasso Cr Jude Dwight
Eastern Alliance for Greenhouse Action	A collaboration of seven Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	Cr Sorina Grasso Cr Jude Dwight
Eastern Region Group of Councils	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.	Cr Lisa Cooper Cr Susan Laukens
Eastern Regional Libraries Corporation Board	A regional corporation comprising two representatives from each of the three member municipalities- Knox, Maroondah and Yarra Ranges – which oversees the management and direction of the Eastern Regional Libraries Corporation.	Cr Marcia Timmers-Leitch Cr Yvonne Allred
Eastern Transport Coalition	To advocate for sustainable and integrated transport services in the Eastern region of Melbourne with a focus on the travel needs of the community and reduce the level of car dependency.	Cr Nicole Seymour Cr Susan Laukens
Knox Interfaith Network	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.	Cr Marcia Timmers-Leitch Cr Sorina Grasso
Metropolitan Waste Management Group	Provides coordinated waste planning and management across metropolitan Melbourne.	Cr Yvonne Allred Cr Jude Dwight
Municipal Association of Victoria	This is a Victoria-wide group which is the peak association representing Victorian Councils.	Cr Lisa Cooper Cr Darren Pearce
MAV Environment Committee	To advise the MAV staff and Board of Management on environmental issues impacting on the Victorian Local Government sector and to assist the MAV to carry forward key environmental policies.	Cr Yvonne Allred
Victorian Local Government Association	The VLGA is a peak association for Victorian Councils that advocates for social change and empowers local governments by strengthening their capacity to engage with their communities.	Cr Lisa Cooper Cr Darren Pearce

AGENDA



Council Meeting

To be held on

Monday 30 November 2020 at 7:00 pm

Note: Due to COVID-19 restrictions the Civic Centre is closed to the public and there will be no access to the public gallery for this meeting.

In accordance with the requirements of the Local Government Act 2020, this meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at www.knox.vic.gov.au/meetings

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Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes for Council Meeting held on Monday 21 September 2020

Confirmation of Minutes for Council Meeting for Election of Mayor held on Monday 16 November 2020

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Development and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 September to 30 September 2020

SUMMARY: Acting Manager, City Planning & Building, Jason McNulty

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 September to 30 September 2020) be noted.

1.REPORT

Details of planning applications decided under delegation from 1 September to 30 September 2020 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	4
Other	1
Subdivision	17
Units	13
Tree Removal / Pruning	20
Single Dwelling	6
Change of Use	1
Liquor Licence	2
Dependant Person Unit	1
TOTAL	65

2.CONFIDENTIALITY

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

Report Prepared By: Acting Manager, City Planning & Building, Jason McNulty

Report Authorised By: Director, City Development - Interim Governance, Matt Kelleher

Attachments

Nil

Knox City Council

Planning Applications Decided - Council

1 September 2020 and 30 September 2020

Ward	No/ Type	Address	Description	Decision
Baird	2020/6201	136 Burke Road FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of the existing dwelling	3/09/2020 Approved
Baird	2020/6485	22 Valerie Street BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua and one (1) Dead Eucalyptus botryoides	22/09/2020 Approved
Baird	2020/6387	7 Iris Crescent BORONIA VIC 3155	Development of the land for the construction of four (4) double storey dwellings	28/09/2020 Approved
Baird	2020/6142	1-2/13 Springfield Road BORONIA VIC 3155	Construction of four (4) double storey dwellings	24/09/2020 Refused
Baird	2020/6393	13 Wilson Street FERNTREE GULLY VIC 3156	Five (5) Lot Subdivision (Approved Development Site)	9/09/2020 Approved
Baird	2020/6027	1/192 Boronia Road BORONIA VIC 3155	Construction of four (4) double storey dwellings and alteration of access to a Road in a Road Zone Category 1	16/09/2020 Approved
Baird	2020/6230	1/899 Mountain Highway BAYSWATER VIC 3153	Use the land for material recycling (mattress recycling)	28/09/2020 Approved
Baird	2020/9127	12 Sykes Avenue FERNTREE GULLY VIC 3156	Two (2) Lot Subdivision (Approved Development Site)	25/09/2020 Approved
Baird	2020/6299	51 Loretto Avenue FERNTREE GULLY VIC 3156	Construction of two double storey dwellings	9/09/2020 Approved
Baird	2020/6386	1/5 Edelmaier Street BAYSWATER VIC 3153	13 Lot subdivision (existing industrial buildings)	4/09/2020 Approved
Baird	2020/6491	38 Paton Crescent BORONIA VIC 3155	Removal of one (1) Eucalyptus leucoxydon	22/09/2020 Approved

Ward	No/ Type	Address	Description	Decision
Baird	2020/6432	32 Narcissus Avenue BORONIA VIC 3155	Three (3) Lot Subdivision (Approved Development Site)	29/09/2020 Approved
Baird	2020/6495	78 Helen Road FERNTREE GULLY VIC 3156	Two (2) Lot Subdivision (Approved Development Site)	11/09/2020 Approved
Chandler	2020/6486	2 Liverpool Road THE BASIN VIC 3154	Removal of one (1) Eucalyptus mannifera and the Pruning of two (2) Eucalyptus mannifera	21/09/2020 Approved
Chandler	2020/6316	476 Dorset Road BORONIA VIC 3155	Four (4) Lot Subdivision (Approved Development Site)	2/09/2020 Approved
Chandler	2020/6507	159 Albert Avenue BORONIA VIC 3155	Building and works (construction of a fence)	18/09/2020 Approved
Chandler	2020/9113	22 Stuart Street THE BASIN VIC 3154	The Pruning of one Eucalyptus obliqua (Messmate)	16/09/2020 Approved
Chandler	2020/6416	1061 Mountain Highway BORONIA VIC 3155	The removal of four (4) Eucalyptus ovata, one (1) Eucalyptus elata and one (1) Eucalyptus cinerea	3/09/2020 Approved
Chandler	2020/6403	101 Albert Avenue BORONIA VIC 3155	Buildings and works associated with the construction of a Dependant Persons Unit and Garage and Vegetation Removal	9/09/2020 Approved
Chandler	2020/6489	76 Basin-Olinda Road THE BASIN VIC 3154	Removal of four (4) Eucalyptus cypellocarpa	16/09/2020 Approved
Chandler	2020/6309	375 Forest Road THE BASIN VIC 3154	Buildings and works (construction of a verandah over existing deck and a fire wall)	14/09/2020 Approved
Chandler	2020/6506	5 Democrat Drive THE BASIN VIC 3154	Removal of one (1) Eucalyptus mannifera and one (1) Eucalyptus nicholii	29/09/2020 Approved
Chandler	2020/6493	117 Albert Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus cephalocarpa	28/09/2020 Approved
Chandler	2020/9111	18 Marie Street BORONIA VIC 3155	Removal of one (1) Eucalyptus largiflorens	10/09/2020 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6286	5 Bellrise Court BORONIA VIC 3155	Construction of a single storey dwelling, shed and a carport	18/09/2020 Approved
Chandler	2020/6297	1305 Mountain Highway THE BASIN VIC 3154	Sale and Consumption of Liquor on the premises	17/09/2020 Notice of Decision
Chandler	2020/6525	1294 Mountain Highway THE BASIN VIC 3154	The removal of one (1) Eucalyptus obliqua (Messmate) and one (1) Acacia melanoxylon (Blackwood)	28/09/2020 Approved
Chandler	2020/6442	1 Castlewood Drive BORONIA VIC 3155	Removal of one (1) Grevillia robusta and one (1) Eucalyptus goniocaylx	8/09/2020 Approved
Chandler	2020/6475	39 Harcourt Road BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua	9/09/2020 Approved
Chandler	2020/9110	1/170 Albert Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus saligna	8/09/2020 Approved
Collier	2020/6410	258 Wantirna Road WANTIRNA VIC 3152	Six (6) lot subdivision (Approved Development Site)	4/09/2020 Approved
Collier	2020/6332	57 Birchfield Crescent WANTIRNA VIC 3152	Three Lot Subdivision – (Approved Development Site)	2/09/2020 Approved
Dinsdale	2020/6474	17 Gateshead Drive WANTIRNA SOUTH VIC 3152	Two (2) Lot Subdivision (Approved Development Site)	2/09/2020 Approved
Dinsdale	2019/7473	206 Scoresby Road BORONIA VIC 3155	Construction of a double storey dwelling forward of the existing dwelling and alteration of access to a road in a Road Zone Category 1	2/09/2020 Approved
Dinsdale	2020/6414	28 Grandview Grove BAYSWATER VIC 3153	Three (3) lot subdivision (Approved Unit Site)	21/09/2020 Approved
Dinsdale	2020/6351	1A Pine Road BAYSWATER VIC 3153	8 Lot Subdivision (Approved Unit site)	3/09/2020 Approved
Dinsdale	2020/6413	9 Bimbadeen Court BAYSWATER VIC 3153	Two (2) subdivision - Boundary Re-alignment	16/09/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2020/6220	18 Cousin Drive BAYSWATER VIC 3153	Double storey dwelling to the rear of existing dwelling with carport	9/09/2020 Notice of Decision
Dobson	2020/6369	30 Trafalgar Street FERNTREE GULLY VIC 3156	Buildings and works for the construction of a Single Storey Dwelling with attached Garage	16/09/2020 Approved
Dobson	2020/9116	7 Milton Street FERNTREE GULLY VIC 3156	The Removal of one Eucalyptus scoparia (Wallangarra White Gum)	17/09/2020 Approved
Dobson	2020/9125	1/8 Veronica Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus saligna	18/09/2020 Approved
Dobson	2020/9119	6 Joan Avenue FERNTREE GULLY VIC 3156	Brick front fence, retaining walls with privacy screens and concrete water tanks.	16/09/2020 Approved
Dobson	2020/6304	26 Alma Avenue FERNTREE GULLY VIC 3156	Construction of a single dwelling and vegetation removal	4/09/2020 Approved
Dobson	2020/9112	6 Parkview Drive FERNTREE GULLY VIC 3156	Habitat Pruning of a Eucalyptus ovata (Swamp Gum)	16/09/2020 Approved
Dobson	2020/6482	23 Austin Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus sideroxylon	16/09/2020 Approved
Dobson	2019/7521	10 Rollings Road UPPER FERNTREE GULLY VIC 3156	Development of single storey dwelling and vegetation removal	17/09/2020 Approved
Dobson	2020/9108	4 Rollings Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Garage 3 bay)	11/09/2020 Approved
Dobson	2020/6259	28 Palmerston Road LYSTERFIELD VIC 3156	Development of a single storey dwelling to the rear of the existing dwelling	9/09/2020 Approved
Dobson	2020/6341	32 Warrabel Road FERNTREE GULLY VIC 3156	Construction of a single dwelling and removal of vegetation	17/09/2020 Approved
Dobson	2020/6397	1/13 Veronica Street FERNTREE GULLY VIC 3156	Buildings and Works (replacement dwelling)	11/09/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/6505	18 Bales Street FERNTREE GULLY VIC 3156	Remove one (1) Cedrus deodara	10/09/2020 Approved
Friberg	2020/6161	18 Conn Street FERNTREE GULLY VIC 3156	Construction of four (4) three storey attached dwellings and one (1) double storey attached dwelling (total 5 dwellings)	25/09/2020 Refused
Friberg	2020/6415	24 Conn Street FERNTREE GULLY VIC 3156	Four (4) Lot Subdivision (Approved Development Site)	23/09/2020 Approved
Friberg	2020/6283	28 Lambourne Avenue ROWVILLE VIC 3178	Construction of a two- storey dwelling to the rear of an existing dwelling	25/09/2020 Approved
Friberg	2020/9121	68 Rickards Avenue KNOXFIELD VIC 3180	To remove the crown of a Red Gum leaving 15-20 metres of trunk and install a hollow section for fauna habitat.	25/09/2020 Approved
Scott	2020/6340	408 Scoresby Road FERNTREE GULLY VIC 3156	Three lot Subdivision (Approved Unit Development)	4/09/2020 Approved
Scott	2020/6377	12 Tyner Road WANTIRNA SOUTH VIC 3152	2 lot subdivision (Approved Development Site)	2/09/2020 Approved
Scott	2020/6098	1 Gum Court KNOXFIELD VIC 3180	Development of a double storey dwelling to the side of the existing dwelling and two lot subdivision	4/09/2020 Notice of Decision
Scott	2020/9126	Waverley Christian Sch 1248 High Street Road WANTIRNA SOUTH VIC 3152	New external window and door to existing single storey school building	23/09/2020 Approved
Scott	2019/7276	24 Sylphide Way WANTIRNA SOUTH VIC 3152	The development of the land for a new double storey dwelling to the rear of the existing dwelling and a two lot subdivision	18/09/2020 Approved
Scott	2020/6358	10 Bunnett Road KNOXFIELD VIC 3180	The development of the land for a double storey dwelling to the rear of the existing dwelling	17/09/2020 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Taylor	2020/6382	Waverley Golf Club 82 Bergins Road ROWVILLE VIC 3178	Extension of red line plan for current liquor licence	9/09/2020 Approved
Taylor	2020/6137	1347R Wellington Road LYSTERFIELD VIC 3156	To remove reserve status from part of Reserve No. 1 on LP 133269 and two (2) lot subdivision	10/09/2020 Notice of Decision
Tirhatuan	2020/6498	95 Seebeck Road ROWVILLE VIC 3178	Removal of 1 Eucalyptus nicholii (Narrow Leaved Black Peppermint) and 1 Eucalyptus sideroxylon (Red Ironbark) and the pruning of 1 Eucalyptus nicholi (Narrow Leaved Black Peppermint) tree.	15/09/2020 Approved
Tirhatuan	2020/9120	127 Emmeline Row ROWVILLE VIC 3178	Two (2) lot subdivision (Approved Development Site)	17/09/2020 Approved

6.2 Report of Planning Applications Decided Under Delegation - 1 October to 31 October 2020

SUMMARY: Acting Manager, City Planning & Building, Jason McNulty

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That the planning applications decided under delegation reports (between 1 October to 31 October 2020) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 October to 31 October 2020 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	9
Other	7
Subdivision	13
Units	12
Tree Removal / Pruning	19
Single Dwelling	2
Variation of Easement	1
Change of Use	2
TOTAL	65

2. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, City Planning & Building, Jason McNulty

Report Authorised By: Director, City Development - Interim Governance, Matt Kelleher

Attachments

Nil

Knox City Council

Planning Applications Decided - Council

1 October 2020 and 31 October 2020

Ward	No/ Type	Address	Description	Decision
Baird	2020/6320	26 Maryborough Road BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	30/10/2020 Approved
Baird	2020/6517	47 Paton Crescent BORONIA VIC 3155	Pruning of one (1) Eucalyptus cephalocarpa	5/10/2020 Approved
Baird	2020/6555	9 Benbow Crescent BORONIA VIC 3155	Pruning of (1) Eucalyptus melliodora and (1) Corymbia maculata	26/10/2020 Approved
Baird	2020/6412	4/8 Falconer Road BORONIA VIC 3155	The construction of a verandah attached to existing dwelling	14/10/2020 Approved
Baird	2020/6447	11 Phyllis Avenue BORONIA VIC 3155	Three (3) lot subdivision (Approved Unit Development)	14/10/2020 Approved
Chandler	2020/6518	17 Pinevale Court BORONIA VIC 3155	Removal of one (1) Corymbia citriodora	2/10/2020 Approved
Chandler	2020/9129	12 Flinders Crescent BORONIA VIC 3155	Pruning of one (1) Corymbia citriodora	5/10/2020 Approved
Chandler	2020/9142	50-52 Kalman Drive BORONIA VIC 3155	Buildings and Works (Warehouse extension)	28/10/2020 Approved
Chandler	2020/6374	951 Mountain Highway BORONIA VIC 3155	Buildings and works for the construction of a new drive-thru facility to an existing cafe including signage and alteration to access in a Road Zone Category 1	28/10/2020 Notice of Decision
Chandler	2020/9117	12 Dawn Street BORONIA VIC 3155	Construct a front fence	20/10/2020 Approved
Chandler	2020/9128	1/988 Mountain Highway BORONIA VIC 3155	Construct a front fence	1/10/2020 Approved
Chandler	2020/6418	20 Bellrise Court BORONIA VIC 3155	Construction of a two-storey dwelling	21/10/2020 Approved
Chandler	2020/6504	13 Thelma Avenue BORONIA VIC 3155	Removal of two (2) Eucalyptus ovata	2/10/2020 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6245	Miller Park 1133 Mountain Highway BORONIA VIC 3155	The removal of Twenty Nine (29) Cuppressus x leylandii	12/10/2020 Approved
Chandler	2020/6508	19A Interman Road BORONIA VIC 3155	Buildings and works associated with the construction of a verandah and replacement of existing driveway.	6/10/2020 Approved
Chandler	2020/6261	2 Green Street BORONIA VIC 3155	Development of the land for a single storey dwelling to the rear of the existing dwelling	9/10/2020 Notice of Decision
Chandler	2020/9143	1 Debson Close BORONIA VIC 3155	Removal of one (1) Corymbia ficifolia	26/10/2020 Approved
Chandler	2020/6509	1/164 Dorset Road BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua	13/10/2020 Approved
Chandler	2020/6516	55 Landscape Drive BORONIA VIC 3155	Mitigation Pruning of one (1) Eucalyptus obliqua	21/10/2020 Approved
Chandler	2020/6526	22A Olive Grove BORONIA VIC 3155	Remove two (2) dead Eucalyptus obliqua	26/10/2020 Approved
Chandler	2020/6519	29 Southey Road BORONIA VIC 3155	Removal of one (1) Melaleuca linariifolia	14/10/2020 Approved
Chandler	2020/6530	21 Harcourt Road BORONIA VIC 3155	Removal of one (1) Syzygium smithii	14/10/2020 Approved
Collier	2020/9133	102 Stud Road WANTIRNA VIC 3152	Two (2) lot subdivision (approved unit site)	5/10/2020 Approved
Collier	2020/9139	76 Cathies Lane WANTIRNA SOUTH VIC 3152	Building and Works (construction of a shed)	28/10/2020 Approved
Collier	2020/6106	329 Wantirna Road WANTIRNA VIC 3152	The development of the land for the construction of four dwellings (two triple and two double storey)	12/10/2020 Approved
Collier	2020/6547	220 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works to existing school (elevated walkway and associated retaining walls)	22/10/2020 Approved
Dinsdale	2020/6319	12 Darwin Road BORONIA VIC 3155	Construct a double storey dwelling to the rear of the existing dwelling	2/10/2020 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dinsdale	2020/9146	1 & 2/6 Allanfield Crescent WANTIRNA SOUTH VIC 3152	Two lot subdivision (Approved Unit Site)	21/10/2020 Approved
Dinsdale	2020/6434	24 Grandview Grove BAYSWATER VIC 3153	Four (4) Lot Subdivision (Approved Development Site)	12/10/2020 Approved
Dinsdale	2020/6280	9 Waranga Road BAYSWATER VIC 3153	Development of two (2) single storey dwellings on the lot	7/10/2020 Notice of Decision
Dinsdale	2020/6531	29 Elm Street BAYSWATER VIC 3153	Removal of one (1) Hesperocyparis macrocarpa	14/10/2020 Approved
Dinsdale	2020/6513	46 Arbroath Road WANTIRNA SOUTH VIC 3152	Variation of Easement	9/10/2020 Approved
Dinsdale	2020/9138	5 Peck Street BAYSWATER VIC 3153	Two (2) Lot Subdivision (Approved unit site)	15/10/2020 Approved
Dinsdale	2020/6455	8 Grandview Grove BAYSWATER VIC 3153	Four (4) Lot Subdivision (Approved Development Site)	22/10/2020 Approved
Dinsdale	2020/6216	56 & 58 Kanooka Road WANTIRNA SOUTH VIC 3152	The development of the land for the construction of three double storey dwellings	22/10/2020 Approved
Dobson	2020/6463	184 Forest Road BORONIA VIC 3155	Alterations and extension to existing dwelling	16/10/2020 Approved
Dobson	2020/6488	5 Brenock Park Drive FERNTREE GULLY VIC 3156	Buildings and Works (the construction of two buildings), tree removal, and the construction and display of business identification signage	21/10/2020 Approved
Dobson	2020/9130	3/6 Bergner Court LYSTERFIELD VIC 3156	Construction of a side fence	7/10/2020 Approved
Dobson	2020/6546	1038 Burwood Highway FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus viminalis (Manna Gum)	6/10/2020 Approved
Dobson	2020/6211	41 Kevin Avenue FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings	22/10/2020 Approved
Dobson	2020/6549	17 Trafalgar Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus botryoides	22/10/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/6538	15 Alfred Street UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Casuarina glauca and the mitigation pruning of one (1) Eucalyptus bicostata	22/10/2020 Approved
Dobson	2020/9145	12 Laanecoorie Drive LYSTERFIELD VIC 3156	Two lot subdivision (Approved Unit Site)	20/10/2020 Approved
Dobson	2020/9106	18 Nelson Street FERNTREE GULLY VIC 3156	Build a verandah at the front of an existing residence	9/10/2020 Approved
Dobson	2020/6545	14 Francis Crescent FERNTREE GULLY VIC 3156	Buildings and Works (construction of a new addition to the existing dwelling and a new garage)	22/10/2020 Approved
Friberg	2020/9118	113 Windermere Drive FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved development site)	16/10/2020 Approved
Friberg	2020/9131	12 Cheryl Crescent FERNTREE GULLY VIC 3156	New dwelling and Garage	2/10/2020 Approved
Friberg	2020/9137	4A & 4B Brice Grove KNOXFIELD VIC 3180	Two (2) Lot Subdivision (approved unit site)	7/10/2020 Approved
Friberg	2020/6452	54 Lynn Drive FERNTREE GULLY VIC 3156	Three (3) lot Subdivision (Approved Unit Site)	16/10/2020 Approved
Friberg	2020/9134	18 Dobson Street FERNTREE GULLY VIC 3156	Removal of a Eucalyptus scoparia (Red Spotted Gum)	5/10/2020 Approved
Friberg	2020/6430	6 Brand Road KNOXFIELD VIC 3180	Buildings and Works associated with the use of the premises for Panel Beating (Motor Repairs) and a waiver in parking	22/10/2020 Approved
Scott	2020/9140	64 Tyner Road WANTIRNA SOUTH VIC 3152	Alterations and additions to an existing dwelling	16/10/2020 Approved
Scott	2020/6420	4 Lynne Avenue WANTIRNA SOUTH VIC 3152	The development of the land for two (2) double storey dwellings	12/10/2020 Approved
Scott	2020/6173	4 Anne Road & 480 Scoresby Road KNOXFIELD VIC 3180	Development of six (6) double storey and one (1) single storey dwellings on the land and alteration of access to a road in a Road Zone Category 1	9/10/2020 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Taylor	2020/9135	25 Oaktree Rise LYSTERFIELD VIC 3156	Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	13/10/2020 Approved
Taylor	2020/6343	11 Magdalena Place ROWVILLE VIC 3178	Development of the land for six (6) double storey dwellings and two (2) single storey dwellings (total eight (8) dwellings)	19/10/2020 Refused
Taylor	2020/6609	3/69 Major Crescent, LYSTERFIELD VIC 3156	Removal of one (1) Corymbia citriodora	29/10/2020 Approved
Tirhatuan	2020/6234	Stud Park SC 1101 Stud Road ROWVILLE VIC 3178	Change of Use - Car wash and associated buildings and works and associated signage	29/10/2020 Approved
Tirhatuan	2020/9144	9 Mosrael Place ROWVILLE VIC 3178	Building and works to convert part of the front lawn area into car parking spaces	30/10/2020 Approved
Tirhatuan	2020/9124	8 Lidgate Avenue ROWVILLE VIC 3178	Two (2) Lot subdivision (approved unit site)	30/10/2020 Approved
Tirhatuan	2020/9132	1437 Ferntree Gully Road SCORESBY VIC 3179	Two (2) Lot Subdivision (approved unit site)	1/10/2020 Approved
Tirhatuan	2020/6476	19 & 21 Armin Street SCORESBY VIC 3179	Four (4) lot subdivision (Approved Unit Site)	29/10/2020 Approved
Tirhatuan	2020/6239	15 Fifth Avenue ROWVILLE VIC 3178	Development of a two storey dwelling to rear of existing dwelling	16/10/2020 Approved
Tirhatuan	2020/6385	2/2 Laser Drive ROWVILLE VIC 3178	Use the existing building for a restricted recreation facility and to display business signage	16/10/2020 Notice of Decision
Tirhatuan	2020/6284	1 Merion Court ROWVILLE VIC 3178	Development of two double storey dwellings	9/10/2020 Notice of Decision

6.3 Appointment of Committees 2020-21

SUMMARY: Governance Officer, Joanne Ellis

Each year Councillors nominate and are appointed to a variety of internal and external committees (depending on membership limits) for a 12 month period.

RECOMMENDATION

That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 30 November 2020.

1.INTRODUCTION

Each year Councillors are appointed to a range of internal and external committees for the upcoming year.

At the Council meeting on 16 November 2020, Council resolved to defer these appointments for consideration at the 30 November 2020 Council Meeting.

2.DISCUSSION

Councillors are appointed annually to a variety of Specific Purpose Committees, Strategic Projects Committees, Working Groups, Life Stages Groups, Sustainable Development Groups, Inclusive Active and Creative Communities Groups, Grants Evaluation Group and External Committees, as outlined in Attachment 1.

3.CONSULTATION

Councillors have been provided the opportunity to discuss and nominate for these various Committees.

4.ENVIRONMENTAL/AMENITY ISSUES

Nil

5.FINANCIAL & ECONOMIC IMPLICATIONS

Nil

6.SOCIAL IMPLICATIONS

Representation on the various committees enables Councillors:

- To engage with Committee members to share their Councillor perspective on the various issues before the Committee.

- To listen to the views expressed by the Committee and share those views with their colleagues, staff and Council.
- To represent the interests of Knox City Council on a range of external committees and groups.

7.RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

8.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.

9.CONCLUSION

The appointment of the Councillors to the committees for the next 12 months will benefit the groups represented and the broader Knox community.

10.CONFIDENTIALITY

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

Report Prepared By: Senior Admin Support Officer, Joanne Ellis and Coordinator Governance, Andrew Dowling

Report Authorised By: Director, City Development, Interim Governance, Matt Kelleher

Attachments

1. List of 2020-21 Councillor Committee Appointments [6.3.1 - 4 pages]

2020-21 Councillor Committee Appointments

Specific Purpose Committees		
Committee	Purpose	2020/21 Appointments
CEO Performance Evaluation Committee	Undertakes the quarterly and annual review of the CEO's performance against pre-determined assessment criteria.	
Audit and Risk Committee	To assist the Councillors and Council's management in fulfilling their responsibilities in relation to financial and performance reporting, internal control environment, external and internal audit, risk management, and ethical behaviour, fraud and corruption.	
ICT Governance Committee	The Committee's purpose is to evaluate, recommend and monitor IT – enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).	
Australia Day Awards Committee	To consider nominations and select annual award recipients for the Knox Local Australia Day Awards program.	

Working Groups		
Committee	Purpose	2020/21 Appointments
Knox Regional Sports Working Group	To inform and advise on future planning of the Knox Regional Sports Park (KRSP) and to provide a forum for the discussion of matters pertaining to the operations of activities at KRSP.	
Knox Hockey Working Group	To oversee the management of the hockey facility located at The Knox School.	

Life Stages Group		
Committee	Purpose	2020/21 Appointments
Early Years Committee	To provide advice to Council on the implementation of the Key Life Stages Plan 2017-2021 and emerging issues affecting families and young children within the Knox municipality.	
Youth Committee	To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.	
Active Ageing Committee	To enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council's goals and objectives under the Community and Council Plan.	

Sustainable Development Group		
Committee	Purpose	2020/21 Appointments
Environment Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.	
Community Safety, Health and Wellbeing Committee	To support the implementation, monitoring and review of the Community and Council Plan 2017-2020 with a specific focus on community safety, health and wellbeing issues, opportunities and outcomes.	

Inclusive, Active and Creative Communities Group		
Committee	Purpose	2020/21 Appointments
Knox Disability Advisory Committee	To promote disability awareness within Council and the wider Knox community and assist Council in the development of policy and action planning about issues of access and inclusion.	
Multicultural Committee	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.	
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.	
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.	

Grants Evaluation Group		
Committee	Purpose	2020/21 Appointments
Community Development Fund	To annually assess applications for Council’s Community Development Fund grants and make recommendations to Council regarding the allocation of the grants budget in accordance with Council’s Community Development Fund Policy.	
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make recommendations to Council regarding the allocation of the grants budget.	

External Committees		
Committee	Purpose	2020/21 Appointments
Eastern Affordable Housing Alliance	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.	
Eastern Alliance for Greenhouse Action	A collaboration of seven Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	
Eastern Region Group of Councils	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.	
Eastern Regional Libraries Corporation Board	A regional corporation comprising two representatives from each of the three member Municipalities- Knox, Maroondah and Yarra Ranges – which oversees the management and direction of the Eastern Regional Libraries Corporation.	
Eastern Transport Coalition	To advocate for sustainable and integrated transport services in the Eastern region of Melbourne with a focus on the travel needs of the community and reduce the level of car dependency.	
Knox Interfaith Network	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.	
Metropolitan Waste Management Group	Provides coordinated waste planning and management across metropolitan Melbourne.	
Municipal Association of Victoria	This is a Victoria-wide group which is the peak association representing Victorian Councils.	
MAV Environment Committee	To advise the MAV staff and Board of Management on environmental issues impacting on the Victorian Local Government sector and to assist the MAV to carry forward key environmental policies.	
Victorian Local Governance Association	The VLGA is a peak association for Victorian Councils that advocates for social change and empowers local governments by strengthening their capacity to engage with their communities.	

7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will now be deferred to consider questions submitted by the public.

8 Infrastructure Officers' Reports for consideration

8.1 2020/21 Capital Works Program Update

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program represents one of Council's largest financial investments in any given year. This report presents a status update of the program performance for the 2020/21 year, having regard to COVID impacts on the program and incorporating carried forward projects from the 2019/20 year.

The report also provides the new Council with a brief overview of Council's process in determining its annual Capital Works program, consisting of Legal Requirements, Asset Renewal, New and Upgrade and Major Project Programs, noting that this will inform the budget setting process for the 2021/22 year.

RECOMMENDATION

That Council:

- 1. Note the status of the current Capital Works program performance for the 2020/21 year, having regard to the impacts of COVID on the capacity to deliver the program.**
- 2. Note the process overview for development and management of Council's Capital Works program on an annual basis, which will be used to inform the budget setting process for the 2021/22 year.**

1. INTRODUCTION

This report provides a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 1 November, is attached as Attachment A.

Highlights of the Works Report as at 1 November 2020 include:

- Studfield Shopping Centre Pavement Renewal – Complete.
- Seebeck and Liberty Pavilions – Nearing Completion.
- Rowville (Seebeck) Reserve - Multipurpose Community Facility – Complete.
- Flamingo Kindergarten, Wantirna South - Verandah Extension – Complete.
- Knoxfield LATM Precinct Stage 2 – Installation Complete.
- Scoresby Village Reserve, Masterplan Implementation – Complete.

2. DISCUSSION

Status of current program 2020/21

As part of its annual budget setting process, Council adopts its annual Capital Works program for the coming financial year. On adoption of the budget for the 2020/21 financial year, the Capital Works program comprised the following sub-programs as presented in Table 1.

	Adopted Budget	Carry Forwards from 19/20	Total Budget
Asset Renewal	\$31.535m	\$5.740m	\$37.275m
Legal Requirement	\$0.225m	\$0	\$0.225m
Major Projects	\$30.853m	\$29.950m	\$60.803m
New and Upgrade	\$11.908m	\$9.689m	\$21.597m
Total	\$74.521m	\$45.379m	\$119.900m

Table 1: Adopted Budget 2020/21

Delivery in both the last quarter of the 2019/20 program and the first quarter of the 2020/21 program has been impacted by State Government restrictions on permitted work activities during the COVID period. Both Council staff and contractors providing services to support delivery of the Capital Works program have been restricted in the type and scale of construction permitted.

As a result, the scale of the 2020/21 program, including carry forwards from the previous year presents a considerable challenge for officers with responsibility for delivery of the program. In the previous two years, Council has delivered \$59m and \$56m respectively. Acknowledging this, officers are currently reviewing their delivery expectations for this year's program.

Adjustments to the program delivery expectations are continuing, with further refinements anticipated. This information will be brought forward to Council for consideration as part of an ongoing budget review process, having regard to COVID impacts. This may result in projects proposed for 2020/21 being carried forward to 2021/22 and in some cases, a reduction in the overall expenditure across programs. These will be presented to Council for discussion and consideration as part of the overall budget process.

2020/21 Program Update

Attachment 1 provides commentary on the status of all projects being delivered in the 2020/21 Annual Budget. The commentary is current as at the start of November and is used to provide both Council and the community key information in relation to the status of both Council projects and program. A similar Capital Works update is presented monthly to Council for endorsement until an end of year report is presented to Council for endorsement, providing a review of overall performance.

Development of the 2021/22 Capital Works program

As part of its annual budget setting process, Council adopts its annual Capital Works program for the coming financial year. The capital works program delivers community assets to meet the needs of users and consists of four key sub-programs. These include:

Asset Renewal – (1000’s) Expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability.

Legal Requirements – (2000’s) Provision of funding to meet legislative obligations/requirements

Major Projects – (3000’s) A capital major project being defined as \$1.0m or higher in value and/or has inherent complexities in the nature of development, design and delivery.

New and Upgrade – (4000’s) Asset New - Expenditure that creates a new asset that does not currently exist. Asset Upgrade - Expenditure that: (a) enhances an existing asset to provide a higher level of service; or (b) increases the life of the asset beyond its original life.

The allocation of funding across the Capital Works program is informed by Council’s Untied Funding Allocation Policy, which indicates that Council seeks to prioritise funding of Legal Requirements and Asset Renewal as non-discretionary funding, taking priority over funding of other Capital Works project categories.

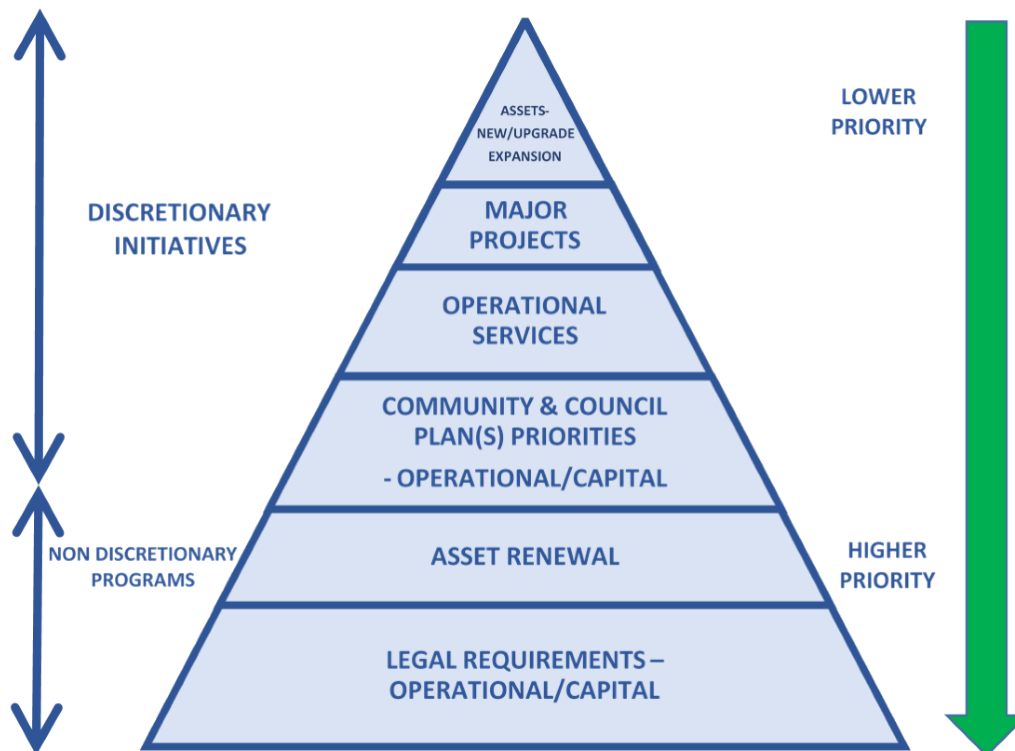


Figure 1: Funding Allocation Framework (extracted from Untied Funding Allocation Policy)

In developing project listings for the Capital Works program, Council have developed ranking criteria across each asset category for discretionary initiatives within its new and upgrade program. These are presented to Council on an annual basis for endorsement and provide a transparent process for the evaluation of program priorities. In early 2021, further discussions will be held with Council to inform and guide the budget setting process for the 2021/22 capital works program. This will continue to be informed by this progress with this year’s program.

3. CONSULTATION

On an annual basis, the draft Capital Works program is released to the community for comment as part of consultation on the overall budget. Council invites the community to present submissions on capital works matters as part of the budget process and these are considered by the Council prior to adoption of the final budget.

4. ENVIRONMENTAL/AMENITY ISSUES

Council contributes to environmental outcomes both directly through the delivery of programs including enhancement of its open spaces, tree planting programs, sustainability initiatives and also indirectly through its specification of sustainable/recycled materials in contracts, use of recycled products and criteria for determining design of its facilities using the green star rating system.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The COVID pandemic over the last six months has impacted on the ability to deliver both last year's Capital Works program and also resulted in a slow start to this year's program. Ongoing discussion with Council will be necessary to both manage expectations with respect to delivery of the program in addition to Council's ability to provide ongoing COVID support responses within the community.

6. SOCIAL IMPLICATIONS

Representing a significant element of Council's overall budget, the Capital Works program and delivery of its projects represent a very visible demonstration of Council's investment in community assets and the services they support. It also represents a significant investment in the creation of jobs and support for local businesses in the community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

Goal 2 - We have housing to meet our changing needs

Strategy 2.1 - Plan for a diversity of housing in appropriate locations

Goal 4 - We are safe and secure

Strategy 4.4 - Protect and promote public health, safety and amenity

Goal 5 - We have a strong regional economy, local employment and learning opportunities

Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with particular focus on Advanced Manufacturing, Health, Ageing and Business Service sectors.

8. 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.

9. CONCLUSION

The Capital Works Program represents one of Council's largest financial investments in any given year. Incorporating carry forwards from the 2019/20 financial year, the Program is nearly \$120m for the 2020/21 year. Ongoing discussion with Council will be necessary to both manage expectations with respect to delivery of the program in addition to Council's ability to provide ongoing COVID support responses within the community.

The included Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 1 November 2020.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

1. Capital Works Program - Works Report as at 27 October 2020 [**8.1.1** - 19 pages]

Knox City Council Project Status Report

27-Oct-2020

Project Number	Project Name	Total Approved
1	Bridges Renewal Program	\$736,925
All Wards	Contractor has commenced works on the Ferntree Gully Community Centre Bridge. Old timber deck has been removed in preparation for new concrete deck to be installed.	
4	High Risk Road Failures	\$500,000
All Wards	Road improvement works on Philippa Road complete.	
7	Road Surface Renewal Program	\$4,738,000
All Wards	Road resurfacing works in progress at various locations.	
8	Drainage Pit and Pipe Renewal Program	\$2,200,000
All Wards	Drainage renewal works progressing at various locations.	
9	Footpath Renewal Program	\$2,260,850
All Wards	Footpath renewal program progressing at various locations in accordance with recent condition audit.	
10	Bicycle / Shared Path Renewal Program	\$700,000
All Wards	Scoping of 2020/21 shared path renewal program in progress. Expect work to commence early 2021.	
16	Building Renewal Program	\$6,036,707
All Wards	Program is 16% committed/expended. Works commencing or nearing completion over November include: Leisureworks - spa pool retiling, hvac renewals, warm water changerooms refit, internal painting, pool plant renewals; Batterham pavilion - changerooms refit, floor recoating; Civic Centre - bathrooms renewal, structural works to electrical substation.	
17	Playground Renewal Program	\$1,533,674
All Wards	Marie Wallace Playground construction continues. Design for the 2020/21 Playground Renewals is in progress with consultation planned for November and December. Site analysis work being completed for the Stud Park Playground renewal design.	
22	Fire Hydrant Replacement Program	\$168,000
All Wards	First payment due in December.	
24	Carpark Renewal	\$750,000
All Wards	Scoping works to renew carpark at Knox Council Civic Centre. Expect renewal works to commence mid-November.	
25	Plant & Machinery Replacement Program	\$2,751,000
All Wards	Fleet Renewal Program progressing with approximately 28% of funds committed/expended.	

Knox City Council Project Status Report

27-Oct-2020

Project Number	Project Name	Total Approved
26	Street Tree Replacement Program	\$627,750
All Wards	Infill tree planting has resumed. Request for quotes has been sent out for bulk removal works in renewal streets.	
31	Stamford Park Redevelopment	\$11,028,811
Tirhatuan	Adventure Play Precinct - construction is progressing well and hopeful of completion by the end of 2020 (weather permitting). Lake/Ephemeral Precinct - consultant appointed to assist in meeting final Melbourne Water requirements and achieving final approvals to enable tender and construction.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Repair of retaining walls at various locations.	
147	Energy Retrofits for Community Buildings	\$153,899
All Wards	Scoping for projects underway, delays in site attendance due to COVID restrictions, but expected to have no impact on project delivery at this stage.	
229	Building Code Australia Compliance	\$50,000
All Wards	Program of works being established with review of Essential Safety Measures Annual Reports and component audits. Rollout expected over December-January 2021 period.	
345	Asbestos Removal	\$100,000
All Wards	Asbestos Audit over January-March to inform works program. Audits currently being undertaken. Other buildings to follow. Asbestos removal scheduled for projects (renewal and new/upgrade) where applicable.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Program scoping in progress.	
409	Parks Furniture Renewal	\$107,601
All Wards	Audits underway, works progressing on schedule.	
410	Parks Signage Renewal	\$20,000
All Wards	This is a renewal program where signs are replaced as required. Works progressing on schedule.	
412	Water Sensitive Urban Design Renewal	\$521,336
All Wards	Koolamara construction works are scheduled for November. Scoping for other works in progress.	

Knox City Council Project Status Report

27-Oct-2020

Project Number	Project Name	Total Approved
441	Tim Neville Arboretum Renewal	\$437,149
Dobson	Irrigation works now completed (Stages 1- 4). Works on BBQ and picnic area shelters expected to be complete December.	
443	Reserves Paths Renewal	\$65,000
All Wards	Scoping of further sites underway. Funding 30% expended.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Program of works being established in line with kitchen renewal projects where applicable to meet Food Act requirements.	
516	Rumann and Benedikt Reserves - Open Space Upgrade Stage 2	\$141,691
Tirhatuan	Contract 2581 works are now complete.	
536	Parkland Asset Renewal	\$75,000
All Wards	Scoping of further sites underway. Funding 10% expended.	
537	Bush Boulevard Renewal	\$70,000
All Wards	Scoping of works for 20/21 financial year is underway.	
566	Artwork Renewal	\$68,319
All Wards	Artwork renewal projects are on hold due to COVID restrictions - with restoration on Placemakers Legacy series and cleaning and maintenance on major public artworks not viable at present. A full deaccession, maintenance and cleaning schedule for public art is planned.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program being finalised. Murrindal additional requirements has been undertaken, The Fields Kindergarten is planned for implementation at end of year and remaining sites have commenced Planning.	
587	Upper Ferntree Gully Neighbourhood Activity Centre Works	\$289,756
Dobson	Streetscape upgrades have been completed. Preparing brief for further minor streetscape enhancements.	
593	Marie Wallace Reserve - Masterplan Implementation Stage 4	\$218,041
Dinsdale	Solar lighting has been completed.	
649	Scoresby (Exner) Reserve - Masterplan Implementation Stage 3	\$250,000
Tirhatuan	Remaining funds to be carried forward for Stage 4 of Masterplan implementation.	

Knox City Council Project Status Report

27-Oct-2020

Project Number	Project Name	Total Approved
664	Stormwater Harvesting Program Development	\$199,925
All Wards	Batterham onsite works commenced 26 October. Eildon Park and Knox Gardens pipe construction completed. Electrical works for harvesting pumps scheduled in coming weeks.	
675	Public Art Project	\$225,154
All Wards	Major public artworks (other than Stamford Park major artworks, which are funded through the Stamford Park project budget) are being planned, however unable to commence during COVID restrictions. Major projects planned for this budget include: Lupton Way Boronia; Heritage Garden seat and signage installation at Stamford Park; McCauley Place Boronia; Artslink Public Art Platforms; Immerse related projects; a variety of new public art platforms (eg.lightboxes, billboards, etc) and contingency/contribution to Stamford Park major public art trail.	
708	Cricket Run Up and Goal Square Renewal Works	\$60,000
All Wards	Program on schedule, more work at Batterham Reserve identified.	
717	Knox Central Package	\$18,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Funds have been transferred to Westfield (permanent) Library project, for design and fit out.	
733	Kindergarten Office/Storage - Minor Works	\$40,865
All Wards	Alexander Magit Kindergarten Office Upgrade complete. Planning for remaining projects has commenced with expected completion by end of 2020.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Relocation completed.	
746	Revegetation Plan	\$181,088
All Wards	Priority sites are being scoped and designed for site preparation in February 2021.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$571,826
Dobson	Remaining funds to be carried forward for final stage of Masterplan implementation.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$138,434
All Wards	Open Space in partnership with Biodiversity for designing planting along creek corridors.	
834	Oversowing of Sports Fields	\$60,000
All Wards	Seed to be ordered for 2021 program.	

Knox City Council Project Status Report

27-Oct-2020

Project Number	Project Name	Total Approved
837	Westfield (Permanent) Library - Design and Fitout	\$3,200,000
Dinsdale	The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow completion of library concept design.	
838	Bayswater Community Hub - Scoping	\$70,000
Dinsdale	Facility needs analysis approved by Council. Work on scope due to commence shortly.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,252
All Wards	Officers continue to work through actions from November 2019 Council meeting. Relevant projects have been included in the Draft 20/21 Capital Works Program.	
867	Knox Regional Netball Centre Extension	\$450,000
Dobson	Detailed Design documentation expected by 16 November. Tender process for construction to commence 23 November. Planning application approval process underway.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 2	\$384,933
Friberg	Preparing design brief for Stage 3 design works which include the netball courts, carpark and path connections.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 2	\$738,072
Friberg	Construction works for Stage 1 of the masterplan implementation continue. Due to wet ground conditions there has been a delay in project completion.	
871	Energy Performance Contract Implementation	\$1,849,840
All Wards	Works Specification approvals are still being finalised. A number of projects require further onsite meetings to be arranged pending the lifting of COVID restrictions.	
891	Henderson Road Bridge, Rowville	\$1,659,351
Friberg	Drain relocation works have commenced with completion expected by the end of November.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$40,000
Tirhatuan	Repair of court defects completed.	
941	Knox Regional Netball Centre - Court Renewals	\$90,000
Dobson	Works on hold. Program to re-start following the lifting of COVID restrictions.	
942	Tree Management	\$73,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	

Knox City Council Project Status Report

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Project Number	Project Name	Total Approved
944	Knox Central (Operations Centre Remediation)	\$4,445,212
Dinsdale	Tender evaluation being finalised for the demolition of site buildings and materials to enable the remediation works to continue at the old Operations Centre.	
946	Boronia Precinct Planning	\$300,000
Baird	Council is awaiting authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C178knox to implement the Boronia Renewal Strategy. City Futures is coordinating the implementation of a number of priority projects identified in the Strategy, under the directions of an internal Project Control Group (PCG) and the assistance of an internal Project Working Group (PWG). City Futures is also working with the Department of Jobs, Precincts and Regions to finalise a \$250k funding agreement for Boronia under the Suburban Revitalisation Fund. The funding will contribute to the Lupton Way project (including the Shared Zone construction and a public art lighting project). The project will be implemented by Council's Transport and Traffic Team and Arts and Cultural Services Team.	
948	Modular Building Program	\$2,704,612
All Wards	Seebeck and Liberty nearing completion for handover in early November. Lakesfield Pavilion tender received and evaluation progressing. Gilbert Park awaiting planning permit application before proceeding to tender.	
951	Community Toilet Replacement Program	\$772,208
All Wards	Bulk tender for public toilets at Talaskia, Templeton, Tormore, Scoresby and Wicks Reserves. Tender in early November. Contractor appointment expected by late December/early January 2021.	
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$18,000
Taylor	Project complete.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	Budget to be transferred to master plan/redevelopment works.	
968	Flamingo Kindergarten, Wantirna South - Verandah Extension	\$101,886
Collier	Project complete.	
994	Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$284,250
Baird	Project on schedule. Contractor scheduled to commence November.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$443,927
Taylor	Preparing for community engagement for Stage 2 of the masterplan implementation. This stage includes a junior BMX pump track and outdoor gym equipment.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$395,483
Scott	Contractor has been engaged for demolition phase of the project and the existing pavilion will be demolished shortly.	

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Project Number	Project Name	Total Approved
999	Lewis Park, Wantirna South - Masterplan Implementation	\$969,228
Dinsdale	Waterways - Detailed design currently underway with completion due by the end of 2020. Sport & Play Precinct - design tender currently out with appointment likely by December. Community Gardens Carpark - Survey completed and design underway. Fence of adjacent property to be relocated by Major Initiatives Unit.	
1001	Scoresby Village Reserve, Masterplan Implementation	\$316,147
Tirhatuan	Contract 2499 works are completed. Contractor is attending to defects.	
1002	Egan Lee Reserve, Knoxfield Masterplan Implementation	\$624,589
Scott	Stage 1 Masterplan implementation completed. Stage 2 design phase has commenced.	
1003	Wantirna Reserve - Masterplan	\$30,000
Collier	Works on hold pending soil report outcome.	
1005	Neighbourhood Green Streets	\$48,998
All Wards	Planning phase of the project is currently in progress with internal working group.	
1006	Bush Boulevards	\$190,870
All Wards	Planning phase of the project is currently in progress with internal working group.	
1046	Scoresby Recreation Reserve - New DDA Toilet	\$114,095
Tirhatuan	Remaining budget to be transferred to Knox Youth Skate Park pavilion project.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$12,619,440
Scott	Detailed design of the Victorian Association of Radio Model Soaring (VARMS) clubhouse at Rowville Recreation Reserve is underway.	
1068	Rowville (Seebeck) Reserve - Multipurpose Community Facility	\$389,702
Taylor	Construction of the Rowville Community Workshop is now completed, ready for the Rowville Men's Shed to move in when COVID restrictions allow.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Reconstruction	\$405,000
Collier	Part of overall tender package of road renewal contract. Contractor appointed and works have commenced. Anticipate completion early December.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Reconstruction	\$540,000
Friberg	Part of overall tender package of road renewal contract. Contractor provided with Possession of Site and works have commenced. Works are expected to be completed by February 2021.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Reconstruction	\$660,000
Tirhatuan	Part of overall tender package of road renewal contract. Contractor appointed and Contract works have commenced. Anticipate works to be completed by February 2021.	

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Project Number	Project Name	Total Approved
1106 Chandler	Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change): Works to recommence on site with expected completion in mid-December.	\$100,000
1113 Baird	Barry Street, Bayswater (60 Barry Street to Holloway Drive) - Reconstruction Part of overall tender package of road renewal contract. Contractor appointed and anticipate commencement in January 2021.	\$205,000
1114 Dinsdale	Studfield Shopping Centre Pavement Renewal Works complete.	\$185,766
1115 Collier	Milpera Reserve, Wantirna - Oval Renewal Plant growth has continued, oval at about 90% coverage.	\$50,000
1119 Collier	Wantirna Reserve, Wantirna - Tennis Court Renewals Design scope limited to Courts 1 - 5 at this stage. Survey follow-up required and design to commence in December.	\$518,279
1120 Collier	Templeton Reserve, Wantirna - Tennis Court Renewals Courts 1 - 3 completed and partial Practical Completion provided. Courts 4 - 6 under construction and 50% complete. Club required works on Courts 7 & 8 to be deferred until Courts 4 - 6 are completed.	\$1,058,092
1121 Taylor	Eildon Park, Rowville - Cricket Net Renewal Contractor appointed, works to commence in November.	\$258,500
1122 Scott	Knox Regional Sports Park - Soccer Cages Renewal Damaged boards replaced. Project complete.	\$20,000
1123 All Wards	Public Tennis / Netball / Basketball Court Renewals Sites being prioritised for works.	\$100,000
1124 All Wards	Sporting Oval Fencing Renewals Seebeck Reserve is still too wet to complete safety fence works. Gilbert Park will commence in early 2021. Lakesfield also to commence in the new year.	\$183,626
1125 All Wards	Stormwater Harvesting Infrastructure Renewal Prioritising grounds for further renewal works.	\$95,965
1126 Friberg	Knox Skate & BMX Park – New Youth Pavilion Building installation delayed due to wet site conditions.	\$647,554

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Project Number	Project Name	Total Approved
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$36,500
Friberg	Project to carry forward to 2021/22.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Upgrade	\$91,325
Tirhatuan	Installation of Solar Lighting completed. Carpark construction scheduled to commence early November.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Revised scoping being undertaken with view of internal refit rather than deck and enclosure. Expected to commence early 2021.	
1136	Arts Facility Upgrades	\$150,000
All Wards	Program of works now planned. Expected to proceed to request for quotation for works packages by end of 2020.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction	\$97,909
Dinsdale	Design nearing completion and quotes to be sought.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction	\$65,810
Dobson	Design review completed with minor design amendments to be undertaken. Design plans to be finalised and quote to be sought.	
1146	Wellington Road, Rowville (Straughan Close to Napoleon Road) - Shared Path - Construction	\$135,430
Taylor	Adjustments being made to path design as per Department of Transport (VicRoads) requests. Finalising drainage detail.	
1148	Montana Avenue, Boronia - Footpath - Construction	\$66,529
Chandler	Further consultation with school being sought.	
1150	Knoxfield LATM Precinct Stage 2 - Installation	\$67,166
Scott	Project complete.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)	\$161,806
Dobson	On hold. To be incorporated with Burwood Hwy shared path bridge feasibility study.	
1153	Napoleon Rd, Lysterfield (Kelleths Rd to Anthony Dr) - Shared Path	\$200,000
Dobson	Designed. Ready for construction once ground has dried out.	
1155	Kelleths Road, Rowville (Stud Rd to Taylors Lane) - Shared Path	\$280,000
Taylor	Design complete with construction to follow.	

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Project Number	Project Name	Total Approved
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$70,000
Collier	Construction underway.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$197,000
Collier	Construction 90% completed.	
1165	Mowbray Drive, Wantirna South - Parking and Intersection Treatments	\$240,000
Scott	Construction has commenced.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Construction has commenced.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	To be incorporated with Mountain Highway Shared use path. Continuing discussions about a property access license agreement.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$450,000
Dobson	Planning for community consultation on carpark design. Consultation to commence November. Investigation into services for public toilet.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$136,802
Chandler	Planning phase of the project is currently in progress with internal working group.	
1176	Solar in Community Facilities	\$75,000
All Wards	Scoping for a number of kindergarten sites underway.	
1180	Koolunga Reserve, FTG - Wetland Construction	\$390,806
Chandler	Wetland design to be amended and construction is scheduled to commence late 2020/21.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$70,000
Baird	Stakeholder consultation in progress.	
1183	Peregrine Reserve - Wetland treatment system - Design	\$60,000
Taylor	Design in progress, for construction delivery in 2021-2022 in line with the Peregrine Reserve Master Plan priorities.	
1184	Egan Lee Reserve Masterplan - Wetland treatment system - Design	\$550,000
Scott	Design in progress, for scheduled construction commencement in late 2020-2021, in line with Master Plan priorities.	
1216	Carrington Park Reserve, Knoxfield - Cricket Net Renewal	\$245,285
Friberg	Contractor appointed, works to commence in November.	

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Project Number	Project Name	Total Approved
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$59,536
Baird	The Draft Boronia Train Station Concept Plan has been endorsed by Council (in confidence) and sent to key State Government stakeholders. Further discussion with key stakeholders are anticipated to resolve the key components of the draft plan.	
1225	Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Reconstruction	\$267,096
Baird	Design 98% complete with Design Review to follow. Anticipate going to tender in November and to present tender report for January 2021 Council meeting.	
1226	Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Reconstruction	\$655,000
Dinsdale	Part of overall tender package of road renewal contract. Contractor appointed and anticipate commencement in February 2021.	
1227	Albert Street, UFTG (Talaskia Rd to Townley Place) - Reconstruction	\$500,000
Dobson	Part of overall tender package of road renewal contract. Contractor appointed and anticipate commencement late February 2021.	
1228	Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design	\$29,441
Baird	Amended Design 70% complete with design review to follow.	
1229	Sullivan Court, Wantirna (Rachelle Drive to End) - Design	\$7,185
Collier	Design complete with Design Review nearing completion.	
1230	Wanaka Close, Rowville (Erie Avenue to End) - Design	\$5,186
Tirhatuan	Design complete with Design Review nearing completion.	
1231	Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design	\$13,086
Friberg	Design 95% complete with design review to follow.	
1232	Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design	\$29,441
Chandler	Scope direction required from Boronia Renewal Project Working Group. Survey for existing Chandler Road completed. Quotes for Geotech work being sought.	
1233	Knox Park, Knoxfield - Turf Renewal	\$250,000
Friberg	Contractor appointed works to commence in November/December.	
1234	Knox Athletics Track, Knoxfield - Pathway Renewals	\$20,000
Friberg	Quotes being sought.	
1237	Carrington Park - Multi Purpose Facility	\$1,511,594
Friberg	Multi-Purpose Facility - Detailed design due for completion by end of November. Carpark Design - Survey completed, design underway and 30% complete.	

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Project Number	Project Name	Total Approved
1238	BAMP Facility Upgrades	\$965,274
All Wards	Relevant minor projects have been completed at Rowville Recreation Reserve and Liberty Reserve. Program development progression expected to be progressed by early January 2021 with commencement of implementation to follow.	
1260	Bayswater Bowls Club - New Accessibility Pathway	\$56,066
Dinsdale	Design complete, to be integrated with carpark design.	
1261	Wantirna Reserve - Car Park Upgrade (Design)	\$40,000
Collier	Project Team scoping discussions held. Project on hold pending outcome of further discussions in relation to results of geotechnical investigations of old landfill site and direction of Masterplan.	
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$11,581
All Wards	Purchase of a trailer to house the Pop Up Events equipment has been delayed due to COVID.	
1264	Knox Regional Netball Centre - Amenities Upgrade	\$50,000
Dobson	Awaiting design development for the Knox Netball Centre Redevelopment to scope amenities upgrade.	
1265	Park Crescent Children and Family Centre Refurbishment, Boronia - Design	\$128,500
Baird	Design development underway with concept plans in final stages of sign off. Expected to be complete by end of November with view to proceed to detailed design in 2021.	
1266	Rowville Children and Family Centre Refurbishment	\$1,042,000
Tirhatuan	Architect appointed for detailed design and preparation of tender documentation which is scheduled by mid - December with expectation to proceed to tender in new year	
1267	Early Years Facilities - Landscaping Upgrades	\$180,737
All Wards	Delays due to COVID, but works expected to be complete by June 2021.	
1268	The Fields Kindergarten (north side), Rowville - Verandah	\$110,000
Taylor	Detailed design complete end of October with view to progress to request for quotes by end of November. Construction will be undertaken over January school holidays.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$37,238
Tirhatuan	Project scheduled to commence January 2021.	
1270	Heany Park Scout/Community Pavilion, Rowville - Scoping	\$28,055
Taylor	Preferred concept design being finalised.	

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Project Number	Project Name	Total Approved
1271 Collier	Wantirna Community Infrastructure Planning On hold pending future hockey field assessment.	\$40,000
1273 Dobson	Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath Letter sent to residents and waiting for response regarding transfer of Title.	\$41,029
1274 Chandler	Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath Survey work being completed by contract. Awaiting survey date and information to be supplied with design to follow.	\$440,000
1276 Chandler	Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design Feature survey has been completed. Discussions continuing with Salvation Army.	\$16,731
1277 Dobson	Blackwood Park Drive, Ferntree Gully - Bridge Replacement On-site construction well underway with piles and abutments installed. Completion expected in December.	\$561,525
1278 Tirhatuan	Clauscen Drive, Rowville LATM - Installation Design and consultation has been completed and ready for construction.	\$170,000
1279 Friberg	Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program Project complete.	\$30,000
1281 Tirhatuan	Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path - Scoping Part of stimulus package. Design is currently underway.	\$32,000
1282 Friberg	Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping Possible path alignment still to be determined.	\$10,000
1297 Collier	Amesbury Avenue, Wantirna - Intersection Treatments Design Design plans are currently being reviewed.	\$13,427
1300 All Wards	Parking Management Plan Implementation Parking signage plans are currently being prepared for Boronia Activity Centre.	\$71,380
1303 Taylor	Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection Public Transport Victoria approval being sought for the design proposal.	\$29,560

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Project Number	Project Name	Total Approved
1306	Dog Park - Emerson Place Reserve	\$220,102
All Wards	Following the community consultation period, the amended detailed design for the fenced dog off-lead area in Emerson Place Reserve is currently being finalised. The tender phase of the project is anticipated for November.	
1307	Batterham Park, The Basin - Masterplan Implementation	\$60,000
Chandler	Planting works on site have been completed. Investigating location for drinking fountain.	
1308	Kevin Ave, FTG, Flood Investigation - Design	\$25,310
Dobson	Detailed design commenced.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$858,876
Friberg	Detailed design in progress. Upgrade works anticipated to start mid - 2021 and completed in August/September 2021.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$250,000
All Wards	Anticipated commencement in New Year.	
1311	Major Roads LED Streetlight Replacement - Design	\$92,550
All Wards	Design underway.	
1312	Landfill Sites as Solar Farms - Feasibility Study	\$92,269
All Wards	Battery Study underway.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$824,408
Baird	Design tender has been advertised and expect to appoint the lead architect by the end of November.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$168,000
Taylor	Survey imminent with design to follow in November.	
1317	Batterham Reserve, The Basin - Oval/Turf Renewal	\$45,000
Chandler	Contractor appointed works to commence in November/December.	
1318	Miller Park Reserve - Cricket Net Renewal	\$268,750
Chandler	Design in concept stage.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$107,500
Friberg	Works planned for 2021, designs are being considered.	

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Project Number	Project Name	Total Approved
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$531,508
Chandler	Design completed and works packaged with Miller Reserve Tennis Club works. Contract tender advertised and tender report expected to be presented at December Council meeting.	
1321	Millers Reserve, The Basin - Tennis Court Renewals	\$525,000
Chandler	Design completed and works packaged with Eildon Reserve Tennis Club works. Contract tender advertised and tender report expected to be presented at December Council meeting.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewal	\$350,000
Chandler	Design reviewed and design finalisation nearing completion. Anticipate going to tender from November.	
1357	Batterham Reserve, The Basin - Pavilion Refurbishment & Path and Access Works	\$337,397
Chandler	Carpark works are complete. Landscape works nearing completion. Pavilion extension completion is expected by end of November/early December.	
1363	Shared Zone Lupton Way – Erica Avenue to Dorset Road.	\$9,000
Baird	Remaining funds transferred to Boronia Precinct Planning project.	
1365	Programmed works from June annual Audits	\$520,000
All Wards	Funding sought to be utilised as supplementary funding to enable Commercial Road - Stage 2 works to be undertaken this financial year.	
1382	Kings Park - Baseball Infield Drainage	\$80,000
Dobson	Contractor appointed works to commence in November/December.	
1383	Knox Park - Junior Pitch Improvements	\$100,000
Friberg	Contractor appointed, works to commence in November/December.	
1384	Kings Park - Baseball Fencing Upgrade (Outfield)	\$200,000
Dobson	Quotes to be sought in 2021.	
1385	Templeton Reserve - Sportsfield Renewal Works	\$270,000
Collier	Contractor appointed works to commence in November/December.	
1386	Parks - Coring Plant	\$120,000
All Wards	Quotes being sought.	
1387	Liberty Reserve - Sportsfield Drainage	\$150,000
Taylor	Contractor appointed and works to commence in November/December.	

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Project Number	Project Name	Total Approved
1388	Knox Regional Sports Park - Pitch Resurfacing	\$2,500,000
Scott	Pitch condition classified as good. At least two years before replacement required.	
1389	Egan Lee Reserve Renewal - Top Oval (Design)	\$15,000
Scott	Design to commence in 2021.	
1390	Golf Practise Nets	\$30,000
All Wards	Sites being considered.	
1391	Knox Hockey Facility Development	\$125,000
Tirhatuan	Scoping/development work scheduled for 2021.	
1392	3-Year Old Kindergarten Facility Management	\$200,000
All Wards	Planning 3-Year Old Kindergarten infrastructure and Management requirements.	
1393	Knox Gardens Reserve - Floodlighting Upgrade (Oval 1)	\$270,000
Scott	Tender Closed. Contractor expected to be appointed by mid - November.	
1394	Knox Park Athletics - Changeroom Upgrade (Design)	\$60,000
Friberg	Scoping and design expected to commence from November.	
1395	Milpera Reserve - Floodlighting	\$250,000
Collier	Tender Closed. Contractor expected to be appointed by mid - November.	
1396	Gilbert Park - Floodlighting Upgrade (Diamonds 1 and 2)	\$500,000
Friberg	Tender in mid - November. Contractor appointment expected by late December/early January.	
1397	Talaskia Reserve - Lighting Upgrade	\$250,000
Dobson	Tender Closed. Contractor expected to be appointed by mid - November.	
1398	Templeton Reserve - Safety Fencing/Netting	\$40,000
Collier	Installation scheduled for December.	
1399	Talaskia Reserve - Perimeter Safety Fencing	\$50,000
Dobson	Installation scheduled for December.	
1400	Gilbert Park - Protective Netting	\$80,000
Friberg	Installation scheduled for November.	

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Project Number	Project Name	Total Approved
1401	Fairpark Reserve - Reversible Netball/Basketball Ring	\$6,000
Friberg	Installation scheduled for June 2021.	
1402	Bayswater Bowls Club - Car Park Upgrade	\$100,000
Dinsdale	Design nearing completion with review underway and quotes to be obtained. Works integrated with New Accessibility Pathway project.	
1403	Fairpark Reserve - Car Park Extension (Design)	\$25,000
Friberg	Works integrated into scope of works for Major Project.	
1404	Berrabri Kindergarten - Verandah Space upgrade (Design)	\$10,000
Tirhatuan	Scoping and design commenced from 1 November.	
1405	F W Kerr Preschool, Ferntree Gully - External upgrade	\$20,000
Dobson	Awaiting site visitation to finalise project scope.	
1406	Miller's Homestead - Upgrade	\$67,500
Chandler	Project will commence following selection of a tenant for Miller's Homestead.	
1407	Boronia Progress Hall - Upgrade	\$50,000
Baird	Project commencing November.	
1408	St John's Ambulance Hall - Upgrade	\$25,000
Baird	Officers are undertaking required research for this project.	
1409	Albert Street, UFTG, Ferndale Road - 14 Albert Street - Footpath	\$100,000
Dobson	Works incorporated into Road Renewal project. Anticipate works commencing around March 2021.	
1410	Moonah Rd and Tate Ave, Wantirna - Roundabout	\$50,000
Dinsdale	Feature survey to be undertaken after COVID restrictions eased.	
1411	Mountain Hwy, Bayswater, Scoresby Road to Jersey Road - Shared Path	\$315,000
Baird	Feature survey has been arranged. Negotiations continuing with property owner.	
1412	Macauley Place - Shared Safety Zone	\$250,000
Dinsdale	Tender in December and aim to award in February.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$75,000
Dobson	Site investigation underway. Site survey complete.	

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Project Number	Project Name	Total Approved
1414 Baird	Cardiff Street - Flood Mitigation Works (Design) Scoping of these works scheduled in January 2021.	\$60,000
1415 Dobson	Olivebank to Underwood & Alexander Cres Reserve FTG - Wetland Treatment System (Scoping & Analysis) Project scheduled for late 2020/21.	\$10,000
1416 Taylor	Eildon Park Reserve - Stormwater Harvesting Upgrade Construction works progressed onsite with limited crew under project 664. Delays due to COVID restrictions.	\$120,000
1417 Chandler	Batterham Reserve - Stormwater Harvesting Upgrade Construction works progressed onsite with limited crew under project 664. Delays due to COVID restrictions.	\$120,000
1418 Dobson	Wally Tew (FTG Reserve) - Stormwater Harvesting Upgrade Internal stakeholder consultation and harvesting system review is scheduled in November.	\$25,000
1419 Friberg	Carrington Park Reserve - Stormwater Harvesting Upgrade Internal stakeholder consultation and harvesting system review is scheduled in November.	\$25,000
1420 Dinsdale	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade Internal stakeholder consultation and harvesting system review is scheduled in November.	\$25,000
1421 Dobson	Kings Park Reserve - Stormwater Harvesting Upgrade Internal stakeholder consultation and harvesting system review is scheduled in November.	\$25,000
1422 Friberg	Gilbert Reserve - Wetland (Scoping & Analysis) Stakeholder consultation in progress as part of Gilbert Park project working group. Scoping and analysis scheduled for January 2021.	\$30,000
1423 Scott	Jenola Parade Wantirna Reserve - Wetland (Design) Design scheduled for late 2020/21.	\$10,000
1424 Dobson	Allora Avenue FTG - Wetland (Scoping) Anticipated commencement January 2021.	\$30,000
1425 All Wards	"Albert Street UFTG and Chandler Road Boronia - Passive irrigation (Research and Development) This project is in partnership with Melbourne University. This project is scheduled to be delivered in 2021/22.	\$60,000

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Project Number	Project Name	Total Approved
1426	The Basin Triangle Masterplan	\$60,000
Chandler	Project brief being prepared.	
1428	Violen Street, Bayswater - Design	\$20,000
Dinsdale	Survey completed and design underway and 60% complete. Quotes for Geotech work being sought.	
1429	Edinburgh Road, Boronia - Design	\$25,000
Baird	Survey completed with design underway and 10% complete. Quotes for Geotech work being sought.	
1430	Wilhelma Avenue, Boronia - Design	\$30,000
Baird	Survey completed with design to commence shortly. Quotes for Geotech work being sought.	
1431	Manuka Drive, FTG - Design	\$25,000
Baird	Survey completed with design to follow. Quotes for Geotech work being sought.	
1432	Murene Court, Boronia - Design	\$20,000
Baird	Survey completed with design to follow in 2021. Quotes for Geotech work being sought.	
1433	Carrington Park Leisure Centre Upgrade - Scoping	\$60,000
Friberg	Scheduled to commence in January 2021.	
1434	Harcrest Estate Lake & Wetland Renewal	\$128,000
Scott	Harcrest Estate wetland Ring Wall repair work as required.	

Total: \$119,901,540

9 Community Services Officers' Reports for consideration

9.1 Minor Grants Program 2020-21 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in October/ November 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 13 applications for a total of \$19,407.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
The Basin Playgroup Inc.	Outdoor hardwood table and chairs	\$900.00	\$900.00
The Fields Pre-School	Pre-School Branding	\$1,555.00	\$1,555.00
Riding for the Disabled – Knox Branch	Hand-Rail Fencing Project	\$3,000.00	\$3,000.00
Glengollan Village	Fitness, Wellness Project	\$3,000.00	\$3,000.00
Hindu Satsang Mandal of Victoria	Diwali festival community hampers	\$1,500.00	\$1,500.00
Coonara Community House	Early Childhood 'New Ideas Expo' 2021	\$2,077.41	\$2,077.41
Flamingo Community Group	Advertising for Flamingo Community Group	\$1,067.00	\$1,067.00
Shishukunj Melbourne	Diwali hamper for 49 families	\$1,764.00	\$1,764.00
Knox Football Netball Club	Treasurer's laptop	\$2,684.00	\$525.50
Wantirna South Cricket Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
Polish Senior Citizens Club Rowville	Christmas Vouchers/Dinner	\$1,019.00	\$1,019.00
Wantirna South Football Club	Defibrillator Replacement	\$1,000.00	\$1,000.00
The Haven Day Centre	Acquisition of two iPads for social inclusion for clients	\$1,000.00	\$1,000.00
TOTAL		\$21,566.41	\$19,407.91

2. Note that the following two applications detailed below have been approved and will be paid under delegated authority in accordance with Cl.6.6 of the Minor Grants Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Templeton Cricket Club	Purchase of training net	\$499.00	\$499.00
Rowville Lions Club	Fundraising activities during COVID-19	\$492.72	\$492.72
TOTAL		\$991.72	\$991.72

3. Note that inclusive of the above recommended grants, which total \$20,399.63, a total of \$104,360.12 has been awarded to date under the 2020-2021 Minor Grants Program supporting 51 community-based organisations and their programs.

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis 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 Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The 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 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

2. DISCUSSION

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

Fifteen complete grant applications were received since the Council meeting on 21 September 2020, requesting grants totalling \$22,558.13.

There has been an accumulation of applications over the two months since the last Council meeting in September. Seven of the applications are seeking grants to help offset the impact of the COVID-19 pandemic and months of community lockdown, notably:

- The Fields Preschool – restrictions impacted fundraising;
- Hindu Satsang Mandal of Victoria – were unable to hold a Diwali festival dinner so would like to send hampers to community members to acknowledge and celebrate the festival;
- Shishukunj Melbourne – sending Diwali hampers for children in appreciation of them adapting to Zoom sessions this year;
- Templeton Cricket Club – where there has been a reduction in numbers allowed at training and physical distancing;
- Rowville Lions Club – for the purchase of PPE equipment to begin fundraising after easing of COVID restrictions;
- Polish Senior Citizens Club Rowville – lunch vouchers to support to members who have been unable to meet this year; and
- The Haven Day Centre – to incorporate COVID normal living in 2021.

This report recommends the above applications for approval as well as applications from The Basin Playgroup, Riding for the Disabled, Glengollan Village, Coonara Community House, Flamingo Community Group, Knox Football Netball Club, Wantirna South Cricket Club, Wantirna South Football Club, for Council's approval as eligible under the Minor Grants Program Policy.

Knox Football Netball Club has received funding in the previous two financial years and are only eligible to receive \$525.50 of the \$2,684 requested (as per clause 6.21 of the Minor Grants Policy).

Two of the applications, from Templeton Cricket Club and Rowville Lions Club, have been approved under delegation, as neither grant was greater than \$500.

All projects are targeted to benefit of the Knox community and address the objectives of the Minor Grants program. Application details are provided in Attachment 1.

3. CONSULTATION

Consultation 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 Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL / AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2020-2021 budget provides \$213,454 for the Minor Grants Program (including the annual allocation of \$148, 500.00

plus an additional \$51,500.00 that was allocated through the COVID Community and Business Support Package. The remaining amount is a carry-forward of unspent funds from the Minor Grants Program from the 2019/2020 financial year, as per the Minor Grants Policy).

Recommended applications for the October/November period total \$20,399.63. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$113,749.67, before GST adjustments.

6. 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. The Minor Grants is 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.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 4 - We are safe and secure

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

Goal 5 - We have a strong regional economy, local employment and learning opportunities

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

Goal 6 - We are healthy, happy and well

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

Strategy 6.2 - Support the community to enable positive physical and mental health

Goal 7 - We are inclusive, feel a sense of belonging and value our identity

Strategy 7.3 - Strengthen community connections

8. 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.

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10. CONFIDENTIALITY

There are no confidential items in this report.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director Community Services, Tanya Scicluna

Attachments

1. ATTACHMENT 1 - Minor Grant Applications - November 2020 [9.1.1 - 83 pages]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
 Form Submitted 27 Sep 2020, 1:29pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Basin Playgroup Inc

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
 Form Submitted 27 Sep 2020, 1:29pm AEST

[Redacted]

te/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

ress.

Please provide your ABN

77 460 620 894

Information from the Australian Business Register	
ABN	77 460 620 894
Entity name	The Basin Playgroup Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3154 VIC

Information retrieved at 2:47am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
 Form Submitted 27 Sep 2020, 1:29pm AEST

A0015993K

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Outdoor hardwood table and chairs

(a) Briefly describe details of the request: *

We would like to install an outdoor picnic table and chair setting, beside the current outdoor playground area.

(b) What community benefit is gained from this project / activity? *

The primary focus of this project is to promote community togetherness - bringing together both parents and children, in the midst of the playground. Our center is quite small inside but the outdoor area is large and always in use when it's not raining. Most playgroup sessions spend all their time outside, yet there is no seating and/or table for parents. The design we are looking into; caters for breast feeding mums, is made of solid hardwood to last many years, and would be fixed into the ground with concrete, for safety reasons. Ideally we would also love a shade sail to cover this area and some of the playground. But the main focus is still the table and chairs.

This is also utilising the Gully Men's Shed (Community group), who will produce and install the table.

Project dates below are not accurate, while we juggle the current Covid19 situation and the inability to enter the site with restrictions.

Project Start Date *

16/11/2020

Must be a date.

Project End Date *

16/11/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$900.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
 Form Submitted 27 Sep 2020, 1:29pm AEST

\$900.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Hardwood outdoor table and chairs + installation	\$900.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$900.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: table quote.docx

File size: 33.6 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
Form Submitted 27 Sep 2020, 1:29pm AEST

Filename: Project Plan 2020 - The Basin Playgroup Inc.pdf
File size: 28.2 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2020insurance.pdf
File size: 158.7 kB

Public Liability Expiry Date *

28/02/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President

Declaration Date *

27/09/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 23- MGP - 2020-21 From The Basin Playgroup Inc
Form Submitted 27 Sep 2020, 1:29pm AEST

Payments will be made by electronic funds transfer into the Organisation's bank account.
Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

BSB Number:

Account Number:

format.

Contact Name *

Position *

President

Organisation *

The Basin Playgroup

Email Address *

Must be an email address.

Contact Phone Number *

Must be an Australian phone number.

Date *

27/09/2020

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 72- MGP - 2020-21 From The Fields Preschool
 Form Submitted 18 Sep 2020, 3:13pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Fields Pre-School Inc

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 72- MGP - 2020-21 From The Fields Preschool
 Form Submitted 18 Sep 2020, 3:13pm AEST

[Redacted] State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] State/Province, Postcode, and Country are required.

Phone Number

[Redacted] Australian phone number.

Mobile Phone Number *

[Redacted] Australian phone number.

Email *

[Redacted]

Please provide your ABN

39 388 231 915

Information from the Australian Business Register	
ABN	39 388 231 915
Entity name	The Fields Pre School Inc
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 1:15am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 72- MGP - 2020-21 From The Fields Preschool
 Form Submitted 18 Sep 2020, 3:13pm AEST

A0032590H

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Pre-School Rebranding

(a) Briefly describe details of the request: *

As part of the rebranding of the Fields Pre-School to the Fields Kindergarten, we are looking to update our uniforms.

Previous years the parent committee has been able to purchase uniforms to hand out to parents at the AGM. Due to COVID-19 and restrictions around fundraising, we don't have the funds available to purchase these. Though there is some stock at the moment, this can no longer be used due to the rebranding.

We also would like to continue by adding welcome packs for the families in 2021 which would include a t-shirt and a hat for the children.

(b) What community benefit is gained from this project / activity? *

2020 has seen a lot of financial stress of members of the Knox community and the flow-on effect to children. Financial stress may mean that families are not in the position to buy the uniform and whilst it is optional, children love and are proud to wear their big kinder tops. The will mean that children will start on the same footing and no child will miss out due to circumstances outside of their control.

Project Start Date *

12/11/2020

Must be a date.

Project End Date *

12/02/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,555.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 72- MGP - 2020-21 From The Fields Preschool
 Form Submitted 18 Sep 2020, 3:13pm AEST

\$1,555.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
x50 Logo hats	\$500.00
x100 Logo crew neck tshirts	\$1,000.00
Logo change from Preschool to Kindergarten	\$30.00
Screen Printing	\$25.00
Postage	\$0.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,555.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: The fields Quotation. New Logo.docx
 File size: 44.4 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 72- MGP - 2020-21 From The Fields Preschool
Form Submitted 18 Sep 2020, 3:13pm AEST

Filename: The Fields Pre-School Incorporated association - Consumer Affairs Victoria.pdf
File size: 71.5 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency - The Fields Preschool Inc - 2020-2021 - 2020-06-12 (D20-157501).PDF
File size: 280.7 kB

Public Liability Expiry Date *

30/06/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President

Declaration Date *

08/09/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 73- MGP - 2020-21 From Riding for the Disabled - Knox Branch (RDA Knox)
 Form Submitted 25 Sep 2020, 6:07pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Riding for the Disabled - Knox Branch (RDA Knox)

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 73- MGP - 2020-21 From Riding for the Disabled - Knox Branch (RDA Knox)
 Form Submitted 25 Sep 2020, 6:07pm AEST

[Redacted] Postcode, and Country are required.

Contact Name
 [Redacted]

Project Contact Address *
 [Redacted]
 e/Province, Postcode, and Country are required.

Phone Number
 [Redacted]
 tralian phone number.

Mobile Phone Number *
 [Redacted]
 phone number.

Email *
 [Redacted]
 ess.

Please provide your ABN
 20 130 814 132

Information from the Australian Business Register	
ABN	20 130 814 132
Entity name	Riding For The Disabled Association Of Victoria Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3031 VIC

Information retrieved at 12:28am yesterday

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *
 Yes No
 If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 73- MGP - 2020-21 From Riding for the Disabled - Knox Branch (RDA Knox)
 Form Submitted 25 Sep 2020, 6:07pm AEST

130814132

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Hand Rail Fencing Project

(a) Briefly describe details of the request: *

To enable our participants with disabilities access to our riding arena, we are fundraising to have a much needed purpose built hand rails for our ramps on site. The hand rails will enable our disabled riders and our volunteers a safe access to our riding areas.

(b) What community benefit is gained from this project / activity? *

As a community organisation run by volunteers, the benefit is to have safe access for our volunteers and disabled riders to enjoy the program in a safe environment. Horse riding provides many benefits including therapeutic, recreational, social and practical skills gained from the program.

Project Start Date *

01/11/2020

Must be a date.

Project End Date *

31/12/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$4,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 73- MGP - 2020-21 From Riding for the Disabled - Knox Branch (RDA Knox)
 Form Submitted 25 Sep 2020, 6:07pm AEST

Expenditure	\$
Hand Rails	\$4,500.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$4,500.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: quote_1205 - Rails.pdf
 File size: 131.3 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *
 Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:
No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Policy Schedule - Public Liability.PDF
 File size: 153.3 kB

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 73- MGP - 2020-21 From Riding for the Disabled - Knox Branch (RDA Knox)
Form Submitted 25 Sep 2020, 6:07pm AEST

Public Liability Expiry Date *

31/07/2021

Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President

Declaration Date *

25/09/2020

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 75- MGP - 2020-21 From Glengollan Village
 Form Submitted 30 Sep 2020, 10:46am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Glengollan Village

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 75- MGP - 2020-21 From Glengollan Village
 Form Submitted 30 Sep 2020, 10:46am AEST

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number

[Redacted]

alain phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

Please provide your ABN

50 006 179 906

Information from the Australian Business Register	
ABN	50 006 179 906
Entity name	Glengollan Village
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3156 VIC

Information retrieved at 1:43am yesterday

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 75- MGP - 2020-21 From Glengollan Village
Form Submitted 30 Sep 2020, 10:46am AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Fitness, Wellness Project

(a) Briefly describe details of the request: *

Taken from CDF application -

Weekly free small group strength training exercise program. Residents would be individually assessed and program tailored to their abilities.

Encourage residents to get more active especially residents with chronic illnesses who are not comfortable approaching main stream activity programs. To have a program in the grounds or the clubrooms facilitated by a physiotherapist or Occupational Therapist would assist residents feel more positive to pursue more activities, including balance and strength training beyond the 12 month project.

(b) What community benefit is gained from this project / activity? *

Taken from CDF application -

Maintain strength, mobility and wellness to allow resident to remain independent and confident in activities of daily living.

Yes residents hopefully will see the benefits of regular strength training and continue with mainstream community programs that offer similar activities.

Project Start Date *

01/09/2020

Must be a date.

Project End Date *

30/08/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$5,100.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

Minor Grants Program - 2020 - 2021
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 Form Submitted 30 Sep 2020, 10:46am AEST

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Wages - Occupational Therapist - max 10 px (partial)	\$3,000.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Glengollan Village - Grant Project Knox Council 2020 (1).docx
 File size: 25.1 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2020-21

Grant Program:

Community Development Fund

Amount:

\$3,000.00

Must be a dollar amount.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 75- MGP - 2020-21 From Glengollan Village
Form Submitted 30 Sep 2020, 10:46am AEST

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Glengollan Village - Combined Liability 2019-20.pdf
File size: 83.8 kB

Public Liability Expiry Date *

30/09/2020

Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

CEO

Declaration Date *

09/06/0020

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 75- MGP - 2020-21 From Glengollan Village
Form Submitted 30 Sep 2020, 10:46am AEST

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 76- MGP - 2020-21 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Oct 2020, 11:51am AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Hindu Satsang Mandal of Victoria

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 76- MGP - 2020-21 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Oct 2020, 11:51am AEDT

[Redacted]

e/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number

[Redacted]

tralian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

[Redacted]

Please provide your ABN

52 060 485 118

Information from the Australian Business Register	
ABN	52 060 485 118
Entity name	Hindu Satsang Mandal Of Victoria
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3153 VIC

Information retrieved at 1:48am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 76- MGP - 2020-21 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Oct 2020, 11:51am AEDT

060485118

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Diwali festival community hampers

(a) Briefly describe details of the request: *

We would like to send hampers consisting of Indian sweets to our community members for the upcoming Diwali festival. In past years we had organised a dinner event with cultural performances and dinner to celebrate this event however since this isn't possible this year, we would like to send out the Diwali sweets hampers to acknowledge this festival and to keep the spirit of Diwali alive. We will be doing an online event so members can join in online as well and virtually celebrate the event.

(b) What community benefit is gained from this project / activity? *

Diwali is one of the most significant festivals in the Hindu calendar and is usually celebrated with exchange of sweets and lighting of diyas etc together. By sending the sweets to the community members we will ensure the members still feel connected with the community and are still able to celebrate the festival. This will greatly build morale in our community. We have around 60-65 households (around 170-180 people) who are members of our organisation that we would like to reach out to and provide the hampers.

Project Start Date *

24/10/2020

Must be a date.

Project End Date *

12/10/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,012.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,500.00

Must be a dollar amount.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 76- MGP - 2020-21 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Oct 2020, 11:51am AEDT

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Sweets - assorted	\$1,512.00
Packaging	\$250.00
Delivery - depending on restrictions (outsourced or done by members)	\$250.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,012.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Diwali Sweets Quote 08102020.pdf

File size: 4.9 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

No files have been uploaded

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 76- MGP - 2020-21 From Hindu Satsang Mandal of Victoria
Form Submitted 9 Oct 2020, 11:51am AEDT

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Insurance.pdf
File size: 275.1 kB

Public Liability Expiry Date *

22/04/2022
Must be a date.

DECLARATION

* indicates a required field

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Vice-President

Declaration Date *

09/10/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
 Form Submitted 26 Oct 2020, 5:43pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Coonara Community House

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
 Form Submitted 26 Oct 2020, 5:43pm AEDT

[Redacted] Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] Postcode, and Country are required.

Phone Number

[Redacted] alian phone number.

Mobile Phone Number *

[Redacted] tralian phone number.

Email *

[Redacted]

Please provide your ABN

65 554 350 180

Information from the Australian Business Register	
ABN	65 554 350 180
Entity name	Management Committee Coonara Community House Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3156 VIC

Information retrieved at 2:15am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
 Form Submitted 26 Oct 2020, 5:43pm AEDT

A0031184J

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Early Childhood 'New Ideas Expo' 2021

(a) Briefly describe details of the request: *

Coonara Early Learning Centre hosts the Early Childhood 'New Ideas Expo' annual event each year. This is a one day event that invites educators, parents and like minded locals to be inspired by natural play based spaces for all preschool aged children. Our event incorporates market stalls showcasing Early Childhood resources and services, professional development sessions, tours, Question and Answer sessions, and much more! As this is a free event we are kindly requesting assistance with equipment that can be utilised each year of our event.

(b) What community benefit is gained from this project / activity? *

Coonara Early Learning Centre are passionate about natural play based learning and our team of dedicated educators volunteer their time for 3 months of the year creating amazing and inspiring natural play based spaces. It is a one of a kind event.

Our event has been building momentum over the past 4 years and 2021 currently has 1,200 educators registered to share and network together. Last year our event was shared worldwide and reached over 60,000 educators via social media platforms. Visitors travelling locally and interstate attended and the feedback was overwhelming. Our message is clear 'let's get the conversation started'. The benefits of implementing mindful open ended play is far reaching and has lasting life long impacts on our children. Our focus being on natural resources and bringing children back to nature.

As educators at Coonara it is heartwarming to share a day that ignites educators imaginations, gets teams talking and feeling inspired to implement ideas into their own centres. Having witnessed this year after year it is infectious. Promoting best practice within the Early Childhood industry is vital and our event highlights this in every aspect of our exhibition.

Building trusting strong relationships with our community creates a sense of belonging. This opportunity allows us to connect with Early Childhood educators and families by role modelling a supportive, positive and uplifting spaces. Our children deserve to feel a strong sense of self, ability to tackle challenges and a safe secure environment to thrive.

Project Start Date *

09/04/2021

Must be a date.

Project End Date *

09/04/2021

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
 Form Submitted 26 Oct 2020, 5:43pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,077.41

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Hand sanitiser stations x 2	\$598.00
Ipad station x 1 (gather information)	\$381.15
Signage	\$585.00
Catering (tea, coffee, biscuits), sausage sizzle (sausages, bread, sauces, onions, oil)	\$513.26
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,077.41

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Coonara ELC - Catering costs.pdf
 File size: 124.6 kB

Filename: Coonara ELC - Signage costs.pdf
 File size: 84.9 kB

Filename: Hand Sanitiser stations.png
 File size: 88.2 kB

Filename: Ipad stand - sign in station..png
 File size: 97.4 kB

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
 Form Submitted 26 Oct 2020, 5:43pm AEDT

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Certificate of Incorporation.pdf
 File size: 17.8 kB

Filename: Coonara ELC 'New Idea's Expo' 2021 Project Plan..docx
 File size: 178.2 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Coonara Community House Incorporated Certificate of Currency 2020 2021.pdf
 File size: 282.4 kB

Public Liability Expiry Date *

30/06/2021
 Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

House Coordinator

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 79- MGP - 2020-21 From Coonara Community House
Form Submitted 26 Oct 2020, 5:43pm AEDT

Declaration Date *

26/10/2020

Must be a date.

Privacy Statement

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Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 80- MGP - 2020-21 From Flamingo Community Group
 Form Submitted 10 Nov 2020, 10:43am AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Flamingo Community Group

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 80- MGP - 2020-21 From Flamingo Community Group
 Form Submitted 10 Nov 2020, 10:43am AEDT

[REDACTED] Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED] Postcode, and Country are required.

Phone Number

[REDACTED] alian phone number.

Mobile Phone Number *

[REDACTED] tralian phone number.

Email *

[REDACTED]

Please provide your ABN

79 546 533 014

Information from the Australian Business Register	
ABN	79 546 533 014
Entity name	Flamingo Community Group Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 6:43am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 80- MGP - 2020-21 From Flamingo Community Group
 Form Submitted 10 Nov 2020, 10:43am AEDT

A0015488R

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Advertising For Flamingo Community Group

(a) Briefly describe details of the request: *

We are requesting funds to purchase some banner signage and tear drop signage to advertise our three year old kindergarten group. As our centre does not sit on a main road, is tucked in amongst houses down a long driveway and is actually not on the road with the name Flamingo but just around from it, people do not know we are there. So in an effort to increase peoples awareness we feel we need to do some further advertising.

(b) What community benefit is gained from this project / activity? *

This will allow us to fill to capacity with children, so providing a three year old centre in this part of Knox that is fully utilised. In this way our rental of the Knox leased space will be full use of & all local families will have this service provided close to their homes. With funding on it's way for three year old preschool in 2022, we hope to get our centres logo in the minds of local families who will follow through with future enrolments.

Project Start Date *

14/12/2020

Must be a date.

Project End Date *

23/02/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,067.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,067.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 80- MGP - 2020-21 From Flamingo Community Group
 Form Submitted 10 Nov 2020, 10:43am AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Fence banner x 4	\$550.00
Car park banner x 1	\$192.50
Bow banner x 1	\$324.50
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,067.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Outdoor signage- Snap printing.pdf
 File size: 1.1 MB

Filename: Outdoor signage- The Banner Lady.pdf
 File size: 613.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Banner design.docx
 File size: 410.0 kB

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 80- MGP - 2020-21 From Flamingo Community Group
Form Submitted 10 Nov 2020, 10:43am AEDT

Filename: Incorporation statement.pdf
File size: 147.3 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of currency 2020-2021.docx
File size: 254.8 kB

Public Liability Expiry Date *

01/11/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Educator

Declaration Date *

08/11/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 82- MGP - 2020-21 From Shishukunj Melbourne
 Form Submitted 21 Oct 2020, 9:04pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Shishukunj Melbourne

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 82- MGP - 2020-21 From Shishukunj Melbourne
 Form Submitted 21 Oct 2020, 9:04pm AEDT

[Redacted] ince, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] Postcode, and Country are required.

Phone Number

[Redacted] tralian phone number.

Mobile Phone Number *

[Redacted] phone number.

Email *

[Redacted] ress.

Please provide your ABN

59 618 252 138

Information from the Australian Business Register	
ABN	59 618 252 138
Entity name	Shishukunj Melbourne
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 4:53pm yesterday

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN plesae complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 82- MGP - 2020-21 From Shishukunj Melbourne
 Form Submitted 21 Oct 2020, 9:04pm AEDT

A0109307G

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Diwali Hamper for 49 families

(a) Briefly describe details of the request: *

Shishukunj is a children's organisation. We all have done a very tough year. Since March 2020, we stopped our physical sessions at Regency Park Primary. However, we have supported the children by adopting our sessions to Zoom. We had to cancel all hall hire bookings, cancel our Public Liability insurance and all camp/bus hire bookings. Now the Indian festive season (Diwali festival of Lights) is upon us, we traditional gift the children. But this year we request for funding to purchase Diwali hampers, to provide children an appreciation token for their endurance and bring joy to the young ones. This year the member contributions were also low. We have cancelled our Public Liability insurance until we resume physical sessions. Thus attached the previous year insurance details.

(b) What community benefit is gained from this project / activity? *

The grant will bring a moral and mental uplift of the season to each household. This will benefit 70 members directly (with 2-3 siblings in some households) and will showcase their Diwali spirits, with activities like arts and crafts that are specific to this festival. The hamper will also include the facts, history and traditions of Diwali. This will enrich the children with cultural significance of this occasion. There are treats of 4 variety of cup cakes. We have sourced these items locally. A Scoresby cake-maker business and volunteers will deliver the hampers to save cost. We will also include a native tree and a cultural book. We usually volunteer in tree planting, but with current restriction, opted to deliver a native tree.

Project Start Date *

11/11/2020

Must be a date.

Project End Date *

20/11/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,107.00

Must be a dollar amount.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 82- MGP - 2020-21 From Shishukunj Melbourne
 Form Submitted 21 Oct 2020, 9:04pm AEDT

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,764.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
49 units Diwali Kids Hamper	\$1,764.00
49 Cultural books \$ 5	\$245.00
49 Tree seedings \$ 2	\$98.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,107.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Invoice_11_2020-11-11 (1).pdf

File size: 78.0 kB

Filename: Shishukunj Diwali Hamper 2020 proposal.pdf

File size: 3.2 MB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 82- MGP - 2020-21 From Shishukunj Melbourne
Form Submitted 21 Oct 2020, 9:04pm AEDT

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: CERT-A0109307G Shishukunj Incorporation.pdf
File size: 116.2 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Pioneer PL Insurance exp 16Mar2020.pdf
File size: 235.5 kB

Public Liability Expiry Date *

16/03/2020
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Treasurer

Declaration Date *

21/10/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 83- MGP - 2020-21 From Knox Football Netball Club Inc
 Form Submitted 23 Oct 2020, 6:28pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox Football Netball Club Inc

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 83- MGP - 2020-21 From Knox Football Netball Club Inc
 Form Submitted 23 Oct 2020, 6:28pm AEDT

[REDACTED] vince, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

vince, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Please provide your ABN

31 290 782 836

Information from the Australian Business Register	
ABN	31 290 782 836
Entity name	Knox Football Netball Club Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC
<i>Information retrieved at 12:58am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 83- MGP - 2020-21 From Knox Football Netball Club Inc
 Form Submitted 23 Oct 2020, 6:28pm AEDT

A0006529Z

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Treasurer's Laptop

(a) Briefly describe details of the request: *

The new Treasurer of the Committee of the Knox Football Club requires a new laptop with sufficient specifications to operate the financial accounting program (Xero) and Microsoft suite software to enable the Treasurer to perform their duties.

(b) What community benefit is gained from this project / activity? *

This project will benefit the Club and the community as it is aligned with Council Strategy 6.2 and Strategy 8.1 as follows:

The project will provide the appropriate equipment and software to capture the Club's transactions and financial reporting to enable the Knox FNC Committee to make accurate and timely financial decisions, ensuring good governance practices. This way the Club can continue to operate and provide sporting programs and services that enable positive physical & mental health in the community.

Project Start Date *

01/11/2020

Must be a date.

Project End Date *

31/03/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,684.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,684.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 83- MGP - 2020-21 From Knox Football Netball Club Inc
 Form Submitted 23 Oct 2020, 6:28pm AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Microsoft Laptop	\$2,585.00
Microsoft office suite	\$99.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,684.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Laptop quotation.pdf
 File size: 304.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 83- MGP - 2020-21 From Knox Football Netball Club Inc
Form Submitted 23 Oct 2020, 6:28pm AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: EFL-2020-Season-COC-Knox-Football-Netball-Club-Inc.pdf
File size: 98.3 kB

Public Liability Expiry Date *

01/01/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Knox Football Netball Club Inc

Declaration Date *

23/10/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
 Form Submitted 24 Oct 2020, 3:45pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Templeton Cricket Club Inc.

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
 Form Submitted 24 Oct 2020, 3:45pm AEDT

[Redacted]

ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

ate/Province, Postcode, and Country are required.

Phone Number

[Redacted]

tralian phone number.

Mobile Phone Number *

[Redacted]

phone number.

Email *

[Redacted]

Please provide your ABN

67 166 894 583

Information from the Australian Business Register	
ABN	67 166 894 583
Entity name	Templeton Cricket Club Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 2:32am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
 Form Submitted 24 Oct 2020, 3:45pm AEDT

A003951R

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Purchase of Cricket Training Net

(a) Briefly describe details of the request: *

Due to the need to comply with Covid-19 Cricket Victoria training guidelines, Templeton Cricket Club (TCC) is required to substantially alter senior & junior team training scheduling and practices. In particular a reduction in the number of players that can train at one time, an increased number of junior teams (10 to 12 in 2020/21) and a reduction in capacity due to scheduled ground works at Templeton Reserve will pose a significant challenge for the Club this season.

To help address this, the Club Committee has been investigating ways to increase the capacity & utilisation of existing resources and has identified that at purchase of a cricket net would enable the centre wicket to be used with a minimum number of fielders (as currently required). Post Covid restrictions, positioning the net in the middle of the pitch would enable twice the number of teams to use the centre wicket (2 teams rather than one).

(b) What community benefit is gained from this project / activity? *

Initially whilst Covid restrictions are in place, it would allow the Club to utilise the existing centre wicket for cricket training whilst observing restrictions on the size of training groups. This would allow the Club to better meet its obligations to protect the health and safety of our junior and senior members. Furthermore, with a restricted number of players per group to stop cricket balls that are struck towards the boundaries, the net will also help protect members of the public who are walking laps of the ground (on the footpath) from being struck by cricket balls.

Post Covid, it will allow the Club to increase the capacity of existing infrastructure by having two teams train simultaneously rather than one team. This will enable the Club to provide a better training experience for our members.

Project Start Date *

02/11/2020

Must be a date.

Project End Date *

30/11/2020

Must be a date.

BUDGET

*** indicates a required field**

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
 Form Submitted 24 Oct 2020, 3:45pm AEDT

(d) What is the total cost of the project / activity? *

\$719.99

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$499.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
CRICKET WARM-UP / THROW-DOWN PRACTICE NET - 20M	\$499.00
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$499.00

This number/amount is calculated.

Quotes For Planned Expenses**Attach quotes for expenses here. ***

Filename: Cricket Net 20m.png

File size: 2.3 MB

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? *** Yes No**ADDITIONAL SUPPORTING INFORMATION***** indicates a required field**

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
Form Submitted 24 Oct 2020, 3:45pm AEDT

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Liability Insurance CoC.pdf
File size: 177.8 kB

Public Liability Expiry Date *

30/06/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President, Templeton Cricket Club

Declaration Date *

24/10/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

EFT PAYMENT CONSENT

*** indicates a required field**

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 84- MGP - 2020-21 From Templeton Cricket Club Inc.
Form Submitted 24 Oct 2020, 3:45pm AEDT

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

BSB Number:

Account Number:

Must be a valid Australian [REDACTED]unt format.

Contact Name *

[REDACTED]

Position *

President

Organisation *

Templeton Cricket Club

Email Address *

[REDACTED]

Must be an email address.

Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

24/10/2020

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
 Form Submitted 29 Oct 2020, 5:58pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Rowville Lions Club

Organisation

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
 Form Submitted 29 Oct 2020, 5:58pm AEDT

[Redacted] ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] ate/Province, Postcode, and Country are required.

Phone Number

[Redacted] an phone number.

Mobile Phone Number *

[Redacted] an phone number.

Email *

[Redacted]

Please provide your ABN

70 977 340 038

Information from the Australian Business Register	
ABN	70 977 340 038
Entity name	Lions Club of Rowville Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 2:24am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
 Form Submitted 29 Oct 2020, 5:58pm AEDT

A0027176U

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Fundraising activities during COVID - 19

(a) Briefly describe details of the request: *

This application is intended to request from you a grant to support our club to purchase PPE equipment to prevent community transmission infections. We are getting ready for our fundraising activities after easing COVID - 19 restrictions.

(b) What community benefit is gained from this project / activity? *

Our club main fundraising is that monthly BBQ at Bunnings Scoresby.

Our major projects are to support the William Angliss Hospital, Monash Children Hospital, Sponsoring multiple student achievement awards for many of our local Schools and also helping our local school projects/ food banks/ emergency relief.

Project Start Date *

04/12/2020

Must be a date.

Project End Date *

31/12/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$492.72

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$492.72

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
 Form Submitted 29 Oct 2020, 5:58pm AEDT

Expenditure	\$
Hand Sanistiser	\$143.82
Hand Sanistiser station	\$249.00
Mask	\$99.90
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$492.72

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Hand sanitiser station.PNG
 File size: 74.5 kB

Filename: Hand sanitiser.PNG
 File size: 117.8 kB

Filename: Mask.PNG
 File size: 182.3 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Rowville Lions Club.jpg
 File size: 67.9 kB

Filename: Rowville Lions Club1.jpg

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
Form Submitted 29 Oct 2020, 5:58pm AEDT

File size: 100.5 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate of currency.pdf
File size: 81.1 kB

Public Liability Expiry Date *

01/09/2021
Must be a date.

DECLARATION

* indicates a required field

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Rowville Lions Club

Declaration Date *

29/10/2020
Must be a date.

Privacy Statement

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EFT PAYMENT CONSENT

* indicates a required field

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 86- MGP - 2020-21 From Rowville Lions Club
Form Submitted 29 Oct 2020, 5:58pm AEDT

Bank Account *

Account Name:

BSB Number:

Account Number:

Must be a valid Australian account format.

Contact Name *

Position *

President

Organisation *

Rowville Lions Club

Email Address *

Must be an email address.

Contact Phone Number *

Must be an Australian phone number.

Date *

29/10/2020

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
 Form Submitted 8 Nov 2020, 11:41am AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Wantirna South Cricket Club

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
 Form Submitted 8 Nov 2020, 11:41am AEDT

[Redacted]

ince, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

e/Province, Postcode, and Country are required.

Phone Number

[Redacted]

alian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

Please provide your ABN

96 536 028 329

Information from the Australian Business Register	
ABN	96 536 028 329
Entity name	Wantirna South Cricket Club Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC
<i>Information retrieved at 2:59am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
 Form Submitted 8 Nov 2020, 11:41am AEDT

A0016331L

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

DEFIBRILLATOR REPLACEMENT

(a) Briefly describe details of the request: *

The tenant clubs WSCC/WSFC purchased the existing defibrillator 12 years ago and has now been superseded by technology and ongoing maintenance issues. The warranty period has expired and the ongoing maintenance costs is self defeating. The purchase of a new unit will provide a modern and advanced unit with a built in guarantee period of 8 years and ongoing maintenance coverage.

NOTE: WSFC will be also lodging an identical request as the unit is stored in the same facility for the benefit of all user groups.

(b) What community benefit is gained from this project / activity? *

Based on numbers attending this venue during the summer and winter seasons the provision of a defibrillator helps to minimise the risk to the public attending club and organised events. The numbers attending training and match day events during the respective seasons are considerable so an advanced unit is essential to minimise risk.

Project Start Date *

15/12/2020

Must be a date.

Project End Date *

31/01/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,400.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
 Form Submitted 8 Nov 2020, 11:41am AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
LIFEPAK CR2 AED BUNDLE	\$2,400.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,400.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Defibrillator Quotation.docx
 File size: 16.9 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: WSCC - Incorporation Certificate.pdf
 File size: 62.3 kB

Evidence of Public Liability

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
Form Submitted 8 Nov 2020, 11:41am AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: WSCC - Certificate of Currency - 2020-2021.pdf
File size: 177.8 kB

Public Liability Expiry Date *

30/06/2021
Must be a date.

DECLARATION

* indicates a required field

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Council Liaison Officer

Declaration Date *

08/11/2020
Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

EFT PAYMENT CONSENT

* indicates a required field

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 88- MGP - 2020-21 From Wantirna South Cricket Club
Form Submitted 8 Nov 2020, 11:41am AEDT

BSB Number: [REDACTED]
Account Number: [REDACTED]
Must be a valid Australian [REDACTED]unt format.

Contact Name *

[REDACTED]

Position *

Council Liaison Officer

Organisation *

Wantirna South Cricket Club

Email Address *

[REDACTED]

Must be an email address.

Contact Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

08/11/2020

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 90- MGP - 2020-21 From Polish Senior Citizens Club Rowville Inc
 Form Submitted 10 Nov 2020, 5:00pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Polish Senior Citizens Club Rowville Inc

Organisation

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 90- MGP - 2020-21 From Polish Senior Citizens Club Rowville Inc
 Form Submitted 10 Nov 2020, 5:00pm AEDT

[Redacted] ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] Province, Postcode, and Country are required.

Phone Number

[Redacted] alian phone number.

Mobile Phone Number *

[Redacted] tralian phone number.

Email *

[Redacted]

Please provide your ABN

73 711 829 120

Information from the Australian Business Register	
ABN	73 711 829 120
Entity name	Polish Senior Citizens Club
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 3:52pm yesterday

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 90- MGP - 2020-21 From Polish Senior Citizens Club Rowville Inc
 Form Submitted 10 Nov 2020, 5:00pm AEDT

A0045899D

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Lunch vouchers

(a) Briefly describe details of the request: *

We will be giving Lunch vouchers with Christmas card to all our Members

We will be giving lunch vouchers to our members which they will use in our Restaurant at the Polish Centre. The vouchers will be valid for one year.

(b) What community benefit is gained from this project / activity? *

The Senior's Club has not met most of this year due to the COVID pandemic.

We will give our members vouchers for Sunday lunch and this way it will also support our Community centre and restaurant as they have been in lockdown for a couple of months.

Project Start Date *

26/11/2020

Must be a date.

Project End Date *

10/12/2020

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,604.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,019.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 90- MGP - 2020-21 From Polish Senior Citizens Club Rowville Inc
 Form Submitted 10 Nov 2020, 5:00pm AEDT

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
vouchers	\$3,555.00
Postage	\$49.00
Christmas Cards	\$0.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$3,604.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: quote for grant.docx
 File size: 12.4 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

No files have been uploaded

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: OPP-42753 PLIGPA insurance certificate (31 Dec 2020).pdf

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020 (Version 2 of 2)
Application 90- MGP - 2020-21 From Polish Senior Citizens Club Rowville Inc
Form Submitted 10 Nov 2020, 5:00pm AEDT

File size: 146.4 kB

Public Liability Expiry Date *

31/12/2020

Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President

Declaration Date *

10/11/2020

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
 Form Submitted 9 Nov 2020, 12:39pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Wantirna South Football Club

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
 Form Submitted 9 Nov 2020, 12:39pm AEDT

[Redacted] ince, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

e/Province, Postcode, and Country are required.

Phone Number

[Redacted]

alian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

Please provide your ABN

23 519 026 744

Information from the Australian Business Register	
ABN	23 519 026 744
Entity name	Wantirna South Football Club Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 5:44am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
 Form Submitted 9 Nov 2020, 12:39pm AEDT

A004875H

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

DEFIBRILLATOR REPLACEMENT

(a) Briefly describe details of the request: *

The tenant clubs WSFC/WSCC purchased the existing defibrillator 12 years ago which has now been superseded by technology and ongoing maintenance issues. The warranty period has expired and the ongoing maintenance costs is self defeating given the age of the unit. The purchase of a new unit will provide a modern with advanced technology with a built in guaranteed period of 8 years with ongoing maintenance coverage.

(b) What community benefit is gained from this project / activity? *

Based on numbers attending this venue during the winter and summer seasons the provision of a defibrillator helps minimise the health risk of public and members attending club and organised events. The numbers attending training and match day events during the winter and summer seasons are considerable so an advanced unit is essential to minimise risk.

Project Start Date *

15/12/2020

Must be a date.

Project End Date *

31/01/2021

Must be a date.

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,400.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
 Form Submitted 9 Nov 2020, 12:39pm AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
LIFEPAK C@ AED BUNDLE	\$2,400.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,400.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Defibrillator Quotation.docx
 File size: 16.9 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: WSFC - Incorporation Certificate.png
 File size: 266.3 kB

Evidence of Public Liability

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
Form Submitted 9 Nov 2020, 12:39pm AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: WSFC - Certificate of Currency 2020.pdf
File size: 330.3 kB

Public Liability Expiry Date *

01/01/2021
Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Council Liaison Officer

Declaration Date *

09/11/2020
Must be a date.

Privacy Statement

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EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 92- MGP - 2020-21 From Wantirna South Football Club
Form Submitted 9 Nov 2020, 12:39pm AEDT

BSB Number: [REDACTED]
Account Number: [REDACTED]
Must be a valid Australian [REDACTED]unt format.

Contact Name *

[REDACTED]

Position *

Council Liaison Officer

Organisation *

Wantirna South Football Club

Email Address *

[REDACTED]

Must be an email address.

Contact Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

09/11/2020

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
 Form Submitted 11 Nov 2020, 3:56pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Haven Day Centre Ltd

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
 Form Submitted 11 Nov 2020, 3:56pm AEDT

[Redacted] Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] Province, Postcode, and Country are required.

Phone Number

[Redacted] alian phone number.

Mobile Phone Number *

[Redacted] phone number.

Email *

[Redacted]

Please provide your ABN

71 623 622 319

Information from the Australian Business Register	
ABN	71 623 622 319
Entity name	The Haven Day Centre Ltd
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3155 VIC

Information retrieved at 3:45pm today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
Form Submitted 11 Nov 2020, 3:56pm AEDT

623622319

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Acquisition of two iPads for social inclusion for clients

(a) Briefly describe details of the request: *

The Haven Day Centre believes that moving forward we will have to adapt how we operate to incorporate COVID normal living in 2021. We need to look at new ways of delivering a quality program to support our clients and carers who may or may not be able to attend in a face to face manner. We intend to purchase two iPads for our staff/volunteers to use with clients. We hope to teach our clients or carers how to use them and give them confidence to do so so they can interact with our staff remotely for activities and social interaction. At present we do not own any iPads so we will purchase two to begin with and source an introduction training course for carers/staff/volunteers who are interested in getting started with this technology. We will provide assistance in the home in the use of the iPads if necessary and if it is safe to do so. The iPads could also be used as part of our face to face program to play games, connect with family etc

(b) What community benefit is gained from this project / activity? *

Most of our clients and carers reside in the Knox area. We want to be able to offer our clients and carers a choice of being able to connect with our team and join in with other guests at The Haven during program times if they feel they cannot physically be there themselves. This will help them feel included and reduce feelings of loneliness through social isolation. Learning how to use these devices will empower them by giving them the confidence to perhaps use their own devices or purchase some for themselves. Our clients are vulnerable over 65s age group and we need to support them to feel they are valued, engaged and active in their community.

Project Start Date *

30/11/2020
Must be a date.

Project End Date *

18/01/2021
Must be a date.

BUDGET

*** indicates a required field**

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
 Form Submitted 11 Nov 2020, 3:56pm AEDT

(d) What is the total cost of the project / activity? *

\$1,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
2 iPads	\$1,000.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: The Haven Day Centre - iPad Quote (1).docx
 File size: 680.1 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2020

Grant Program:

COVID-19 Supporting Local Services Fund

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
 Form Submitted 11 Nov 2020, 3:56pm AEDT

Amount:

\$1,000.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION*** indicates a required field****Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: The Haven Day Centre Ltd Company Registration Certificate - 02.01.2018.pdf
 File size: 273.2 kB

Filename: The Haven Day Centre Project Plan.docx
 File size: 19.0 kB

Evidence of Public Liability**Evidence of current Public Liability Insurance must be supplied ***

Filename: The Haven Day Centre RenewalCertificate (1).pdf
 File size: 210.2 kB

Public Liability Expiry Date *

30/09/2021

Must be a date.

DECLARATION*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

Position (if organisation) *

The Haven Day Centre Ltd

Declaration Date *

11/11/2020

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 94- MGP - 2020-21 From The Haven Day Centre Ltd
Form Submitted 11 Nov 2020, 3:56pm AEDT

Must be a date.

Privacy Statement

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EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

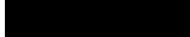


BSB Number:

Account Number:

Must be a valid Australian account format.

Contact Name *



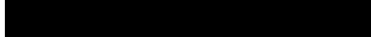
Position *

Coordinator

Organisation *

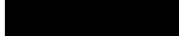
The Haven Day Centre

Email Address *



Must be an email address.

Contact Phone Number *



Must be an Australian phone number.

Date *

11/11/2020

Must be a date.

9.2 Recreation and Leisure Committee Annual Report

SUMMARY: Leisure Services Officer, Suranga Dissakarunaratne

Council's Recreation and Leisure Committee provides valuable information and advice on sport and leisure issues to support the decision making of Council.

This report outlines the outcomes from the review of the Recreation and Leisure Committee and recommends that Council approves its continuation for a further two years.

RECOMMENDATION

That Council:

- 1. Approve the continuation of the Recreation and Leisure Committee as an Advisory Committee to Council until 31 December 2022; and**
- 2. Adopt the amended Recreation and Leisure Committee Terms of Reference (Attachment 2).**
- 3. Note that officers will progress the recruitment of new members of the Recreation and Leisure Committee Advisory Committee in accordance with the above Terms of Reference.**

1. INTRODUCTION

At Council's Strategic Planning Committee meeting held on 26 November 2018, Council adopted the re-establishment of the Recreation and Leisure Committee (RLC). As a result, at its Strategic Planning Committee meeting held on 11 February 2019, Council appointed 13 community representatives to the RLC for a two-year period commencing 11 February 2019 and concluding 31 December 2020.

The RLC provides valuable information, advice, feedback and recommendations to Council on a variety of sport and leisure issues within the City of Knox to support the decision making of Council.

This report highlights the achievements of the RLC over the last 24 months and recommends that Council approves the continuation of the RLC for a further two-year period. The continuation of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport and leisure plays in the health and wellbeing of the community.

The current members of the RLC were thanked for their efforts and participation at its last meeting on 9 September 2020. Community members who served on the outgoing RLC are:

- Bob McLachlan (Upper Ferntree Gully Junior Football Club Club);
- John Souness (Mountain District Squash and Racquetball Club);
- Gary Saultry (Ferntree Gully and District Cricket Association);
- Nicky Hamilton-Morris (Knox Roadrunners);
- Reeve Marsh (Victorian Model Aeronautical Association);
- Mark Tyrrell (Knox City Football Club);

- Margareta Hovens (Knox Obedience Dog Club);
- Karen Butler (Knoxfield and Knox Little Athletics);
- Faizan Ali (Community Member);
- Gary Leech (Knox City Tennis Club); and
- Clive Savory (Wantirna South Netball Club).

Two appointed Committee members resigned in 2019 due to changes in work and personal commitments. Rhonda Snijders resigned from the Committee as she ceased employment at Football Victoria and Jane Barbanti resigned due personal reasons. The vacancies were not filled as the number of members were still within the limitations of Section 3 of the Terms of Reference.

The current RLC members recorded a high attendance rate to meetings, averaging a 79.7% attendance rate throughout the Group's term.

As per Section 3 of the RLC Terms of Reference, the Committee will comprise of up to, but no greater than 15 members and no less than 12 members. Council officers will conduct a recruitment process between December 2020 and February 2021 to determine new membership for this Committee.

2. DISCUSSION

A review of the RLC has been undertaken to determine the effectiveness of, and the value of the group. Issues that were considered in the review included relevance of the group, diversity in the group, term length, goal setting, size of the group and the role of the group members in the sporting and leisure community.

2.1 Synergies with Existing Committees

The RLC is the only Council Advisory Committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the RLC, the amalgamation with an existing committee is not recommended or considered appropriate. It is, however, noted that other committees may have input into key issues (e.g., Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc.).

2.2 Role of the Committee

The objectives of the RLC is to:

- Provide strategic advice and input relating to the development of Council's leisure policies and procedures;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested, e.g., provide feedback regarding projects to be considered by Council for submission to Sport and Recreation Victoria Grant Programs.

2.3 Annual Update

A major function of the RLC is to provide advice regarding the development and review of Council policies and plans. During the past 24 months, the RLC has provided advice concerning the development and review of the following Knox City Council policies, plans, strategies and guidelines:

- **Knox Community and Council Plan**

Council Officers provided an overview of the Knox Community and Council Plan and how the Recreation and Leisure Committee is aligned with the eight key goals of the Plan.

- **Casual Use of Active Reserves Policy**

Changes to the new Policy, which included, pre-season football training to be included, all bookings to be online, and the amalgamation of the Guidelines for Use of Active Reserves and Public Open Space by Personal Trainers were discussed.

- **Use of Active Reserves and Public Open Space by Personal Trainers**

Casual booking process for personal trainers being made online, their requirements, responsibilities and the fees and charges were discussed.

- **Breach of Seasonal Licence Agreements with Sporting Clubs**

Council Officers presented and discussed the changes to the Breach of Tenancy Policy. It was highlighted that majority of the sporting clubs adhere to Council guidelines and the policy is applied only a few times over the year. It was also recommended that clubs to be kept informed of their responsibilities and restrictions via newsletters and seasonal presentations.

- **Council's Climate Response Plan 2020 – 2030**

Council Officers presented and discussed the development of the Council's Climate Response Plan and the challenges faced by the community sporting and leisure groups.

In addition, the RLC has been involved in the discussion of special interest sport, leisure and recreation topics including:

- **Capital Works and Grants**

The Committee was kept informed of current and newly completed capital works programs. Sport and Recreation Victoria Grants, structured sporting facility projects, applications and the selection process were discussed.

- **Knox Young Sporting Leaders Program**

Council Officers discussed the new initiative with the Committee and the feedback included lowering the age group to accommodate more teenagers as there is a dropout of teenager participation in sport between 15 and 18 years of age.

- **Crime Prevention Through Environmental Design**

Council Officers discussed with the Committee how environmental design could minimise crime in sporting facilities and the measures clubs and Council do to assist lowering crime in the community.

- **Council's Role in the provision of Leisure Services**

- **Knox Sport and Leisure Awards**

Council Officers discussed the Knox Sport and Leisure Awards and sourced the views of the Committee. Suggestions to promote the event, clarity of selection criteria, encouraging junior nominations were discussed.

- **Leisure Minor Capital Works Grants Scheme Policy and Application Process**

- **Liquor and Gambling Responsibilities of Sporting Clubs**

Victorian Commission for Gambling and Liquor Regulation presented and discussed club responsibilities, current regulations, guidelines and possible penalties with the Committee.

- **Expect the Unexpected – How We Can Prepare Ourselves and Our Community**

Council Officers discussed how sporting and leisure clubs can prepare the community in an emergency.

- **This Girl Can Campaign**

Council Officers discussed the VicHealth initiative of getting more women and girls active, This Girl Can Campaign.

- **Knox Sporting Landscape**

Council Officers discussed the participation growth in sports in Knox and shared the statistics with the Committee.

- **Resilience Not Reliance**

Council Officers discussed the practicing of resilience building in the community in an emergency environment.

- **Club Development Program**

- **Changing of Summer and Winter Season Starting Dates**

Committee also discussed the merits and challenges in changing the summer and winter season starting dates.

Advice and information and approaches that assisted the development of the above Council policies, plans and projects included specialist advice, benchmarking information, knowledge sharing, and the exploration and testing of ideas.

The RLC also assists with the on-going development of a strong network and continued capacity building between Council and key stakeholders within the sport and recreation sector.

2.4 Efficiency and Effectiveness of the Committee

Council's Leisure Services unit coordinates the administration of the RLC, including the preparation of meeting agendas and minutes for a maximum of four meetings per year. Councillor representatives during 2019-20 were Councillor Jake Keogh, Councillor Tony Holland and Councillor Marcia Timmers-Leitch.

It is estimated that approximately 50 hours of the Leisure Services team, including meeting administration and presentation of meeting topics, is required to support meetings of the RLC per annum.

When reviewing the RLC, the outgoing members agreed that the RLC is extremely valuable in addressing issues which will directly affect the community and praised the networking opportunities that the RLC provides.

Throughout this review it was also noted that the frequency of four meetings per year was appropriate; however, the composition of the RLC would benefit from an increased level of female representation and members with diverse interests and background.

Council officers involved in administering the RLC consider that it functions effectively, and the feedback provided by RLC members on various topics is valuable.

2.5 Group Feedback

Further feedback was sought from the RLC members, including:

2.5.1 What Are the Positives of the RLC?

- Provides an opportunity for members to network and cross pollination of ideas.
- Provides an insight into Council and considers it would be beneficial to have other departments involved to get a better mutual understanding.
- Provides an opportunity for the members to gain a deeper understanding of Council efforts to improve the community.
- Ability to provide club/sport specific input for Council policies and strategies.

2.5.2 What Can be Improved?

- RLC members noted that the Committee represents a healthy cross section of the sporting and leisure community, but a better gender composition is desired.
- Prior delivery of discussion and reading material.
- Goal based approach for the Committee.

2.5.3 How Do They Feel About the Composition of the RLC?

The RLC members recommended a more diverse membership, including increasing female representation and representation from under-represented leisure groups and to consider the appointment of young people to the RLC.

2.5.4 Whether the Regularity of Meetings Was Adequate?

The RLC members agreed that the current regularity of meetings (four per annum) is adequate as it provides sufficient meetings to discuss important matters whilst not burdening the volunteers with commitments. Committee also acknowledged that Zoom meeting provided an opportunity for the committee to continue its meeting under the current restrictions. However, in person meetings were preferred.

2.5.5 Should the RLC Continue?

The RLC members unanimously agreed that the RLC is a valuable resource for Council and the Community and should continue.

2.6 Timeframe for the RLC 2021-2022

Given the feedback provided by the current members of the RLC, a proposed timeframe has been developed to appoint community members to the RLC for a further term (the timeline is detailed below). The application process would be undertaken in line with the RLC Terms of Reference.

The updated Terms of Reference has been attached to this report at Attachment A for Council approval.

Date	Task
30 November 2020	Council report Annual Review and seeking approval to renew group and Terms of Reference update
4 December 2020	Applications for Group membership open and advertise vacant positions.
11 January 2021	Applications Close at 4pm.
12-15 January 2021	Assessment of Applications
22 February 2021	Council meeting seeking approval of recommended group members
24 March 2021	Proposed first meeting of new RLC

2.7 Terms of Reference

The proposed Terms of Reference has been amended in accordance with the Council Committees Policy. All proposed changes are highlighted in Attachment 1 with a clean version provided at Attachment 2.

The key amendments to the proposed Terms of Reference are detailed below.

2.7.1 Objectives

Change to external funding to incorporate funding received from all sources (i.e., State and Federal Government).

2.7.2 Membership

The minimum attendance of 70% of meetings was increased to 75% due to the fact that the Committee meets four times a year (25% each meeting).

2.7.3 Casual Vacancies

This section was updated to include reference to the composition of the Committee to be inclusive, diverse, equitable, and representative of the broader Knox community.

2.7.4 Substitute representation for a committee meeting

This section was included to clarify the rules for substitute representation for a Committee meeting.

2.7.5 Voting

This section was updated to remove the reference to Committee members holding voting rights.

3. CONSULTATION

RLC members were surveyed to gain their feedback on the effectiveness of, and value added by the RLC, with the results of this survey discussed in section 2.4 of this report.

4. ENVIRONMENTAL / AMENITY ISSUES

The RLC considers matters that may affect the health and wellbeing of the Knox community and assist in the progression of key environmental and amenity improvements facing Council (e.g., sustainability of sporting facilities).

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to Council to support the RLC was approximately \$4,272.00 and is funded within Council's annual budget. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of the term recognition gifts for the volunteer members. Due to the current Covid19 Pandemic, four of the meetings were held via Zoom resulting an approximate saving of \$800 for catering.

- Officer hours - \$3,500.00.
- Catering for the RLC meetings - \$772.00.

6. SOCIAL IMPLICATIONS

The RLC provides advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Following the review of this Committee, it is proposed that this Committee continues to provide this advice.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 6 - We are healthy, happy and well.

Strategy 6.2 - Support the community to enable positive physical and mental health.

Goal 7 - We are inclusive, feel a sense of belonging and value our identity.

Strategy 7.3 - Strengthen community connections.

Goal 8 - We have confidence in decision making.

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities.

8. 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.

9. CONCLUSION

The RLC is an effective mechanism for community consultation and enables Council to achieve a positive collaboration with the community. This collaboration enables and informs the development of strategic plans and policies which are particularly relevant to sport, recreation and leisure programs and facilities in Knox.

The proposed renewal of the RLC highlights Council's progressive approach towards public participation and engagement and will enable Council to be effectively advised on various sports, recreation and leisure matters from community group representatives, sports association representatives and community members.

10. CONFIDENTIALITY

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

Attachments

1. Attachment 1 - Proposed Draft Terms of Reference Recreation Leisure Committee 2021-22 (tracked chang [9.2.1 - 8 pages]
2. Attachment 2 - Proposed Terms of Reference Recreation Leisure Committee 2021-22 (clean version) [9.2.2 - 8 pages]



Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Leisure Services Co-ordinator
Approval Date:	To be confirmed <u>30 November 2020</u>	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to ~~Sport & Recreation Victoria~~ external funding programs.

Advisory Committees, when established under this Policy, will be aligned to one of the following groups:

- Life Stages Group;
- Sustainable Development Group;
- Inclusive, Active and Creative Community Groups; and
- Grants Evaluation Group.

Whilst the individual committees will meet at the designated times within its Terms of Reference, each 'group' will meet once annually. This will generally be between October and December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.



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

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

3. Membership, Period of Membership and Method of Appointment

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor representatives (three) - Annually appointed by Council;
- General Community representatives;
- Sporting Association representatives ; and
- Sector representatives.

Membership representation is described below:

- Councillor representatives –Appointed annually;
- General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;
- Sporting Association representatives – Actively support a sporting code within the City of Knox; and
- Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.

It is expected that each member will attend a minimum of 7075% of meetings annually. If a member attends less than 7075% of meetings annually, Council has the ability to could appoint a replacement member if deemed necessary.

Applications

Applications for membership to the Committee will be assessed by officers, before a recommendation is provided to Council. Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the Committee.

~~Substitute~~

~~Should a member of the Committee be unable to attend a meeting, the said member has the ability to send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager – Youth, Leisure and Cultural~~



~~Services prior to the meeting. Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.~~

Casual Vacancies

Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, ~~and not sending a substitute~~, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term.

Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.

~~Should there be further clarity on how to determine priority eg Replace with qualities of the concluding member, or use the original ranking criteria, the~~ selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Should there be no suitable alternative candidate from the previous selection process; (inability to ensure that the composition of the Committee is inclusive, diverse and equitable); the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

Term

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and ~~2~~ two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and



- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

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.

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Synergies with existing committees

The Committee is the only Council committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in



to key issues (e.g Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).

The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.

6. Quorum

A quorum will be fifty per cent (50%) of the Committee membership plus one.

Substitute representation for a committee meeting

Should a sporting association member of the Committee be unable to attend a meeting, the said member could send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting.

Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

7. Meeting Procedures

The Committee will meet four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, 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 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.

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 will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

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

At the commencement of each financial-year-term 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.

8. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

9. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

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

The minutes of a Committee meeting must:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self-explanatory; and
- In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes of the Committee will be made available on Council's intranet.

~~Agendas and Minutes of the Committee will be made available to the public through the Council's website, with the exception of reports and attachments that may be confidential in nature~~

~~Agendas and meeting notes must be prepared for each meeting.~~

~~The Agenda must be provided to members of the committee not less than four days before the time fixed for the holding of the meeting.~~



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

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

10. Voting

~~All representatives appointed to the Committee have equal voting rights and in the event of a tie, the Chairperson will possess a deciding vote.~~

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

11. Conflict and Interest Provisions

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

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

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

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

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

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

~~A Committee member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.~~

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.

All members of the Advisory Committee ~~shall participate in~~ may be invited to attend annual training on ~~the~~ Conduct and Interest provisions ~~which will be run~~ a minimum of annually by the Governance team.



12. Reporting

The ~~Committee~~Council Officers will prepare a Council 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.~~

13. Administration Support

Administration support will be provided by the Youth, Leisure & Cultural Services Department.

14. Contact with the Media

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

15. Review Date

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

16. 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.



Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Leisure Services Co-ordinator
Approval Date:	To be confirmed	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

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- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
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- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the Committee.

Casual Vacancies

Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader



Knox community.

Should there be further clarity on how to determine priority eg Replace with qualities of the concluding member, or use the original ranking criteria, the selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

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Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

Term

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

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

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



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

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.

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Synergies with existing committees

The Committee is the only Council committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in to key issues (e.g Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).

The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.

6. Quorum

A quorum will be fifty per cent (50%) of the Committee membership plus one.



Substitute representation for a committee meeting

Should a sporting association member of the Committee be unable to attend a meeting, the said member could send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting.

Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

7. Meeting Procedures

The Committee will meet four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, 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 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.

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 will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

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

At the commencement of each term 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.

8. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.



The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

9. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

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

The minutes of a Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes of the Committee will be made available on Council's intranet.

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

10. Voting

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

11. Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and



- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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

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

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

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.

All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

12. Reporting

The Council Officers will prepare a Council report on an annual basis in line with their stated objectives. The report should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference.

13. Administration Support

Administration support will be provided by the Youth, Leisure & Cultural Services Department.

14. Contact with the Media

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

15. Review Date

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



16. 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.

10 Chief Executive's Office - Officers' Reports for consideration

10.1 Financial Performance Report for the Quarter Ended 30 September 2020

SUMMARY: Coordinator Management Accounting, James Morris

The Financial Performance Report for the period ended 30 September 2020 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2020.

1. INTRODUCTION

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible; resulting in sound financial management.

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2020-21 Annual Budget at its Ordinary Council Meeting held 22 June 2020.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the full year projected position as reflected by the forecast. The 2020-21 Forecast includes the following details:

- The 2020-21 Adopted Budget;
- Carry forward funding from 2019-20 into 2020-21 for both operational and capital works expenditure items - these funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account emerging events and matters.

2. DISCUSSION

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

3. CONSULTATION

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

4. ENVIRONMENTAL/AMENITY ISSUES

This report does not have any environmental or amenity issues for discussion.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position at 30 September 2020 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2019-20 into 2020-21, is on track to complete the current financial year within the targets established in the 2020-21 Adopted Budget.

For the period ended 30 September 2020, Council has achieved an operating surplus of \$98.081 million. This is \$3.590 million favourable to the year to date (YTD) Adopted Budget. Council expects to deliver an operating deficit of \$29.308 million, which is a \$7.074 million improvement on the Adopted Budget primarily due to carry forward income and expenditure from 2019-20 into 2020-21.

The total capital works expenditure for the period ended 30 September 2020 is \$8.940 million. This is \$2.968 million more than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$131.497 million and includes \$48.134 million in carry forward funding requirements from 2019-20 into 2020-21.

Council's cash and financial assets are \$20.793 million as at 30 September 2020 which is \$30.049 million less than budget. This reduction in cash is due to borrowings forecast to be borrowed in 2019-20 being deferred until the current financial year.

To support the local economy, Council's accounts team are currently amending the payment terms to 7 days (from our standard 30 days) for all local suppliers.

COVID-19

COVID-19 expenditure for the 2020-21 financial year to date is \$0.884 million. User fee income continues to be impacted by COVID-19, with the following centres remaining closed as at 30 September 2020: Knox Leisureworks, Rowville Community Centre, Ferntree Gully Community Centre, the State Basketball Centre, Boronia Basketball Stadium, Knox Regional Netball Centre and the Knox Community Arts Centre.

The 2020-21 Adopted Budget included a reduction in early year's income of \$1.750 million to allow for the impact of COVID-19, and included \$3.000 million for COVID-19 community and business support.

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. 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.

9. CONCLUSION

Council has achieved an operating surplus of \$98.081 million for the period ended 30 September 2020, which compares favourably with the year to date Adopted Budget operating surplus of \$94.491 million.

An operating deficit of \$29.308 million is forecast for 2020-21, largely driven by the planned disposal of the Knox Regional Sports Park and COVID-19 impacted operations.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Management Accounting, James Morris and
Acting Manager Business and Financial Services, Dennis Bastas

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Financial Performance Report - September 2020 [10.1.1 - 21 pages]



KNOX
your city



Financial Performance Report

For year to date ended 30 September 2020

Contents

Financial Performance Report for year to date ended 30 September 2020



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Executive Summary

Financial Performance Report for the year to date ended 30 September 2020



Introduction and Purpose

The Financial Performance Report for the year to date ended 30 September 2020 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of forecasts. Council adopted its 2020-21 Annual Budget at its Ordinary Council Meeting held 22 June 2020.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2020-21 Forecast includes carry forward funding from 2019-20 into 2020-21 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

Discussion of Financial Results

Forecast

The 2020-21 Forecast includes the following adjustments:

Income

- \$7.600M increase in Land Sales relating to Kingston Links, carried forward from 2019-20 into 2020-21;
- \$3.177M increase in Capital Grants and Contributions carried forward from 2019-20 into 2020-21;
- \$1.200M decrease in Public Open Space Contributions and \$0.400M decrease in Statutory Planning Application Fees – income of this nature is unpredictable and is directly contingent on Developer activities in the municipality; and
- Income adjustments made due to COVID-19 are included in the below COVID-19 section.

Expenses (Operating and Capital Works)

- \$20.441M in additional carry forward funding from 2019-20 into 2020-21 for both operational expenditure (\$3.166M) and capital works expenditure (\$17.275M). These funds are required for the successful completion and delivery of key outcomes and projects;
- The above carry forward of capital works expenditure is in addition to the \$30.859M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$48.134M);

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2020



Year-to-Date Operating Results

Operating Results	Year to Date			Full Year		
	Adopted			Adopted		
	Budget	Actual	Variance	Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Income	137,409	141,498	4,089	180,803	184,522	3,719
Expense	42,918	43,417	(499)	217,186	213,830	3,356
Surplus (Deficit)	94,491	98,081	3,590	(36,383)	(29,308)	7,074

Full year Forecast for Operating Results includes \$3.126M in carry forward net expenditure from 2019-20 in to 2020-21, together with \$1.581M in additional carry forward expenditure for capital works that is operational in nature.

Overall, there is a \$3.590M favourable variance between the YTD actual figures and the Adopted Budget.

The major variances include:

Income

- \$0.534M favourable variance for operating grants and \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards;
- \$1.537M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance;
- \$1.455M favourable variance for unbudgeted capital grants received; and
- \$0.548M unfavourable variance in Public Open Space Contributions.

Expenses (Operating and Capital Works)

- \$0.557M unfavourable variance in employee costs includes \$0.644M in unbudgeted employee costs relating to the Working for Victoria Fund; and
- \$1.178M favourable variance in Materials and Services due to the timing of activities and incoming invoices within various departments, in particular Waste Management (\$0.415M), Open Space Maintenance (\$0.313M), and Tree Maintenance (\$0.296M);
- Materials and Services includes a \$0.861M favourable variance in the COVID-19 Support Package; the utilisation of this package incorporates decreases in income, and expenditure from other categories such as contributions and donations.
- Unfavourable variances in Materials and Services include COVID-19 related materials and services totalling \$0.623M, as well as an unfavourable variance for insurance (\$0.457M).

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2020



Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget	Actual	Variance	Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Property	1,350	2,217	(866)	47,083	57,118	(10,035)
Plant and Equipment	1,107	1,174	(67)	15,452	14,572	880
Infrastructure	3,514	5,549	(2,035)	51,687	59,808	(8,121)
Total Capital Works Expenditure	5,971	8,940	(2,968)	114,222	131,497	(17,276)

Full year Forecast for Capital Works Expenditure includes \$48.134M in carry forward expenditure from 2019-20 into 2020-21.

The performance of the Capital Works Program including details of variances is reported in the Statement of Capital Works.

For the quarter ended 30 September 2020 the Capital Works Program shows an expenditure of \$8.940M – this is \$2.968M greater than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2019-20 into 2020-21, the forecast Capital Works Expenditure for the year is \$131.497M. No capital works have been identified as being required to be carried forward into 2021-22 at this stage.

Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget	Actual	Variance	Adopted Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Current Assets	174,200	148,113	(26,087)	52,571	52,240	(331)
Non-Current Assets	2,095,001	1,966,428	(128,573)	2,125,416	2,022,169	(103,247)
Total Assets	2,269,201	2,114,541	(154,660)	2,177,987	2,074,410	(103,577)
Current Liabilities	28,929	29,466	(538)	41,279	42,001	(722)
Non-Current Liabilities	45,787	4,453	41,334	73,096	69,995	3,101
Total Liabilities	74,716	33,920	40,796	114,375	111,996	2,379
Net Assets	2,194,486	2,080,621	(113,864)	2,063,612	1,962,414	(101,198)
Accumulated Surplus	802,562	791,353	(11,209)	687,741	686,406	(1,335)
Asset Revaluation Reserve	1,360,570	1,255,639	(104,931)	1,360,570	1,255,639	(104,931)
Other Reserves	31,354	33,630	2,276	15,301	20,369	5,068
Total Equity	2,194,486	2,080,621	(113,864)	2,063,612	1,962,414	(101,198)
Working Capital Ratio	6.02	5.03		1.27	1.24	

The Balance Sheet as at 30 September 2020 indicates a sustainable result. A comparison of total Current Assets of \$148.113M with total Current Liabilities of \$29.466M continues to depict a sustainable financial position (Working Capital Ratio of 5.03 to 1). The Working Capital Ratio for the same period last year was 6.11. Current Assets primarily comprises Cash and Cash Equivalents (\$19.493M), Other Financial Assets (\$1.300M) and Trade and Other Receivables (\$126.116M). Trade and Other Receivables includes \$123.169M of rates debtors (of which \$9.002M relates to arrears pre July 2020) and \$2.313M in other debtors.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2020



Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	114,167	0	0	9,002	123,169
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	46	35	51	450	582
Other Debtors	1,580	106	6	621	2,313
Total Trade and Other Receivables	115,793	141	57	10,125	126,116

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies, however this is currently being waived due to COVID-19. Rates Notices for the current financial year were delivered in early September, with the first instalment due on 30 September 2020. The due date for rates being paid in full is 15 February 2020.

Rates outstanding for more than 90 days is \$2.221M greater than at the same time last year, reflective of the decision to waive interest and not actively pursue late payments during the COVID-19 pandemic. COVID-19 related payment arrangements or extensions are in place for 391 ratepayers.

The majority of outstanding parking and infringement debtors outstanding for more than 90 days are on payment plans after being to either the Magistrates Court or Perin Court.

Trade and Other Payables are \$6.054M as at 30 September 2020, which is \$0.592 favourable to the Adopted Budget. Trade and Other Payables has decreased from \$12.814M as at 30 June 2020.

The working capital ratio of 5.03 is lower than the Adopted Budget working capital ratio of 6.02 due to forecast borrowings of \$40.906M for the 2019-20 financial year being deferred to the 2020-21 financial year and have yet to be taken up. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.24 at year end, slightly lower than the Adopted Budget working capital ratio of 1.27 as a result of the carry forward of capital and operational expenditure from 2019-20.

Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	50,842	19,493	(31,349)	37,222	25,743	(11,479)
Other Financial Assets	0	1,300	1,300	0	9,900	9,900
Total Funds Invested	50,842	20,793	(30,049)	37,222	35,643	(1,579)
Earnings on Investments	75	32	(43)	850	850	0

There was \$20.793M invested with various financial institutions as at 30 September 2020 – this includes Cash and Cash Equivalents (\$19.493M) and Other Financial Assets (\$1.300M). These funds include monies from trust funds and deposits and specific purpose reserves.

There are currently thirteen specific purpose reserves totalling \$33.630M as at 30 September 2020.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2020



The earnings on investments for the period ended 30 September 2020 was \$0.032M and is \$0.043M unfavourable to the YTD Adopted Budget as a result of lower interest rates and current holdings of Cash and Cash Equivalents and Other Financial Assets.

COVID-19 Reporting

Since the COVID-19 outbreak, Council has been tracking COVID-19 expenditure. For the period ending 30 September 2020, expenditure specifically relating to COVID-19 has been \$0.884M, while since the commencement of the pandemic this figure increases to \$2.250M.

The following centres remain closed due to the COVID-19 outbreak, impacting user fee revenue: Knox Leisureworks, Rowville Community Centre, Ferntree Gully Community Centre, the State Basketball Centre, Boronia Basketball Stadium, Knox Regional Netball Centre and the Knox Community Arts Centre.

Comprehensive Income Statement

for year to date ended 30 September 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Income								
Rates and Charges		121,933	122,190	257	0.21%	122,245	122,245	0
Statutory Fees and Fines		750	592	(158)	(21.06%)	3,295	3,295	0
User Fees		7,690	7,396	(294)	(3.82%)	17,468	17,186	(282)
Grants - Operating	1	4,584	7,300	2,716	59.24%	22,808	23,342	534
Grants - Capital	2	461	2,495	2,034	441.25%	3,335	5,685	2,350
Contributions - Monetary	3	1,759	1,158	(601)	(34.18%)	7,887	9,012	1,125
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	0	0	0
Other Income		231	367	136	58.62%	1,764	1,756	(8)
Total Income		137,409	141,498	4,089	2.98%	180,803	184,522	3,719
Expenses								
Employee Costs		18,897	19,454	(557)	(2.95%)	75,193	75,164	29
Materials and Services	4	15,909	14,731	1,178	7.40%	75,664	80,611	(4,946)
Depreciation		6,374	6,072	302	4.74%	24,606	24,336	270
Amortisation - Intangible Assets		0	223	(223)	(100.00%)	892	778	114
Amortisation - Right-of-Use Assets		248	102	146	58.95%	992	992	0
Contributions and Donations	5	1,316	2,628	(1,312)	(99.68%)	5,681	5,681	0
Borrowing Costs		297	0	297	100.00%	1,187	901	286
Finance Costs - Leases		10	5	5	49.81%	41	41	0
Bad and Doubtful Debts		17	77	(61)	(364.54%)	67	67	0
Other Expenses		141	60	81	57.36%	634	631	3
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(291)	63	(355)	(121.80%)	32,229	24,629	7,600
Total Expenses		42,918	43,417	(499)	(1.16%)	217,186	213,830	3,356
Surplus (Deficit)		94,491	98,081	3,590	3.80%	(36,383)	(29,308)	7,074
Total Comprehensive Income for the Year		94,491	98,081	3,590	3.80%	(36,383)	(29,308)	7,074

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Comprehensive Income Statement

for year to date ended 30 September 2020



Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.534M favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards - \$1.537M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance - \$0.165M favourable variance for CHSP COVID-19 grant - \$0.102M favourable variance for the child care special education grant <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.273M favourable variance in the child care benefit subsidy; this is offset by a \$0.286M decrease in child care parent fees received
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards - \$1.455M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$0.500M); the Playground Renewal Program (\$0.405M); the Modular Building Program (\$0.275M); and Family & Children's Buildings and Facilities (\$0.117M)
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.548M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
4	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.861M favourable variance in the COVID-19 Support Package; the utilisation of this package incorporates decreases in income, and expenditure from other categories such as contributions and donations - \$0.623M unfavourable variance for COVID-19 related materials and services expenditure, including personal protective equipment (\$0.236M); additional security patrols (\$0.145M); and additional cleaning and cleaning supplies (\$0.096M) - \$0.457M unfavourable variance for insurance, including \$281K unfavourable variance for public liability and professional indemnity insurance <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.415M favourable variance for Waste Management due to timing of invoices, particularly for receipt of recyclables (\$0.310M) - \$0.313M favourable variance for Open Space Maintenance, including a favourable variance of \$0.251M for Mowing - \$0.296M favourable variance for Tree Maintenance
5	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.149M unfavourable variance for COVID-19 related grants paid - \$0.135M unfavourable variance for \$1,000 COVID-19 contributions paid to not-for-profit groups <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.893M unfavourable variance due to the second quarter contribution to Eastern Regional Libraries Corporation being processed in September but budgeted for October - \$0.142M unfavourable variance for Community Grants paid

The 2020-21 Forecast includes \$3.126M in carry forward expenditure from 2019-20 into 2020-21 required for the completion and delivery of key operational projects. Also included is \$1.581M in carry forward expenditure for capital works that is operational in nature.

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2020



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Rates									
Rates and Valuation		(105,938)	(106,299)	361	0.34%	✔	(106,125)	(106,125)	0
Net (Income) / Expense - Rates		(105,938)	(106,299)	361	0.34%		(106,125)	(106,125)	0
CEO and Council									
Chief Executive Officer		155	141	15	9.35%	✔	635	635	0
Councillors		193	132	61	31.81%	✔	771	771	0
Strategy, People & Culture	1	2,330	2,014	316	13.55%	✔	6,256	7,282	(1,026)
Net (Income) / Expense - CEO and Council		2,678	2,286	392	14.62%		7,662	8,688	(1,026)
City Development									
Directorate City Development		131	120	11	8.46%	✔	526	526	0
City Planning & Building	2	(1,011)	(325)	(686)	(67.87%)	✘	(4,024)	(4,024)	0
City Safety and Health	3	1,115	1,276	(161)	(14.43%)	✘	2,841	3,075	(234)
City Futures	4	1,206	1,087	119	9.91%	✔	4,329	4,740	(411)
Net (Income) / Expense - City Development		1,442	2,158	(716)	(49.69%)		3,672	4,317	(645)
Knox Central									
Knox Central	5	245	78	167	68.16%	✔	976	1,073	(97)
Net (Income) / Expense - Knox Central		245	78	167	68.16%		976	1,073	(97)
Community Services									
Directorate Community Services	6	219	339	(121)	(55.20%)	✘	358	358	0
Community Wellbeing	7	2,342	3,327	(985)	(42.07%)	✘	9,643	9,792	(149)
Family and Children's Services	8	2,109	1,751	358	16.99%	✔	6,897	7,040	(143)
Active Ageing and Disability Services	9	414	208	207	49.92%	✔	2,451	2,450	1
Youth, Leisure and Cultural Services	10	1,522	1,198	324	21.27%	✔	4,017	4,475	(458)
Net (Income) / Expense - Community Services		6,606	6,823	(217)	(3.29%)		23,366	24,115	(749)
Corporate Development									
Directorate Corporate Services		111	32	79	71.04%	✔	440	440	0
Business & Financial Services	11	415	72	343	82.68%	✔	(790)	(1,035)	246
Governance	12	777	578	199	25.64%	✔	3,098	3,098	0
Information Technology		2,671	2,735	(64)	(2.40%)	!	6,814	6,814	0
Transformation		645	550	95	14.75%	✔	2,552	2,552	0
Communications		418	351	67	16.09%	✔	1,742	1,890	(148)
Net (Income) / Expense - Corporate Development		5,037	4,318	719	14.28%		13,858	13,760	98
Infrastructure									
Directorate Engineering and Infrastructure		177	139	39	21.78%	✔	701	701	(0)
Sustainable Infrastructure	13	(16,130)	(17,071)	940	5.83%	✔	2,232	2,426	(194)
Community Infrastructure		1,593	1,633	(39)	(2.47%)	!	6,348	6,538	(190)
Operations	14	3,929	3,048	881	22.42%	✔	15,704	15,704	0
Net (Income) / Expense - Infrastructure		(10,431)	(12,251)	1,820	17.45%		24,984	25,369	(384)

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⦿ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$1,537K favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance, with expenditure to date being \$769K - \$457K unfavourable variance for insurance, including \$281K unfavourable variance for public liability and professional indemnity insurance
2	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$548K unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality - \$153K unfavourable variance in Building Services user fee income, this is reflective of development activities
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$236K unfavourable variance for unbudgeted personal protective equipment purchased due to COVID-19
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable timing variance for the payment of COVID-19 business support grants
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$120K favourable variance in Contractors & Services costs due to the timing of the program's activities
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$135K unfavourable variance for \$1,000 COVID-19 contributions paid to not-for-profit groups
7	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$54K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$893K unfavourable variance due to the second quarter contribution to Eastern Regional Libraries Corporation being processed in September but budgeted for October - \$142K unfavourable variance for Community Grants paid
8	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$223K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards - \$102K favourable variance for the child care special education grant - \$398K unfavourable variance for kindergarten parent fees received; kindergarten fees not received due to kindergarten fees being free due to COVID-19 <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$273K favourable variance in the child care benefit subsidy; this is offset by a \$286K unfavourable variance in child care parent fees received - \$365K favourable variance for the Integrated Early Years Hubs employee costs and oncosts due to staff taking leave, and the delay in recruitment of some budgeted positions
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$164K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards - \$165K favourable variance for CHSP COVID-19 grant, partially offset by an unfavourable variance in Food Services employee costs and oncosts (\$99K)

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2020



Notes (continued):

10	<p>Permanent Variance: - \$84K favourable variance for operating grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards</p> <p>Timing Variance: - \$97K favourable variance in employee costs across the department, in part due to reduced services with the closure of community centres for COVID-19 - \$50K favourable variance for the delivery of mental health first aid training, resilience and awareness programs to all sporting clubs across the municipality as part of the COVID-19 community support package - \$48K favourable variance for Arts and Cultural Services materials and services expenditure due to the closure of community centres for COVID-19</p>
11	<p>Timing Variance: - \$297K favourable variance in interest expense due to the delay in budgeted borrowings</p>
12	<p>Timing Variance: - \$183K favourable variance for Elections costs</p>
13	<p>Permanent Variance: - \$333K favourable variance for Commercial Waste garbage charge - \$183K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins</p> <p>Timing Variance: - \$310K favourable variance for Receipt of Recyclables due to the timing of invoices</p>
14	<p>Timing Variance: - \$354K favourable variance in Tree Maintenance, including a favourable variance of \$213K for the Street Tree Pruning Program - \$258K favourable variance for Open Space Maintenance, including a favourable variance of \$251K for mowing - \$143K favourable variance in Workshop Services, including a favourable variance of \$102K for fuel</p>

Statement of Capital Works

for year to date ended 30 September 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Expenditure - Capital Works Program								
Property								
Land		0	0	0	0.00%	18,235	18,235	0
Buildings	1	1,350	2,217	(866)	(64.15%)	28,848	38,883	(10,035)
Total Property		1,350	2,217	866	64.15%	47,083	57,118	(10,035)
Plant and Equipment								
Artworks		0	0	0	0.00%	80	225	(145)
Plant, Machinery and Equipment		25	353	(328)	(1,293.03%)	2,391	2,751	(360)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0
Computers and Telecommunications		1,082	821	261	24.11%	12,981	11,596	1,385
Total Plant and Equipment		1,107	1,174	67	6.07%	15,452	14,572	880
Infrastructure								
Roads (including Kerb and Channel)		1,178	1,088	90	7.62%	10,133	10,731	(598)
Drainage		365	634	(269)	(73.68%)	4,265	5,126	(862)
Bridges		227	33	194	85.59%	1,625	2,958	(1,333)
Footpaths and Cycleways		820	1,237	(417)	(50.86%)	4,691	5,508	(817)
Off Street Car Parks		100	94	6	6.23%	1,075	1,174	(99)
Recreation, Leisure, Parks and Playgrounds	2	651	2,392	(1,741)	(267.23%)	29,505	33,748	(4,242)
Other Infrastructure		173	71	102	59.01%	393	562	(169)
Total Infrastructure		3,514	5,549	2,035	57.90%	51,687	59,808	(8,121)
Total Expenditure - Capital Works Program		5,971	8,940	(2,968)	(49.71%)	114,222	131,497	(17,276)
Represented by:								
Extension / Expansion		196	254	(58)	(29.30%)	3,963	5,134	(1,171)
Legal Requirements		0	15	(15)	(100.00%)	0	0	0
New		870	1,206	(336)	(38.64%)	43,411	50,185	(6,775)
Renewal		3,530	4,867	(1,337)	(37.88%)	39,430	42,988	(3,558)
Upgrade		1,375	2,598	(1,223)	(88.96%)	27,418	33,191	(5,773)
Total Expenditure - Capital Works Program		5,971	8,940	(2,968)	(49.71%)	114,222	131,497	(17,276)
Funding Source for Capital Works Program								
External Funding								
Contributions - Monetary - Capital		0	25	25	100.00%	1,155	2,280	1,125
Grants - Capital	3	461	2,495	2,034	441.25%	3,335	5,685	2,350
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	33,935	74,841	40,906
Other Income - Capital		0	8	8	100.00%	0	0	0
Total External Funding		461	2,527	2,067	448.37%	38,425	82,806	44,381
Internal Funding								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		292	193	(99)	(33.95%)	11,917	19,517	7,600
Reserves	4	1,142	2,399	1,257	110.03%	21,587	23,979	2,392
Rate Funding		4,077	3,821	(256)	(6.27%)	42,292	5,195	(37,097)
Total Internal Funding		5,510	6,412	902	16.37%	75,797	48,691	(27,105)
Total Funding Source for Capital Works Program		5,971	8,940	2,968	49.71%	114,222	131,497	17,276
Carry forward expenditure from 2019-20							48,134	
Carry forward expenditure to 2021-22							-	
Movement in carry forward expenditure							48,134	

Statement of Capital Works

for year to date ended 30 September 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Permanent Variance: - Unfavourable variances due to utilisation of carry forward funds for the Building Renewal Program (\$0.503M); the Rowville Reserve Multipurpose Community Facility (\$0.348M); and the Batterham Reserve Pavilion Refurbishment (\$0.139M)</p> <p>Timing Variance: - Favourable variance relating to timing of activities for Stamford Park (\$0.153M); and the Knox Skate & BMX Park New Youth Pavilion (\$0.100M)</p>
2	<p>Permanent Variance: - Unfavourable variances due to utilisation of carry forward funds for the Playground Renewal Program (\$0.358M); Templeton Reserve Tennis Court Renewals (\$0.293M); the RD Egan Lee Reserve Masterplan (\$0.286M); the Scoresby Village Masterplan (\$0.280M); and the Lewis Park Masterplan (\$0.100M)</p>
3	<p>Permanent Variance: - \$0.800M favourable variance for capital grants that were received in 2019-20 but have been treated as unearned income as at 30 June 2020 in accordance with the new accounting standards - \$1.455M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$0.500M); the Playground Renewal Program (\$0.405M); the Modular Building Program (\$0.275M); and Family & Children's Buildings and Facilities (\$0.117M)</p>
4	<p>Permanent Variance: - Favourable variance of \$0.599M due to 50% of the 2020-21 Victoria Grants Commission being received in June 2020, and transferred from Reserves in July 2020 - Favourable variances due to utilisation of carry forward funds for the RD Egan Lee Reserve Masterplan (\$0.286M); and the Scoresby Village Masterplan (\$0.280M)</p> <p>Timing Variance: - Unfavourable variance relating to timing of activities for the Modular Building Program (\$0.242M); and Stamford Park (\$0.153M)</p>

The 2020-21 Forecast includes \$48.134M in carry forward expenditure from 2019-20 into 2020-21 required for the successful completion and delivery of key capital works projects (including \$1.581M in carry forward expenditure for capital works that is operational in nature). As at 31 August 2020, no approved capital works projects for 2020-21 have been identified as being required to be carried forward into 2021-22.

Balance Sheet

as at 30 September 2020



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Current Assets								
Cash and Cash Equivalents	1	50,842	19,493	(31,349)	(61.66%)	37,222	25,743	(11,479)
Other Financial Assets	2	0	1,300	1,300	100.00%	0	9,900	9,900
Trade and Other Receivables		122,193	126,116	3,923	3.21%	14,184	16,030	1,846
Other Current Assets	3	1,156	7	(1,149)	(99.42%)	1,156	562	(594)
Non-Current Assets classified as Held for Sale	4	0	1,194	1,194	100.00%	0	0	0
Inventories		9	3	(6)	(70.57%)	9	6	(3)
Total Current Assets		174,200	148,113	(26,087)	(14.98%)	52,571	52,240	(331)
Non-Current Assets								
Investment in Associates		4,604	4,920	316	6.87%	4,604	4,920	316
Property, Infrastructure, Plant and Equipment		2,084,036	1,960,259	(123,776)	(5.94%)	2,116,148	2,014,248	(101,900)
Right-of-Use Assets	5	4,536	857	(3,678)	(81.10%)	3,730	2,273	(1,457)
Intangible Assets	6	1,826	391	(1,435)	(78.58%)	934	728	(206)
Total Non-Current Assets		2,095,001	1,966,428	(128,573)	(6.14%)	2,125,416	2,022,169	(103,247)
Total Assets		2,269,201	2,114,541	(154,660)	(6.82%)	2,177,987	2,074,410	(103,577)
Current Liabilities								
Trade and Other Payables		6,645	6,054	592	8.91%	14,600	12,814	1,786
Trust Funds and Deposits	7	2,118	3,537	(1,419)	(66.98%)	2,118	1,626	492
Unearned Income		0	0	0	0.00%	0	1,334	(1,334)
Provisions - Employee Costs	8	15,588	19,141	(3,554)	(22.80%)	16,060	18,353	(2,293)
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		544	385	159	29.31%	544	385	159
Interest-Bearing Loans and Borrowings	9	2,672	0	2,672	100.00%	6,626	6,706	(80)
Lease Liabilities	10	1,362	350	1,011	74.27%	1,331	783	548
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		28,929	29,466	(538)	(1.86%)	41,279	42,001	(722)
Non-Current Liabilities								
Provisions - Employee Costs		837	1,079	(242)	(28.94%)	837	1,097	(260)
Interest-Bearing Loans and Borrowings	11	37,343	0	37,343	100.00%	64,652	64,572	80
Provision - Landfill Rehabilitation	12	5,112	2,851	2,261	44.22%	5,112	2,851	2,261
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities	13	2,495	523	1,972	79.04%	2,495	1,475	1,020
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		45,787	4,453	41,334	90.27%	73,096	69,995	3,101
Total Liabilities		74,716	33,920	40,796	54.60%	114,375	111,996	2,379
Net Assets		2,194,486	2,080,621	(113,864)	(5.19%)	2,063,612	1,962,414	(101,198)
Equity								
Accumulated Surplus		802,562	791,353	(11,209)	(1.40%)	687,741	686,406	(1,335)
Asset Revaluation Reserve		1,360,570	1,255,639	(104,931)	(7.71%)	1,360,570	1,255,639	(104,931)
Other Reserves		31,354	33,630	2,276	7.26%	15,301	20,369	5,068
Total Equity		2,194,486	2,080,621	(113,864)	(5.19%)	2,063,612	1,962,414	(101,198)

Balance Sheet

as at 30 September 2020



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:	
✔	0% or greater.
⚠	Less than 0% and greater than negative 10%.
✘	Negative 10% or less.
Notes have been provided for items with the following variances:	
1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.	
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.	
Notes:	
1	Timing Variance: - \$30.049M unfavourable variance in the cash and cash equivalents balance (including other financial assets) is due to borrowings forecast to occur by 30 June 2020 being yet to occur (\$40.906M)
2	Timing Variance: - Other financial assets are term deposits currently held with an original maturity date of more than 90 days
3	Timing Variance: - Prepayments are taken up at financial year end
4	Timing Variance: - \$1.194M favourable variance for land and buildings that have been agreed to sell
5	Timing Variance: - Right-of-use assets are assets that Council has the right to use over the life of a lease; these primarily relate to IT and property assets
6	Timing Variance: - Intangible Assets incorporates Corporate Software; Corporate Software purchased during this financial year will be capitalised at the end of June 2021
7	Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.901M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2020
8	Timing Variance: - \$3.179M unfavourable variance for employee costs provisions is reflective of employee leave taken, together with movements in discount rates used as at 30 June 2020
9	Timing Variance: - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up
10	Timing Variance: - Lease liabilities are lease payments that Council owe for leases that include a right-of-use asset; these primarily relate to IT and property assets
11	Timing Variance: - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up
12	Timing Variance: - Provision for Landfill Rehabilitation reflects net present value of estimated future rehabilitation costs as at 30 June 2020
13	Timing Variance: - Lease liabilities are lease payments that Council owe for leases that include a right-of-use asset; these primarily relate to IT and property assets



Cash Flow Statement

for year to date ended 30 September 2020

Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)	Adopted Budget	Forecast	Variance Fav/(Unfav)		
		\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S		
Cash Flows from Operating Activities									
Receipts									
Rates and Charges		17,727	15,991	(1,737)	(9.80%)	⚠	121,734	121,734	0
Statutory Fees and Fines		750	592	(158)	(21.06%)	✘	3,295	3,295	0
User Fees		5,496	5,719	223	4.06%	✔	17,432	17,149	(282)
Grants - Operating	1	2,847	5,530	2,683	94.21%	✔	22,797	23,331	534
Grants - Capital	2	244	2,273	2,030	832.46%	✔	3,334	5,684	2,350
Contributions - Monetary	3	1,542	937	(605)	(39.26%)	✘	7,886	9,011	1,125
Interest Received		75	32	(43)	(56.93%)	✘	850	850	0
Other Receipts		156	335	178	114.01%	✔	914	906	(8)
Net Movement in Trust Deposits	4	42	1,952	1,910	4,548.17%	✔	42	42	0
Employee Costs		(19,005)	(18,320)	686	3.61%	✔	(74,829)	(74,800)	29
Materials and Services		(22,875)	(22,955)	(80)	(0.35%)	⚠	(75,518)	(80,464)	(4,946)
Contributions and Donations		(2,850)	(2,831)	19	0.66%	✔	(5,624)	(5,624)	0
Short Term, Low Value and Variable Lease Payments		(2)	(2)	0	0.00%	✔	(8)	(8)	0
Other Payments		(141)	(60)	81	57.36%	✔	(634)	(631)	3
Net Cash Provided by / (Used in) Operating Activities		(15,993)	(10,806)	5,187	32.43%		21,672	20,476	(1,196)
Cash Flows from Investing Activities									
Payments for Property, Infrastructure, Plant and Equipment	5	(5,971)	(8,940)	(2,968)	(49.71%)	✘	(98,461)	(114,155)	(15,695)
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		292	193	(99)	(33.77%)	✘	11,917	19,517	7,600
Payments for investments	6	0	(1,300)	(1,300)	(100.00%)	✘	0	(9,900)	(9,900)
Proceeds from sale of investments	7	4,300	9,900	5,600	130.23%	✔	4,300	9,900	5,600
Net Cash Used in Investing Activities		(1,380)	(146)	1,233	89.38%		(82,244)	(94,638)	(12,395)
Cash Flows from Financing Activities									
Proceeds of Borrowings		0	0	0	0.00%	✔	33,935	74,841	40,906
Repayment of Borrowings	8	(891)	0	(891)	(100.00%)	✘	(3,563)	(3,563)	0
Finance costs		(297)	0	(297)	(100.00%)	✘	(1,187)	(901)	286
Interest Paid - Lease Liability		(10)	(5)	(5)	(49.81%)	✘	(41)	(41)	0
Repayment of Lease Liabilities		(253)	(133)	(120)	(47.43%)	✘	(1,015)	(1,015)	0
Net Cash Provided by / (Used in) Financing Activities		(1,451)	(138)	(1,313)	(90.48%)		28,129	69,321	41,192
Net increase / (decrease) in Cash and Cash Equivalents		(18,823)	(11,091)	(7,732)	(41.08%)		(32,443)	(4,841)	27,602
Cash and Cash Equivalents at the Beginning of the Financial Year		69,665	30,584	(39,081)	(56.10%)		69,665	30,584	(39,081)
Cash at the End of the Year		50,842	19,493	(31,349)	(61.66%)		37,222	25,743	(11,479)



Cash Flow Statement

for year to date ended 30 September 2020

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$1.537M favourable variance for unbudgeted operating grants received in relation to the Working for Victoria Fund; there will be a corresponding increase in unbudgeted expenditure to offset this favourable variance - \$0.165M favourable variance for CHSP COVID-19 grant - \$0.102M favourable variance for the child care special education grant <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.273M favourable variance in the child care benefit subsidy; this is offset by a \$0.286M decrease in child care parent fees received
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$1.455M favourable variance for unbudgeted capital grants received, including for the Knox Regional Netball Centre (\$0.500M); the Playground Renewal Program (\$0.405M); the Modular Building Program (\$0.275M); and Family & Children's Buildings and Facilities (\$0.117M)
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.548M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - Trust Deposits includes \$1.901M collected for the fire services levy; this is payable to the State Revenue Office by the 28th October 2020
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$2.968M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Payments for investments are term deposits with a maturity of greater than 90 days that have been invested during the 2020-21 financial year and have yet to mature
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Proceeds from the sale of investments are term deposits held at 30 June 2020 with a maturity of greater than 90 days that have matured during the 2020-21 financial year
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up



Financial Performance Indicators

as at 30 September 2020

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes	
		Expected Bands	Adopted Budget	Forecast		
<p>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p>						
<p>Adjusted Underlying Result</p>						
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	(23.25%)	(21.18%)	✓	1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p>						
<p>Working Capital</p>						
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	127.36%	124.38%	✗	2
<p>Unrestricted Cash</p>						
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	58.46%	53.31%	✗	3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p>						
<p>Loans and Borrowings</p>						
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	58.31%	58.31%	ⓘ	4
<p>Debt Commitments</p>						
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	3.89%	3.65%	ⓘ	5
<p>Indebtedness</p>						
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	50.49%	48.45%	✓	6

Financial Performance Indicators

as at 30 September 2020



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	96.19%	105.38%	✔ 7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	69.37%	69.28%	ⓘ 8

✔ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.
 ⓘ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
 ✘ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

Notes:

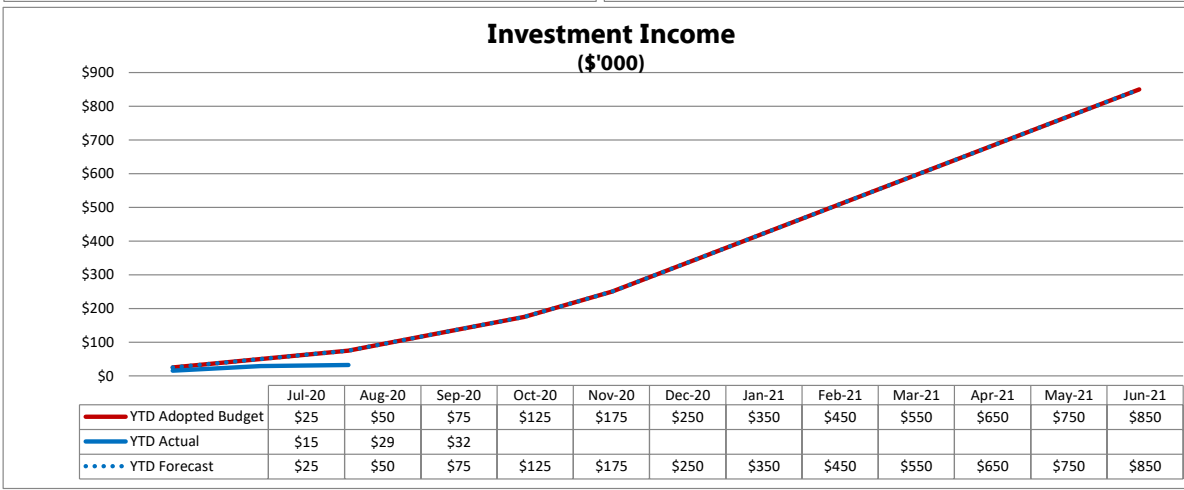
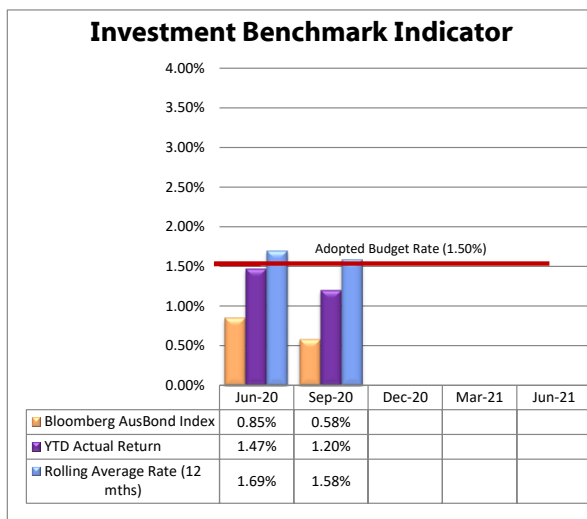
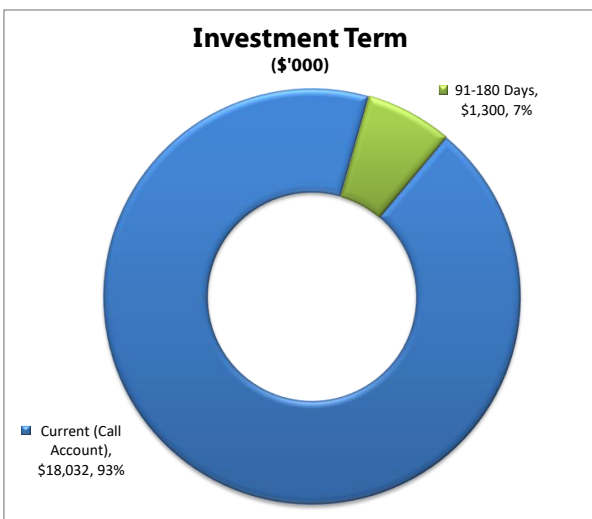
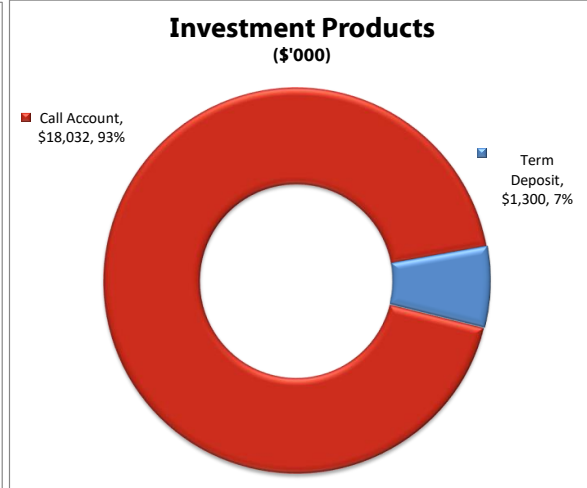
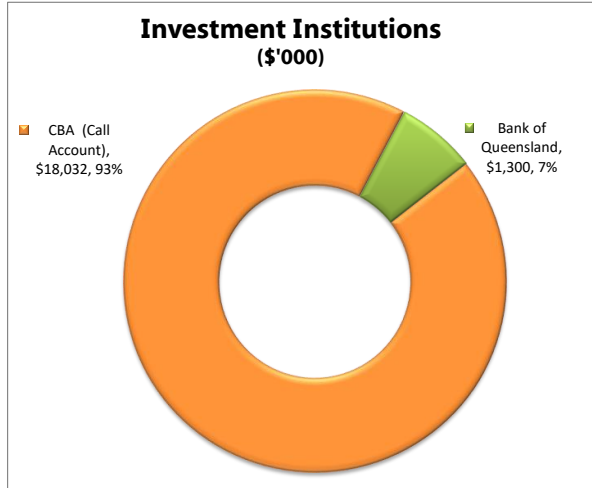
1	Permanent Variance: - The adjusted underlying result ratio is outside the expected bands due to the budgeted transfer of the Knox Regional Sports Park assets to the Victorian Government - The forecast underlying result has been impacted by the carry forward of income and expenditure from the 2019-20 financial year
2	Timing Variance: - The working capital ratio is within the expected bands
3	Timing Variance: - The unrestricted cash ratio is within the expected bands
4	No Variance: - The loans and borrowings ratio is within expected bands
5	Timing Variance: - The debt commitments ratio is within expected bands - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be taken up
6	Timing Variance: - The indebtedness ratio is within expected bands
7	Timing Variance: - Forecast asset renewal is within the expected band - The anticipated increase in the ratio is due to the carry forward of capital works from 2019-20 in to 2020-21
8	Timing Variance: - The rates concentration ratio is within the expected bands



Investment Analysis

as at 30 September 2020

A total amount of \$19.33 million in funds were invested with various financial institutions as at 30 September 2020



10.2 Proposal to Sell Council Property - 2A Francis Crescent, Ferntree Gully

SUMMARY: Acting Senior Property Officer, Paige Kennett

This report was presented to Council at the September 2020 Council Meeting where it was resolved to be deferred to the next Council Meeting following the election period.

The report is now brought to Council following completion of the statutory process and now recommends for sale, Council land located at 2A Francis Crescent, Ferntree Gully.

RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

- 1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173;**
- 2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale; and**
- 3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.**

1. INTRODUCTION

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing funds tied up in these assets in order to acquire, develop or improve other assets. Council was approached by the abutting property owner at 2 Francis Crescent, Ferntree Gully to purchase 2A Francis Crescent, Ferntree Gully. At the July 2020 Council meeting, Council resolved to complete the statutory process to sell Council land. With the statutory process now complete, Council may now resolve upon this matter.

2. DISCUSSION

The Strategic Planning Committee (SPC) at its meeting on 13 July 2020, resolved as follows:

That Council:

- 1. Note the sale of 2A Francis Crescent did not proceed following the statutory process being completed.*
- 2. Initial policy assessment indicates that 2A Francis Crescent, Ferntree Gully, as shown in Attachment 1, identified as Lot 1 on TP 92088IU within Certificate of Title Volume 8892 Folio 173 is not required, and therefore recommend Council to:*
 - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject land to the owner of 2 Francis Crescent by private treaty for no less than the price noted on the current valuation (plus GST);*
 - b. Pursuant to Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the subject land in The Age or Herald Sun newspaper;*

- c. Appoint a Committee of Council comprising Cr Keogh, Cr Holland and Cr Lockwood to consider submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 at 5.00pm on Wednesday 26 August 2020.*
- 3. A further report will be presented to a Council or Strategic Planning Committee meeting to enable consideration of the submissions and the final determination of the matter.*

Following Council's resolution, Council officers commenced the statutory process in accordance with the Local Government Act 1989, including publication of a public notice declaring Council's intent to sell the property. The notice also outlined the process for people to make a submission about the proposed sale.

At the conclusion of the submission process, no submissions were received.

Council at its meeting on 21 September 2020, the motion was withdrawn by the mover and the seconder with leave of Council, resolving to defer this Item to the next Council Meeting as early as practicable.

It is now recommended to sell 2A Francis Crescent, Ferntree Gully to the abutting property owner by private treaty at market value as determined by a certified valuer.

Think Childcare, the property owner of 2 Francis Crescent, has agreed to purchase 2A Francis Crescent, Ferntree Gully from Council at market value.

3. CONSULTATION

Public consultation was completed in accordance with the Local Government Act 1989.

4. ENVIRONMENTAL/AMENITY ISSUES

Amenity issues such as impact on neighboring properties and landscaping will be considered as part of any future planning application.

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is proposed to sell the property at market value, as determined by a certified valuer, by private treaty to the abutting property owner at 2 Francis Crescent, Ferntree Gully, with the proceeds from the proposed sale of 2A Francis Crescent, Ferntree Gully, being added to the municipal fund.

6. SOCIAL IMPLICATIONS

There are no identified social implications associated with this report.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. 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.

9. CONCLUSION

Having completed the statutory process, it is now recommended to sell 2A Francis Crescent, Ferntree Gully by private treaty to the abutting property owner at 2 Francis Crescent, at market value as determined by a certified valuer.

10. CONFIDENTIALITY

Confidential information is contained in the Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020, as the information relates to Council business information that would prejudice the Council's position in commercial negotiations regarding the sale of property if prematurely released.

Report Prepared By: Acting Senior Property Officer, Paige Kennett

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

Confidential Attachment 1 is circulated under separate cover

11 Items for Information

11.1 ICT Capital Works Report

SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as 12 November 2020.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 12 November 2020.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2020/2021 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 12 November 2020 is attached in Confidential Attachment 1. Highlights of the Works Report as at 12 November 2020 include:

1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development

Contract signed by vendor Bliss Digital and CEO 22 October 2020, following Council approval in September 2020. Development commencement date confirmed as Wednesday 18 November 2020, with website phase 1 go-live date end April 2021.

812 - Asset Management System

Project Implementation phase progressing to schedule. Data Transfer specifications workshops completed for all 33 Asset data imports. Interface workshops for Pathway, Computron, Knox Explorer, IntraMaps completed, with work progressing for Contracts Management/ProjectPro and Facilities Booking system, anticipated completion 20 November 2020. Project implementation timelines on schedule for staged Go Live in May 2021.

1036 – HR System Enhancement

Benefits tracking continues for Recruitment work package delivered earlier in the year. The production version of Humanforce is on track to be installed mid November. Bugs were identified in Humanforce requiring an upgrade for resolution. Testing of the upgrade is in progress. The first teams are on track for go live from 23 November 2020. Super users have received training and training for the first go live teams is scheduled. Transition for remaining departments is planned, with some delays expected due to the restructure. The project remains within budget.

1034 - Business Intelligence

Project Implementation in progress with Sprint 1 for Strategy, People & Culture completed, with a stakeholder showcase on 6th November and subsequent release for production use. Sprint 1 was slightly delayed due to data complexity issues. Sprint 2 for Finance team in progress and on schedule. Further Sprints and EMT discussions being realigned based on new organisational structure changes.

1031 – ICT Spatial Capability

Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for Intramaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.

1369 – Master Data Management

The vendor engagement and scoping phase of the project is moving ahead and will continue through until mid-January 2021. Data analysis work has concluded, vendor activity scheduled in November includes targeted stakeholder engagement and benchmarking of other Councils. The project saw a change of project managers at the end of October, with interim arrangements in place until a replacement is recruited.

1371 – Community Engagement Participation Platform

Request for Tender process complete, Procurement Report approved by CEO with Harvest Digital Planning awarded contract, signed October 2020. Currently in site design phase prior to platform configuration.

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.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that:

- the information includes Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- information which has been previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

Report Prepared By: **Acting Manager Information and Communications Technology,
Paul Barrett**

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

Attachments

1. ICT Status Report # 9 [**11.1.1** - 3 pages]
Confidential Attachment 1 is circulated under separate cover

Knox City Council Project Status Report

12-Nov-2020

Project Number	Project Name
789	Facilities Booking Solution
All Wards	User Acceptance testing of the new system is well advanced with Communications and Deployment activities about to commence. Go Live date delayed due to protracted UAT and handover to new Project Manager. Targeting early Dec Go Live
812	Asset Management Information System
All Wards	Project Implementation phase progressing to schedule. Data Transfer specifications workshops completed for all 33 Asset data imports. Interface workshops for Pathway, Computron, Knox Explorer, IntraMaps completed, with work progressing for Contracts Management/ProjectPro and Facilities Booking system, anticipated completion 20 November, 2020. Project implementation timelines on schedule for staged Go Live in May 2021
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
977	Pathway Program
All Wards	<p>Completed in October: Outdoor Dining permit applications online went live, enabling café and restaurants to submit plans to council for extended dining areas in public areas. This was a new service delivered in response to a State Government grant program to enable councils to provide the necessary infrastructure to support this initiative.</p> <p>Project work will subsequently commence on general Street Trading permits online, focussing on standard Local Law trading requirements. Planning Written Advice applications online – build and testing completed, the planned go live for this new service is mid-November. This will enable customers to receive written advice regarding whether planning approval is required for proposed work to property. Internal Building Maintenance Requests (Sports Clubs) – Due to scaling back of Covid-19 restrictions, plan will be to recommence this project in November. Late with Low Impact - Municipal Building Permits online – further development work to online process conducted this month. Expected go live delayed until November.</p>
1031	Spatial Capability
All Wards	Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for IntraMaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.
1034	Business Intelligence
All Wards	Project Implementation in progress with Sprint 1 for Strategy, People & Culture completed, with a stakeholder showcase on 6th November and subsequent release for production use. Sprint 1 was slightly delayed due to data complexity issues. Sprint 2 for Finance team in progress and on schedule. Further Sprints and EMT discussions being realigned based on new organisational structure changes.

Knox City Council Project Status Report

12-Nov-2020

Project Number	Project Name
1036	HR System
All Wards	Benefits tracking continues for Recruitment work package delivered earlier in the year. The production version of Humanforce is on track to be installed mid November. Bugs were identified in Humanforce requiring an upgrade for resolution. Testing of the upgrade is in progress. The first teams are on track for go live from 23rd November. Super users have received training and training for the first go live teams is scheduled. Transition for remaining departments is planned, with some delays expected due to the restructure. The project remains within budget.
1037	Project Management Office - ICT Governance
All Wards	Tracking as planned
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	Contract signed by vendor Bliss Digital and CEO 22 October 20, following Council approval in September 20. Development commencement date confirmed as Wednesday 18 November, with website phase 1 go-live date end April 2021.
1245	Corporate Reporting Solutions
All Wards	This project has funding available to commence in FY20/21, the target date will be agreed at ICT Governance Committee in December 2020.
1257	Project Management Office
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Data Integration
All Wards	Data integration review kicking off in FY20/21 to ensure solutions and data are effectively connected to deliver ICT community and staff outcomes.
1369	Master Data Management
All Wards	The vendor engagement and scoping phase of the project is moving ahead and will continue through until mid January 2021. Data analysis work has concluded, vendor activity scheduled in November includes targeted stakeholder engagement and benchmarking of other Councils. The project saw a change of project managers at the end of October, with interim arrangements in place until a replacement is recruited.
1371	Participation Platform
All Wards	Request for Tender process complete, Procurement Report approved by CEO with Harvest Digital Planning awarded contract, signed October 2020. Currently in site design phase prior to platform configuration.

Knox City Council Project Status Report

12-Nov-2020

Project Number	Project Name
1373	Active Aging System Platform
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
1374	Early Years Platform
	The Transformation team are currently working with Family and Children's Services Early Years to to implement activities which will create the additional capacity required to commence the ICT Project. Project commencement date is to be confirmed in November 2020.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
1377	Cloud Solutions
All Wards	Project waiting to be scheduled
1379	Customer Relationship Management (CRM)
All Wards	This project is due to commence in late FY 20/21

12 Notices of Motion

13 Supplementary Items

14 Urgent Business

15 Questions Without Notice

16 Confidential Items

SUPPLEMENTARY AGENDA



Meeting of Council

To be held on

Monday 30 November 2020 at 7:00 pm

Note: Due to COVID-19 restrictions the Civic Centre is closed to the public and there will be no access to the public gallery for this meeting.

In accordance with the requirements of the Local Government Act 2020, this meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at www.knox.vic.gov.au/meetings

13 Supplementary Items

13.1 Audit and Risk Committee - Independent Member Appointment

SUMMARY: Manager Governance, Phil McQue

This report considers the outcome of the recruitment process for an Independent Member to the Audit and Risk Committee, and recommends the appointment of the preferred candidate in accordance with the Audit and Risk Committee's Charter.

RECOMMENDATION

That Council

- **Appoint the preferred candidate as provided in Confidential Attachment 1 as the Independent Member for the period 1 December 2020 to 1 December 2023, in accordance with the Audit and Risk Committee Charter; and**
- **Resolve to make an ex gratia payment of \$1,500 to Ms Lisa Tripodi, Chairperson of the Audit and Risk Committee, for her service assisting with the recruitment process.**

1. INTRODUCTION

Knox Council's Audit and Risk Committee (the Committee) is an independent Advisory Committee, established under section 53 of the Local Government Act 2020 (the Act).

Council adopted the Committee's Charter in August 2020, amending its membership as required by the Act to comprise five members appointed by Council as follows:

- Three Independent Members; and
- Two Councillors.

Council at its August 2020 Meeting also resolved to appoint Ms Lisa Tripodi and Mr Homi Burjorjee to the Committee as Independent Members, with their terms concluding 31 May 2023 and 30 June 2022 respectively.

Council also noted that an Expression of Interest for the third Independent Member was in progress with a report to be submitted to Council in November 2020.

The Committee's Charter provides that Independent Members shall be appointed for three year terms. At the conclusion of their first term, independent members may be reappointed for one additional three-year term subject to satisfactory performance, to a maximum of six years' service in total.

A 'Recruitment and Selection Panel', comprising Mayor Cooper, the Chief Executive Officer, the Chairperson Audit and Risk Committee and the Director City Development – Interim Governance, was established to undertake the recruitment of the Independent Member.

2. DISCUSSION

An advertisement was placed in *The Age*, the Australian Institute of Company Directors and Council's LinkedIn and e-recruitment page seeking applications for an Independent Member.

Applications were required to address the selection criteria below as provided in the Committee's Charter:

- Level and breadth of senior business, management, finance and accounting and/or audit experience and qualifications;
- Level of familiarity with Government operations, including financial reporting, auditing requirements, risk management, business ethics and corporate governance; and
- Previous Audit and/or Risk Committee experience.

A total of 41 applications were received, the majority of which were of very high quality, calibre and capability. Four applicants were shortlisted for interview on 23 November 2020 with the Recruitment and Selection Panel.

Following the interview and evaluation process, the Recruitment and Selection Panel unanimously identified a preferred candidate for appointment as the Independent Member, with the application and their curriculum vitae shown at confidential attachment 1 and 2.

The preferred candidate is very highly qualified and has had extensive senior level management, finance, risk management and audit experience in both public and private practice. The preferred candidate is an Independent Member (and Chairperson) of Audit Committees at over ten Victorian councils and statutory bodies.

3. CONSULTATION

Nil.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Independent Members of Council's Audit and Risk Committee receive an annual remuneration of \$7,549.66, indexed annually by the Consumer Price Index.

The Chairperson of the Audit and Risk Committee committed several hours to the recruitment process and it is recommended that this be recognised by an ex gratia payment of \$1,500.

6. SOCIAL IMPLICATIONS

Nil.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

8. 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.

9. CONCLUSION

The preferred candidate has extensive corporate and public sector experience at a senior management level and considerable experience participating as an Independent Member in Council Audit Committees, with the expertise and experience required to provide Council with high level professional advice on matters that will be considered by the Audit and Risk Committee.

10. CONFIDENTIALITY

Attachment 1 and 2 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the *Local Government Act 1989*, as the information relates to personal information, including names, addresses, information that reveals a person's identity that would be unreasonable to disclose in a public report and being the names and details of a prospective committee member which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

Report Prepared By: **Manager Governance, Phil McQue**

Report Authorised By: **Director City Development - Interim Governance, Matt Kelleher**

Attachments

Confidential attachments 1 and 2 have been circulated under separate cover.