

AGENDA



Meeting of the Strategic Planning Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 12 September 2022 at 7:00 PM

This meeting will be conducted as a hybrid
meeting

Order of Business

1 Apologies3

2 Declarations Of Conflict Of Interest.....3

3 Confirmation Of Minutes3

4 Considering And Ordering Upon Officers’ Reports.....3

 4.1 Early Years Advisory Committee- Appointments of New Members3

 4.2 Environment Advisory Committee Terms of Reference8

 4.3 Knox Community Awards Terms of Reference17

 4.4 ICT Capital Works Report35

 4.5 Capital Works Program Monthly Report.....40

5 Motions For Which Notice Has Previously Been Given57

6 Supplementary Items.....57

7 Urgent Business57

 7.1 Urgent Business57

8 Confidential Items.....57

Bruce Dobson

Chief Executive Officer

1 Apologies

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 8 August 2022

4 Considering and Ordering Upon Officers' Reports

4.1 Early Years Advisory Committee- Appointments of New Members

SUMMARY: Senior Strategic Project Officer, Suzy Bennett

The role of the Early Years Advisory Committee (EYAC) is to provide advice to Council on early years issues and to promote greater awareness and understanding in the local community of early years services and the life of children and families in the Knox community through the lens of Council's Child Youth and Seniors Plan (2021- 2025).

The membership term for six members of the Early Years Advisory Committee concluded at the end of June 2022. An expression of interest process was conducted in accordance with the Knox City Council Committee Policy. This report seeks approval to appoint the recommended Committee Members as outlined in the Confidential Attachment 1.

RECOMMENDATION

That Council:

- 1. Thank outgoing Committee Members for their contribution over the last four years.**
- 2. Appoint the recommended Committee Members to the Early Years Advisory Committee for the period July 2022 to June 2024 as presented in Confidential Attachment 1, in either professional or community categories for a first or second term.**

1. INTRODUCTION

The Early Years Advisory Committee (EYAC) was formally established in April 2010. The role of the EYAC is to provide advice to Council on emerging early years matters and to promote greater awareness and understanding in the local community of early years services and the life of children and families in the Knox community.

The Child Youth and Seniors Plan (2021-2025) identifies the differing needs and interests of each group according to their life stages and identifies where tailored approaches are required to support the health and wellbeing of these groups. This plan builds on Council's commitment to an integrated and intergenerational planning process. The plan promotes intergenerational interactions while acknowledging the strengths and capacities of residents across the life course and providing opportunities to strengthen community connectedness.

The EYAC Terms of Reference require that members be renewed through a selection process, inviting community and professional representatives to submit expressions of interest. There were six vacancies in this round of recruitment undertaken across May to July 2022.

2. DISCUSSION

2.1 Role of the Committee

The Current Objectives of the EYAC are to:

- 1. Provide advice and recommendations to Council on the implementation of Child, Youth and Seniors Plan (2021-2025) with an early years focus. This plan captures key priorities**

and actions to be delivered over four years which are linked to the five key directions of the Knox Community Plan 2021-2031 and the Knox Council Plan 2021-2025.

2. The advice and recommendations in relation to this Plan will include:
 - a. Agreed Priorities.
 - b. The ongoing outcomes and achievements of the Child, Youth and Senior Plan.
 - c. Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on the development and implementation of Child, Youth and Seniors Plan (2021-2025).
3. Provide advice to the Council on matters impacting families and children and the related services within Knox community.
4. Identify emerging key research, policy and legislative issues that might impact on the implementation of the Child, Youth and Seniors Plan (2021-2025).
5. Consider advice and information made available through other Council advisory and community consultation processes related to families and children and/or local early years services.

An annual report on the key discussion topics and achievements of the EYAC is presented to Council for noting.

2.2 EYAC Membership

Membership of EYAC consists of a maximum of six community members and four professional members comprising a total of ten members and two Councillors. Further details are outlined in Confidential Attachment 1.

2.2.1 Recruitment Process

It is a requirement that the appointment to a Council Advisory Committee be in accordance with the Knox City Council Committee's Policy. This Policy requires that every effort be made to ensure a representative cross section of people from the municipality is selected to the Committee as appropriate.

Recruitment for six EYAC positions was promoted through the following:

- Knox City Council Website;
- Knox e-News Bulletin;
- Knox City Council's Facebook;
- An advertisement in Seek Volunteer;
- Better Impact Volunteer Management Portal.

Eight expressions of interest applications for new members were received and a further two expressions of interest applications were received from existing members (see Confidential Attachment 1). The expression of interest period for the community and professional member positions were open from 23 May 2022 until 27 June 2022.

A Selection Panel comprising Councillor Yvonne Allred as Chair and two Council officers was conducted using the following criteria when interviewing applicants:

- Reside/work in Knox;

- Personal experience and knowledge of early years issues;
- Effective communication and consultation within the community and with other stakeholders;
- Ability to identify issues and solutions and provide advice to Council; and
- Ability to work collaboratively.

Two existing members, one professional and one community, provided expressions of interest to extend their term of membership. As per the Committee Terms of Reference, the Selection Panel recommends that these members be appointed for a further and final two-year term to EYAC.

With the recommended extension of two existing Committee memberships, six vacancies remained, two professional and four community members. Of the eight applications received, six interviews were conducted over two dates, 18 July 2022 and 20 July 2022. As a result, four community members and two professional members were recommended by the interview Selection Panel for a two-year appointment to EYAC.

Should the Council approve the nomination of six Committee members, it is anticipated that an induction process for the new members will take place in October 2022.

3. CONSULTATION

Information about EYAC and the recruitment process was promoted on Council's website, through Council community email networks, social media, and the Better Impact Volunteer Management portal.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The Early Years Advisory Committee continues to play a key role considering issues and advising Council in terms of child friendly spaces, which promote the health and wellbeing of Knox children and families into the future.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Family and Children's Services Department supports the administration of Council's EYAC. Officer time of approximately ten hours each month is absorbed within the Department budget in addition to an annual catering and supplies allowance of \$2,500.

7. SOCIAL IMPLICATIONS

Research clearly states that when a community places a child as a central concern in the context of the family, community, and its culture, then significant and lifelong benefits will result for the community. According to the 2021 Census data, Knox has 10,327 children within the 0-6 years age range. The Child Youth and Senior's Plan, refers to convincing evidence that investment in early

childhood has a positive long-term impact on health, wellbeing, education, and employment outcomes across the life course. In Knox, the 10,327 children within the 0-6 years age range are dependent upon the health and wellbeing of their families, carers, and communities, hence creating supportive environments that foster positive childhood development in these formative years is vital for long term optimal outcomes.

The Child, Youth and Seniors Plan 2021-2025 continues to build on the opportunities to strengthen further partnerships recognised in the Key Life Stages Plan 2017-2021. These partnerships will benefit all children and families across Knox, irrespective of the early years services they access within the community.

The establishment and continuation of the EYAC has been a positive step towards achieving greater engagement and a maintenance of respect for Knox's long history of pioneering multiple ways to support families and provide early years services for its community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information (being the names and details of prospective Committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed).

Report Prepared By: Senior Strategic Project Officer, Suzy Bennett

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Confidential Attachment 1 is distributed under separate cover

4.2 Environment Advisory Committee Terms of Reference

SUMMARY: Acting Manager City Futures, Trish Winterling

The current Environment Advisory Committee (EAC) Terms of Reference states that this Committee sunsets in July 2022. This Committee is still required in order to provide advice to Council and it is recommended that an extension be granted until the new Terms of Reference and Committee membership is presented to Council for approval.

RECOMMENDATION

That the Strategic Planning Committee:

- 1. Approve the Environment Advisory Committee to remain in operation until Council resolves otherwise; and**
- 2. Notes that an updated Terms of Reference will be presented to Council for endorsement in the first quarter of 2023.**

1. INTRODUCTION

The purpose of the EAC is to inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.

The EAC has been established to:

- Monitor and review environmental and sustainability issues in Knox;
- Provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- Provide input to Council on behalf of the community and community organisations;
- Actively support Council's consultation with, and advocacy to, the broader community;
- Establish working groups and sub committees on an as required basis;
- Within the committee structure, advocate to Council for the benefit of the Knox environment; and
- Assist Council in determining priority of activities to be undertaken and annual objectives.

Over the last 4 years, the EAC has continued to regularly meet and provide Council with advice on environmental and sustainability related issues, especially with respect to the recent development of the Climate Response Plan.

2. DISCUSSION

The EAC Terms of Reference were last reviewed in July 2018 (Attachment 1). The Terms of Reference indicated that the Committee would sunset four years after that review in the absence of a Council resolution that the Committee continue. The EAC membership includes two appointed Councillors (Cr Dwight, Chair and Cr Allred) and 13 community/industry representatives. This Committee has continued to meet during 2022 and has two remaining meetings scheduled for this calendar year on 27 September and 23 November, where the focus of discussion will include waste management, biodiversity and implementation of the Climate Response Plan. These actions imply an intention that the Committee would remain in operation beyond July 2022.

Council officers are also currently planning for EAC recruitment over the coming months via an expression of interest process, as the 2 year term of current members will come to a close in December 2022. The outcomes of this expression of interest process will be presented to Council by the end of January 2023.

This report recommends Council affirm the continued operation of the Environment Advisory Committee and notes that an updated Terms of Reference will be presented to Council prior to the end January 2023. The proposed changes will incorporate a four yearly review, in place of the current sunset provision.

3. CONSULTATION

Nil

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation will enable the EAC to continue to provide advice to Council on environmental and sustainability issues including climate change mitigation and adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no specific environmental/amenity issues arising from this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service the Committee is within the City Futures department operational budget.

7. SOCIAL IMPLICATIONS

There are no specific social implications arising from this report.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager City Futures, Trish Winterling

Report Authorised By: Director, City Strategy & Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Terms of Reference - Environment Advisory Committees 2018 [4.2.1 - 7 pages]

ADVISORY COMMITTEE TERMS OF REFERENCE



ENVIRONMENT ADVISORY COMMITTEE

Directorate	City Futures
Responsible Officer	Manager City Futures
Committee Group	Sustainable Development Group
Approval Date:	July 2018
Review Date:	July 2022

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 purpose of the committee is to inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.

2. OBJECTIVES

The objectives of the Environment Advisory Committee are to:

- To provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- To provide input to Council on behalf of the community and community organisations;
- To actively support Council's consultation with, and advocacy to the broader community;
- To establish working groups and sub committees on an as required basis;
- To monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and

- To assist Council in the determining of priority activities to be undertaken and annual objectives.

The establishment and operation of Council committees is a key enabler for the achievement of the goals and objectives contained in the *Knox Community and Council Plan 2017-2021*. While the Goals are interlinked, the Environment Advisory Committee will particularly focus on the following goals:

Goal 1 - We Value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 - We can move around easily

Goal 4 – We are safe and secure

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
- 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 to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to the group on priorities for individual committees;
- Update the 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 co-ordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against the Community and Council Plan;
- Provide an 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 the committees.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Environment Advisory Committee shall comprise the following:

- A maximum of 10 community members
- A maximum of 5 industry members (including government agency representatives from relevant portfolios)
- Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

Eligible community members will have an interest in and good working knowledge of environmental management, natural resource management or sustainability.

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 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

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

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 has no delegated authority to make decisions on behalf of Council.

5. MEETING PROCEDURES

The committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the annual Group Meeting and the annual advisory committee Forum.

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

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.

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

- Commence on time and conclude by the stated completion time;

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

6. CHAIR

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 7 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.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

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

Agendas and notes from meetings are not required to be made available to the public.

8. VOTING

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. CONFLICT AND INTEREST PROVISIONS

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. REPORTING

The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Development Directorate.

12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. REVIEW DATE

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. MEALS

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

4.3 Knox Community Awards Terms of Reference

SUMMARY: Acting Coordinator Governance, Saskia Weerheim

This report provides an overview of the proposed changes to Council’s Australia Day Awards Terms of Reference. The updated Terms of Reference will rebrand the awards as the ‘Knox Community Awards’ with a focus on volunteer effort and contribution to the Knox community, with an award presentation event proposed to be held during National Volunteer Week (usually held around the third week in May annually).

RECOMMENDATION

That the Committee adopt the Knox Community Awards Terms of Reference, as presented in Attachment 2.

1. INTRODUCTION

The Knox local Australia Day Awards program commenced in 1994. The Terms of Reference for this Committee are due for review and consideration has been given to opportunities to reinvigorate the annual awards, with changes proposed to the Terms of Reference prior to the commencement of the 2023 awards round.

The purpose of the awards program is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community through an annual awards program. Nominations for the awards have been accepted in a range of categories with an emphasis on service and benefit to the Knox community.

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

2. DISCUSSION

The previous Terms of Reference were adopted by Council in September 2019 and have provided both the Awards Committee and nominators with clear guidance on the eligibility for each awards category as well as guidance as to how the Committee conducts its duties as a specific purpose committee of Council.

Historically, these awards have been called the “Australia Day Awards”. The Awards’ connection to Australia Day comes only from it being the day on which they are conferred. The proposed change of name and date of the award presentation event reflects a desire to improve volunteer recognition and increase community participation through nominations. It is not a comment or reflection of how Council acknowledges and celebrates Australia Day.

This Award program compliments other award programs already offered by Council. These include:

- Knox Council School Awards Scheme;
- Sport and Leisure Awards; and
- Knox Design and Development Excellence Awards.

The proposed changes to the Terms of Reference are outlined below.

2.1 Volunteer Focus

The review of the Terms of Reference has provided an opportunity to reflect on the purpose of the awards and sharpen the focus of the awards to concentrate the eligibility to solely focus on volunteer effort and contribution and the benefits this brings to the Knox community. Whilst traditionally, volunteerism has not been an essential part of the eligibility for the awards, it has nonetheless been a central feature of nominations over the years that the awards have operated. A review of nominations over the previous four years has revealed that the vast majority of nominations have focused on volunteer effort with only a very small number of nominations that focused on a nominee's employment role.

With the shift in focus of the award program towards volunteer effort within the community - and to avoid confusion for nominators, nominees and the assessors on the Committee - the Volunteer of the Year and Citizen of the Year categories have been merged into one category, Volunteer of the Year. The other categories have been changed to incorporate the volunteer focus.

2.2 Proposed Change of Name

Given the focus on volunteer effort, it is proposed that the awards be renamed as the Knox Community Awards. This proposed change reflects the desire to recognise volunteer effort and contribution and the associated benefits to the Knox community. Now, more than ever, with the impacts of the pandemic on volunteering in Knox and across the broader community, it is vital for Council to continue to recognise and encourage volunteer effort. The proposed name change reflects the value that Council has for volunteers in the community, whilst ensuring that the eligibility criteria for each award category remains broad enough to allow for nominations from across the community.

2.3 Proposed Change of Award Presentation Event

With the proposed change of name and the focus on volunteer effort comes a suggestion to move the award presentation event to coincide with National Volunteer Week, the date of which is set by Volunteering Australia, usually around the third week in May annually (section 2 of the draft Terms of Reference).

This proposed move is intended to reinvigorate the awards and increase participation. The change in date would allow the nomination period to extend or change in line with the new award presentation event date. This would see the primary period for promoting nominations shift towards February. Presently the focus period for nomination is October-November, coinciding with the lead up to the end of school, Christmas and New Year, and summer breaks.

This timing contributes to an often time and attention poor audience and may account for downward trend in the number of nominations over the years. It is anticipated that moving the nomination period to the new year and after the school holidays would enable greater marketing penetration bringing the potential to generate more nominations.

The award presentation event would continue to be an important civic event to honour and celebrate the achievements of award nominees. Aligned to Volunteer Week, the award presentation event would also create a focal point to recognise, celebrate and promote volunteerism and volunteers. The format of this event would be determined by the Chief Executive Officer in consultation with the Mayor and Councillors and would complement other events and activities that Council offers during National Volunteer Week.

Other alternative award presentation ideas were canvassed with the Arts and Events Team, including presentation of the awards as part of one Council's large-scale community events, but it was felt that the importance of the award ceremony may be lost within a larger event.

2.4 Other changes

Other changes proposed to the Terms of Reference are relatively minor or administrative in nature and include the following:

- Changing the name of one of the award categories from 'Elder Citizen of the Year' to 'Senior Volunteer of the Year' to reflect the language that senior Knox residents would prefer, based on recent community engagement carried out by Council.
- Changing the age cut-off date in the 'Young Volunteer of the Year' category to reflect the new award timelines, based on an annual event being held in May rather than January.
- Changing the Councillor membership to allow for up to three Councillor members of the Committee, allowing for less Councillor members if Council so decides.
- Changing the dates the Committee meets to reflect the new award timelines, based on an annual event to be held in May rather than January.
- Changes to the Conflict and Interest Provisions section (Section 9) to ensure consistency with Council's Governance Rules and the *Local Government Act 2020*.
- The addition of an administrative update clause to allow for minor administrative updates, ensuring consistency with Terms of Reference of other Council committees and Council's Committees Policy.

Other clauses remain largely the same and reflect Council's expectations around the operation of Council Committees. Such clauses include expectations around agendas, meeting conduct, meal provision and voting. It should be noted that as Council Committees are advisory and make recommendations rather than decisions, a quorum is not required for this Committee.

The Terms of Reference have now been updated and a marked-up version (Attachment 1) and clean draft version (Attachment 2) are attached to this report.

2.4 Trial Period

It is proposed that Council trial these changes and officers prepare a report after the first year of operations to allow Council to consider the outcomes and make any changes to ensure that the awards program is continuing to meet the needs of the Knox community.

3. CONSULTATION

Consultation has been undertaken with officers involved in volunteer management and events in the following Departments:

- Strategy People and Culture;
- Arts and Cultural Services;
- Leisure Services; and
- Community Partnerships.

There is support for a standalone award ceremony to be held during National Volunteer Week that would complement the current volunteer recognition activities that take place during this important week.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendations may provide a positive impact and provide opportunities for Council and the community to adapt to climate change through education and action via the specific award category.

5. ENVIRONMENTAL/AMENITY ISSUES

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Award presentation activities are funded as a component of the Civic Functions annual budget and the proposed format for the 2023 Awards can be accommodated within the existing operational budget.

7. SOCIAL IMPLICATIONS

The Knox Community Awards program provides Council and the community with an opportunity to acknowledge those people who work tirelessly by helping others and in building a more connected community. Moving the event to coincide with National Volunteer Week aligns Council's recognition of the significant volunteer contribution that award recipients make to the Knox community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Coordinator Governance, Saskia Weerheim

Report Authorised By: Acting Director Customer and Performance, Tanya Scicluna

Attachments

1. Attachment 1 - Knox Community Awards Committee 2022 Draft Terms of Reference - marked up [4.3.1 - 7 pages]
2. Attachment 2 - Knox Community Awards Committee 2022 Draft Terms of Reference - clean version [4.3.2 - 6 pages]



Terms of Reference



~~Australia Day~~ Knox Community Awards Committee

Directorate:	<u>Customer and Performance</u>	Responsible Officer:	Manager Governance <u>and Risk</u>
Approval Date:	<u>TBC13 September 2021</u>	Committee Group:	Specific Purpose
Review Date:	<u>27 August 2024 years from date of approval</u>		

1. Purpose

The purpose of the Knox Community Australia Day Awards Committee is to acknowledge outstanding individuals-volunteers who have made a valuable contribution to the Knox community through an annual awards program.

2. Objectives

The objective of the Knox Community Australia Day Awards Committee is to consider nominations and recommend annual award recipients. Nominations are open to people who live, work, study or participate in the Knox community with a focus on volunteer effort and contribution to the local community.

Awards will be presented to recipients during National Volunteer Week (usually around the third week of May each year). The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.

2.1 Award Categories

The Knox Community Awards categories are as follows in the following categories:

Volunteer ~~Citizen~~ of the Year

For a community member who has been a positive role model and given selflessly of themselves in a volunteer capacity in ~~to~~ the Knox community.

~~For community members of Knox who could be described as role models in the community, who have given selflessly of themselves to others.~~

Young Citizen-Volunteer of the Year

For community members of Knox who are under 25 years of age on ~~26 January~~ 30 April in the year the award is being presented, ~~and~~ who have made an outstanding volunteer contribution to their community or



Terms of Reference



school.

Volunteer of the Year

For community members of Knox who have given of themselves in a voluntary role.

Local Hero

For a community member who performed a heroic act or made a singular outstanding achievement in whilst volunteering in the Knox community.

Elder Senior Volunteer Citizen of the Year

For community members of Knox aged 65 and over who have made a significant volunteer contribution to the community or have been an inspirational role model.

Sustainability Leadership Award (formerly Environmentalist of the Year)

For community members volunteers of Knox whose actions and ideas have had a significant positive impact on:

- The protection, enhancement or awareness of Knox's natural environment; and/or **environmental** **Environmental** sustainability outcomes or initiatives within our City.

~~2.1.2.2~~ The Committee may, through consensus, elect:

- Not to recommend an award recipient in a particular category; and/or
- To consider a nominee in a category other than that for which they have been nominated; and or
- To consider a nominee in ~~the Citizen, Young Citizen, Volunteer, Elder Citizen or Sustainability Leadership Award~~ any of the categories, as outlined in section 2 of this Terms of Reference, but who is not a resident of the municipality, but whose volunteer contributions, impact or actions have principally been within the municipality, or primarily for the benefit of the Knox community.

~~2.2 Awards will be presented to recipients on Australia Day. The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.~~

2.3 The Committee is expected to meet up to three times between ~~October and January~~ January and May.

3. Membership, Period of Membership and Method of Appointment

Membership of the ~~Knox Community Australia Day Local~~ Awards Committee is as follows:

- Up to 3 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.



Terms of Reference



- Current ~~Award Recipients~~ Australia Day Local Awards Recipients – current award recipients are invited to participate on the selection panel for the following years award recipients (the 2022 Australia Day Local Awards Recipients will be invited to participate in the selection panel in 2023).

Unless appointed to the Committee, the ~~The~~ Mayor is, by virtue of the Office, ex officio a member of the Committee. As an ex officio member ~~It is important that whilst~~ the Mayor may not chair these meetings, however appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. Delegated Authority and Decision Making

5.4.

The Committee has the capacity to make ~~a decision/s~~ recommendations in relation to the objectives outlined in section 2 of this Terms of Reference.

The Committee shall consider and assess all nominations in accordance with the objective set out in section 2 of these Terms of Reference.

The Committee will then recommend a preferred recipient (s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated powers, or refer the decision to Council at their discretion.

In making ~~decisions~~ recommendations, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 124 of the *Local Government Act 2020*, a Councillor must not intentionally direct or seek to direct a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make recommendations ~~decisions~~ outside the agreed scope detailed in its Terms of Reference.

6.5. Meeting Procedures

The meeting schedule for the Committee will be determined in consultation with the Councillor members of the Committee.



Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the presentation of [the Knox Community Australia Day Awards](#).

Meetings will:

- 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 respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to the Chief Executive Officer, as far as practicable, on a consensus basis.
- _____

7-6. Chair

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

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

A 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 shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Chairperson must advise the Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and internet.

8-7. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 47 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.



Terms of Reference



The minutes of a meeting of a Specific Purpose Committee must:

- (a) ~~C~~ontain details of the proceedings and outcomes reached;
- (b) ~~B~~be clearly expressed;
- (c) ~~b~~Be self-explanatory; and
- (d) ~~I~~n relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the ~~C~~hair. Due to the nature and role of this Committee, minutes shall remain confidential.

9-8. Voting

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

10-9. Conflict and Interest Provisions

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

- ~~A~~act with integrity;
- ~~I~~mpartially exercise his or her responsibilities in the interests of the local community;
- ~~N~~ot improperly seek to confer an advantage or disadvantage on any person;
- ~~T~~reat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- ~~C~~ommit to regular attendance at meetings; and
- ~~N~~ot make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at



the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act 2020) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room while the matter is discussed, and this must also be recorded in the minutes of the meeting.

11.10. Reporting

A report will be presented annually to Council to:

- Provide an overview of the Awards presented in that year; and
- Confirm the awards to be presented in the following year.

12.11. Administration Support

Administration support is provided to the Knox Community ~~Australia Day Local~~ Awards Committee by the Governance Team.

13.12. Contact with the Media

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

14.13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every 4 years.

15.14. Meals

~~The provision of~~ Reasonable refreshments will be provided during the course of a Committee meeting. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget. will be provided in accordance with the Meals and Beverages for Council Committees Policy.



15. Administration Updates

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



Terms of Reference



Knox Community Awards Committee

Directorate:	Customer and Performance	Responsible Officer:	Manager Governance and Risk
Approval Date:	TBC	Committee Group:	Specific Purpose
Review Date:	4 years from date of approval		

1. Purpose

The purpose of the Knox Community Awards Committee is to acknowledge outstanding volunteers who have made a valuable contribution to the Knox community through an annual awards program.

2. Objectives

The objective of the Knox Community Awards Committee is to consider nominations and recommend annual award recipients. Nominations are open to people who live, work, study or participate in the Knox community with a focus on volunteer effort and contribution to the local community.

Awards will be presented to recipients during National Volunteer Week (usually around the third week of May each year). The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.

2.1 Award Categories

The Knox Community Awards categories are as follows:

Volunteer of the Year

For a community member who has been a positive role model and given selflessly of themselves in a volunteer capacity in the Knox community.

Young Volunteer of the Year

For community members of Knox who are under 25 years of age on 30 April in the year the award is being presented, who have made an outstanding volunteer contribution to their community or school.

Local Hero

For a community member who performed a heroic act or made a singular outstanding achievement whilst volunteering in the Knox community.



Senior Volunteer of the Year

For community members of Knox aged 65 and over who have made a significant volunteer contribution to the community or have been an inspirational role model.

Sustainability Leadership Award

For volunteers whose actions and ideas have had a significant positive impact on:

- The protection, enhancement or awareness of Knox's natural environment; and/or
- Environmental sustainability outcomes or initiatives within our City.

2.2 The Committee may, through consensus, elect:

- Not to recommend an award recipient in a particular category; and/or
- To consider a nominee in a category other than that for which they have been nominated; and or
- To consider a nominee in any of the categories, as outlined in section 2 of this Terms of Reference, but who is not a resident of the municipality, but whose volunteer contributions, impact or actions have principally been within the municipality, or primarily for the benefit of the Knox community.

2.3 The Committee is expected to meet up to three times between January and May.

3. Membership, Period of Membership and Method of Appointment

Membership of the Knox Community Awards Committee is as follows:

- Up to 3 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.
- Current Award Recipients– current award recipients are invited to participate on the selection panel for the following years award recipients (the 2022 Australia Day Local Awards Recipients will be invited to participate in the selection panel in 2023).

Unless appointed to the Committee, the Mayor is, by virtue of the Office, ex officio a member of the Committee. As an ex officio member the Mayor may not chair these meetings, however appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. Delegated Authority and Decision Making

The Committee has the capacity to make recommendations in relation to the objectives outlined in section 2 of this Terms of Reference.

The Committee shall consider and assess all nominations in accordance with the objective set out in section 2 of these Terms of Reference.



The Committee will then recommend a preferred recipient (s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated powers, or refer the decision to Council at their discretion.

In making recommendations, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 124 of the *Local Government Act 2020*, a Councillor must not intentionally direct or seek to direct a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The meeting schedule for the Committee will be determined in consultation with the Councillor members of the Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the presentation of the Knox Community Awards.

Meetings will:

- 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 respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to the Chief Executive Officer, as far as practicable, on a consensus basis.

6. Chair

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

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

A 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 shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Chairperson must advise the Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 4 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 meeting of a Specific Purpose Committee must:

- (a) Contain details of the proceedings and outcomes reached;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chair. Due to the nature and role of this Committee, minutes shall remain confidential.

8. Voting

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

9. Conflict and Interest Provisions

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.



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

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act 2020) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room while the matter is discussed, and this must also be recorded in the minutes of the meeting.

10. Reporting

A report will be presented annually to Council to:

- Provide an overview of the Awards presented in that year; and
- Confirm the awards to be presented in the following year.

11. Administration Support

Administration support is provided to the Knox Community Awards Committee by the Governance Team.

12. Contact with the Media

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every 4 years.



14. Meals

Reasonable refreshments will be provided during the course of a Committee meeting. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

15. Administration Updates

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

DRAFT

4.4 ICT Capital Works Report

SUMMARY:

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

RECOMMENDATION

That the Committee receive and note the ICT Capital Works Report, as at 31 August 2022.

1. INTRODUCTION

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

The ICT Capital Works Report is included as an attachment. Highlights of the ICT Capital Works Report include:

- Asset Management Information System project is resolving remediation issues, with quality testing outcomes being achieved. Detailed training plan is complete and business transition planning underway. First phase of implementation will be proposed to governance bodies in coming weeks.
- Corporate Reporting project has selected a solution and build will commence in October in line with the onboarding of new resources in the business.
- Intranet Project is commencing content writing of the new Intranet in parallel with the RFT for a vendor supported Build Phase.
- Early Years project has kicked off Delivery Phase activities with their chosen solution.
- Enterprise Integration Platform project has selected a solution and is moving forward with a Proof of Concept in September 2022.

2. CONFIDENTIALITY

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

Report Prepared By: Head of IT PMO, Shona Richards

Report Authorised By: Chief Information Officer, Scott Coleman

Attachments

1. Council Report No Financials [4.4.1 - 4 pages]

Confidential Attachment 1 is distributed circulated under separate cover

Project Name & Status
<p>Active Aging System Platform</p> <p>This project will review Carelink, the key system and related processes currently used by Community Access and Support, to improve their experience and optimise the data shared with other systems.</p> <p>Across August/September workshops continue on fleshing out opportunities identified in kick-off workshop, which will be included in the scope of the project. Current vendor will be approached for a demonstration of the latest version capabilities ahead of a potential upgrade of the Carelink solution.</p>
<p>Asset Management Information System</p> <p>Council's current Asset Management Information system 'Lifecycle' is a critical tool to manage Council Assets. This project is to replace the current Lifecycle system with 'Confirm' a contemporary, modern, well supported and compliant system equivalent that meets Council's current and future needs. The 'Confirm' solution is market leading, innovative, and flexible in managing the broad range of Council asset classes and provision of services in the most effective and efficient manner.</p> <p>The recent project focus has been on resolving remaining risk/issue and preparation for training. Testing of the KX, GIS and Pathway integrations commenced with defects able to be quickly resolved. Business transition planning has commenced with the Asset Strategy and R&M teams. Proposed implementation date for Parks team is 4th November and Works team the 18th November. Phase II & III is targeted for the 30th June 2023. The schedule plan needs to be re-baselined and approved by Project Board/Steering Committee.</p>
<p>Business Intelligence</p> <p>The Business Intelligence Project aims to build and continually improve Council's business intelligence capability, and work with the business to develop BI solutions which provide crucial insights to drive improved strategy development, evidence based planning and business improvement.</p> <p>This project was completed in 2021. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the project implementation a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users were identified and provided with advanced training on BI tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure in July 2021.</p>
<p>Cloud Solutions</p> <p>This project aims to prioritise migration of key solutions from on Premise to the Cloud. Cloud solutions increase operation and storage flexibility of our IT systems, improves business continuity risk, improves staff accessibility, and ensures ease of regular automatic updates. Cloud solutions reduces maintenance cost of hardware, software, resource and energy costs.</p> <p>In early 2022 a review of network architecture commenced as a precursor to the project commencing. A specialist vendor consultant will be engaged for a migration strategy to move remaining solutions from On Premise to Cloud in early 2023.</p>
<p>Community Engagement Platform</p> <p>Assisting Strategy and Business Intelligence to deliver a centre-led community engagement approach, which includes effective processes, tools, data management and technology integration. This will be supported by a new community engagement digital platform to facilitate external and internal engagement. Together the project will deliver improved outcomes to the community, by ensuring that the community voice is included in decisions made by Council.</p> <p>This project was completed in February 2021, when the the Knox "Have Your Say" platform went live. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training are available to support the ongoing use of the tool.</p>

Project Name & Status
<p>Corporate Reporting Solutions</p> <p>The Corporate Reporting Project will deliver process and technical solutions for management of key strategic plans, frameworks, audit compliance, risks, policies and delegations.</p> <p>In July the project Business Case was approved by the ICT Steering Committee and endorsed by the ICT Governance Committee, which sets a new baseline for the project. An RFT process has confirmed savings of \$260K which will be returned to the portfolio. Policies and Delegations are added to scope, with OHS, Injury Management and Insurance confirmed out of scope. Contract negotiations were finalised and the contract signed. The project is now on hold to allow for recruitment of vacant positions ahead of beginning delivery phase, likely in October.</p>
<p>Customer Relationship Management</p> <p>Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers.</p> <p>This project is now due to commence in late 2022 / early 2023 in line with the completion of the Customer Experience Strategy expected in October 2022 and the development of the new ICT Strategy.</p>
<p>DCCT Program - Ph-1 Website Redevelopment</p> <p>Digital Customer Channels Transformation Program. The project replaced the existing website, with a new digital solution which delivers a quick, convenient and rewarding digital interactions with Council. Content on the site was refreshed and a new operating model agreed to ensure the website meets Community expectations into the future.</p> <p>This project was completed in June 2021 following the successful deployment of Council's new website. Ongoing support has been handed over to the newly established Digital Experience Team. All final project tasks including the decommissioning of the old website have been completed.</p>
<p>DCCT Program - Ph-2 Intranet Redevelopment</p> <p>Digital Customer Channels Transformation Program - Phase 2 Intranet. This project replaces the current staff intranet with a contemporary digital solution, enabling staff to efficiently connect with colleagues, information, ideas and systems across Council.</p> <p>In July the Project Scope document was approved by ICT Steering Committee and ICT Governance Committee. A Change Request for Content resources was also approved thus starting the recruitment process. A procurement exemption report is currently under review for the Design work to be conducted by Step Two. RFT documents are in progress for the build phase vendor contract.</p>
<p>DCCT Program - Ph-3 Integration Phase</p> <p>This phase will expand on earlier delivery of the Digital program, with the implementation of a secure portal to Knox staff, a Knox business hub and additional integration with Knox systems.</p> <p>The phase will commence 2023.</p>
<p>Early Years Platform</p> <p>The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements whilst delivering a better experience for our Kindergarten and Childcare communities.</p> <p>The preferred vendor to provide the new solution to support Kindergarten and Long Day Care services has been selected and advised. Contract negotiations are being finalised. Project kick off for Delivery phase with vendor commenced in mid August 2022.</p>

Project Name & Status
<p>Enterprise Integration Platform</p> <p>The Enterprise Integration Platform project seeks to reduce the overall complexity of our technical environment with a single enterprise platform that will support KCC's vision of sustainable integration capability.</p> <p>A key design decision has been completed to finalise the product solution as Mulesoft from the previously selected solution Boomi. Engagement with Mulesoft (as the selected solution) has commenced for the Proof of Concept activity. A plan is being formulated and will be finalised once Mulesoft has provided delivery dates.</p>
<p>Facilities Booking Solution - Phase 1 Staff Room Bookings</p> <p>The project has successfully implemented a contemporary facilities booking solution called Primavira, to facilitate staff bookings of Civic Centre function rooms, fleet vehicles, staff meeting rooms and staff meeting rooms in Knox Community and Leisure Centres (50+ additional rooms available for staff reservation).</p> <p>This project was successfully completed in 2019.</p>
<p>Facilities Booking Solution - Phase 2 Community Booking Solution</p> <p>This project is the second phase of the facilities booking project. Phase 1 deployed the Primavira solution and this second phase will be to extend the booking solution to the community for facilities booking, including access to 300+ facilities such as halls, pavilions, ovals etc.</p> <p>This project will commence when resource capacity becomes available from the Asset Management Project over the next 12 months.</p>
<p>HR Systems</p> <p>The Enhancing our People Systems project is made up of three work packages 1. PageUp Recruitment, Learning, Variations and Onboarding, 2. Humanforce Time & Attendance and 3. PageUp Performance and Succession</p> <p>This project was completed in 2021. New systems are in place and formal handover has occurred with People & Culture.</p>
<p>Master Data Management</p> <p>Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets.</p> <p>KCC initiated the Master Data Management (MDM) project mid-2020, where a vendor supported capability assessment was completed across Council. The project recommended the onboarding of a data architect which has been actioned and who is now taking the lead on forming our data management strategy. Following the completion of the organisational restructure an ongoing sponsor will be confirmed and a project manager recruited to restart the project and drive outcomes.</p>
<p>Pathway Program</p> <p>This program delivers enhancements to the Pathway system, which manages customer requests and enquiries, rates, payments, infringements, animal registrations and permit and renewal applications. The key outcomes include developing online services with an improved customer experience, enable seamless integration between systems, and optimise the use of available functionality within Pathway such as dashboards and electronic document delivery.</p> <p>The ICT funding for Pathway enhancements has concluded and ongoing development transitioned to BAU operations in September 2021. The program has delivered significant benefits to Council. IT will continue to support Pathway and ePathway development as a core application at Knox.</p>

Project Name & Status
<p>Project Management Office</p> <p>Project Management Office oversees quality aspects of the overall Portfolio of ICT. The PMO is used for PMO resource costs, and non-project specific charges, including annual leave and admin/team activities.</p> <p>The budget for this function continues to be managed according to plan.</p>
<p>Project Management Office - ICT Governance</p> <p>This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.</p> <p>The allocation continue to track to plan.</p>
<p>Spatial Capability</p> <p>Spatial information is all about the location of people, properties, and objects. Council uses spatial information to better understand its community, assets and resources and ensure that it provides the high-quality services, policies, and programs. This project centres on how to increase spatial capabilities across a range of functions across council.</p> <p>Existing GIS systems were successfully upgraded in June 2020, with the business users now taking advantage of improved functionality for Inramaps and QGIS. In February 22 discussions have recommenced about Spatial Capabilities being delivered alongside a GIS platform replacement, given the current solution provider having mandated a move from On-Premise to the Cloud in June 2023.</p>

4.5 Capital Works Program Monthly Report

SUMMARY: Coordinator – Capital Works, John Bixby

The Capital Works Program Report shows projects on Council’s Capital Works Program and indicates the status of each project as of 26 August 2022.

RECOMMENDATION

That Council receive and note the Capital Works Program Report as of 26 August 2022.

1. INTRODUCTION

This report summarises Council’s Capital Works Program for the 2022/23 financial year.

The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report as of 26 August 2022 is attached as Attachment A.

Highlights of the Works Report as of 26 August 2022 include:

- Renewal of the Ferntree Gully Community Centre Shared Path Bridge (Treehouse Bridge) has been cleared to open to the public on 22 August. The bridge is designed to blend into it surrounding with aesthetically pleasing barriers and new micromesh FRP decking.
- Rowville Early Learning Centre (Eildon Parade) 20kW solar PV system has been installed.
- Amesbury Avenue, Wantirna Intersection Treatments works have been completed providing a safer passage for road traffic and pedestrians.
- Fairpark Reserve Pavilion upgrade has completed the concrete slabs and is in the process of installing underground stormwater works to be followed by all steel fabrication.
- Mountain Highway, Bayswater (Scoresby Road to Jersey Road) shared path has been completed.
- HV Jones Master Plan Implementation Stage 3 contract awarded, which includes the upgrade to the netball courts and renewal of the existing carpark.

The project budget value reflects the preliminary carry forward of 21/22 funds in addition to new project funding for the 22/23 financial year, which are subject to finalisation.

2. CONFIDENTIALITY

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

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

Report Authorised by: Director Infrastructure, Grant Thorne

Attachments

1. Attachment A - Capital Works Monthly Summary Report (26 August 2022) [4.5.1 - 16 pages]

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$855,820
All Wards	Ferntree Gully Community Centre shared path bridge has been recently installed and is now open for community use. Renewal of Brenock Park Drive pedestrian bridge is currently in early stages of scoping.	
4	High Risk Road Failures	\$300,000
All Wards	Program being scoped.	
7	Road Surface Renewal Program	\$4,187,200
All Wards	A contract for these works is expected to go to September Council meeting. Works will commence once contracts have been established.	
8	Drainage Pit and Pipe Renewal Program	\$2,600,000
All Wards	Drainage renewal works are in progress at various locations. The next key project is Rangeview Road Boronia where it is intended that a majority of civil works will occur during the September school holidays.	
9	Footpath Renewal Program	\$2,430,850
All Wards	Footpath renewal works are in progress at various locations across the municipality.	
10	Bicycle / Shared Path Renewal Program	\$688,000
All Wards	The shared path renewal program is currently being scoped.	
16	Building Renewal Program	\$3,959,251
All Wards	Program is approximately 15% committed/expended. Works under way include - Dobson Park Pavilion Bathroom, DDA Toilet and Umpires Room Renewals, Wantirna Reserve Pavilion Internal/External Painting, Scoresby Reserve Tennis Pavilion Switchboard Renewals, Kings Park Pavilion - roof renewal, building remediation (design), Leisureworks - DDA emergency egress path design (DDA retrofitting), pool plant renewals, HVAC plant renewals, Bayswater Senior Citizens - Rekeying, Orana House - Partial Roof Renewal, Scoresby Reserve - public toilet demolition, Wally Tew Reserve - Lewis Park - Sportsground Lighting fittings replacement, Knox Gardens Tennis Pavilion Kitchen and Grease Trap.	
17	Playground Renewal Program	\$1,509,500
All Wards	Survey of nominated playgrounds well underway (8 sites completed) and expect to be completed by early-mid September '22.	
22	Fire Hydrant Replacement Program	\$147,000
All Wards	Expenditure is not likely required, until late June 2023.	
24	Carpark Renewal	\$560,000
All Wards	The carpark renewal program is currently being scoped.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
25	Plant & Machinery Renewal Program	\$2,260,000
All Wards	Fleet Renewal Program underway, expect program to lag behind due to effects of Covid on manufacturing and worldwide delays in getting stock. 22% of funds committed and 10%of funds expended.	
26	Street Tree Replacement Program	\$524,519
All Wards	Currently delivering infill street tree planting program.	
31	Stamford Park Redevelopment	\$6,000,000
Tirhatuan	Construction - Max Bright and Sons have commenced excavations onsite following Melbourne Water final approval.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	The roadside furniture program is currently being scoped.	
147	Energy Retrofits for Community Buildings	\$150,000
All Wards	Scoping for 2022/23 projects underway.	
229	Building Code Australia Compliance	\$40,000
All Wards	Defect list from Annual Building Reports has been received and rectification/compliance works to commence Sept 2022. Other compliance works identified by Fire Services Contractors underway at Stamford House.	
345	Asbestos Removal	\$40,000
All Wards	Asbestos audit scope review complete. Prices are currently being sought with engagement of Consultant by mid September and reports provided in October. In addition asbestos removal has been Scheduled at Scoresby Reserve Tennis Pavilion and Dobson Park Pavilion.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$200,000
All Wards	The industrial roads program is currently being scoped.	
409	Parks Furniture Renewal	\$72,000
All Wards	Scoping works for the current financial year.	
410	Parks Signage Renewal	\$15,000
All Wards	Scoping works for the current financial year.	
412	Water Sensitive Urban Design Renewal	\$155,000
All Wards	Undertaking site visits with biodiversity team to identify priority works (wetlands that need renewal or desilting). Reset of the Starlight Reserve wetland has been identified as a priority, review previous brief and arrange additional quotes. Currently forming a body of work to undertake in dry months.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
441	Significant Municipal Site Renewal	\$313,559
Dobson	Minor Renewal of Knox Civic Centre Raingarden completed, scoping further works.	
443	Reserves Paths Renewal	\$75,000
All Wards	Path Renewal between pavilion and toilet blocks completed.	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Minor works required at Colchester Reserve Pavilion and Chandler Park Pavilion to achieve full compliance as per the Food Act. Both to be scheduled for completion in September 22. Several potential sites to be explored for completion this year, with HV Jones Reserve Pavilion looking the most likely for refurbishment at this early stage, to be schedule in Christmas Holiday period.	
536	Parkland Asset Renewal	\$68,000
All Wards	Minor Renewal of Knox Civic Centre Raingarden completed, scoping further works.	
537	Roadside Plantings Renewal	\$64,000
All Wards	Scoping works for the current financial year.	
566	Artwork Renewal	\$80,000
All Wards	Project planning for priority restorations for FY22/23 has commenced. Seeking quotes for restoration of 'Alley Oop' Sculpture at the State Basketball Centre, and upgrade of 'Cinema Lane Light Box Gallery' in Boronia. Assessment continues on the 'Placemakers Legacy Artworks' (mostly older woodwork and ceramic installations) throughout Knox alongside Council's artwork maintenance and deaccession framework.	
576	Emergency Warning Systems in Early Years Facilities	\$100,000
All Wards	Scoresby West installation to be undertaken during Preschool Refurbishment, scheduled between Sept and Dec 2022. Berrabri is scheduled for the September School Holidays.	
675	Public Art Project	\$317,000
All Wards	Public art projects planned for delivery in 22/23 including Erica Ave Public Art Lighting, FTG Creative Placemaking, Fairpark Reserve, Knox Regional Netball Centre and Immerse 2023. All projects are in planning and stage one implementation.	
708	Cricket Run Up and Goal Square Renewal Works	\$70,000
All Wards	Sites being chosen for turf installation include Knox Park and Carrington Reserve.	
717	Knox Central Package	\$300,000
Dinsdale	The purchase of the parcel of land to enable the future road corridor has been finalised. The review of the masterplan will confirm the nature and location of the road corridor.	
746	Revegetation Plan	\$100,000
All Wards	August/September 2022 - Scoping and designing priority sites, including sites along Blind Creek, Corhanwarrabul Creek and Dandenong Creek corridors. Planning plant lists for propagation.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2	\$60,000
Dobson	Talaskia Masterplan Implementation works completed.	
834	Oversowing of Sports Fields	\$70,000
All Wards	Sites to be confirmed.	
837	Westfield Library (Permanent) - Design and Fitout	\$3,444,205
Dinsdale	Design work is progressing with tender likely to occur in September. Construction works are expected to commence in February with completion due at the end of June 2023.	
867	Knox Regional Netball Centre Extension	\$4,010,722
Dobson	Construction is progressing well. External building works are nearing completion with the last of the windows going in this month. Internal fit out is continuing and the installation of the timber sports floor has commenced.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$805,000
Friberg	Delivery of Stage 3 of the HV Jones Masterplan includes upgrades to the netball courts and renewal of the existing carpark. The contract has now been awarded and awaiting confirmation on a commencement date.	
869	Gilbert Park, Knoxfield - Masterplan Implementation Stage 3	\$40,000
Friberg	Design of the skate bowl extension to commence in 2022/23 financial year, in line with the masterplan implementation. The development of a design brief is now complete. Currently awaiting detailed quotations from specialized consultants.	
871	Energy Performance Contract Implementation	\$218,065
All Wards	The replacement of Packaged Air Conditioning units at Knox Leisureworks is due to commence in late August and be completed by Mid September.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$38,900
Tirhatuan	(1) Negotiations continuing around surface defects issue. Additional geotechnical work complete. Awaiting remedial treatment proposal from Contractor. (2) Courts 4 & 5 - Initial survey and geotechnical investigation completed. Consultation with arborists underway. Survey of additional areas completed. Design 70% complete.	
941	Knox Regional Netball Centre - Court Renewals	\$29,600
Dobson	Contractor scheduled to start September/October.	
944	Knox Central (Former Operations Centre)	\$350,000
Dinsdale	Monitoring works are continuing at the former Operations Centre site.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
948	Modular Building Program	\$1,567,000
All Wards	Lakesfield Reserve Carpark - Design complete and tender process underway in combination with Rowville Reserve Carpark. Anticipate be able to appoint Contractor by Mid-October '22. Gilbert Park modular - construction work is expected to be completed in the coming month with refurbishment works on the existing pavilion to commence mid-late September. Marie Wallace modular construction is expected to commence in the factory in Early September with preliminary onsite works scheduled for mid Sept. Delivery and installation of the modular pavilion is expected early November with fit off and handover expected by late December. Marie Wallace existing pavilion refurbishment is scheduled to commence late August and expected to be complete by mid December with handover by late December	
950	Family & Children's Services Buildings & Facilities	\$350,000
All Wards	Tender processes completed with Contractor expected to be appointed by early September with works to commence from 19th September and expected completion by end of year	
951	Community Toilet Replacement Program	\$277,000
All Wards	Wicks Reserve modular toilet nearing completion in the factory with delivery to site and site works expected by late September. Existing toilet is scheduled for demolition in mid September with full project completion expected by mid-late October. Siting and services investigation currently underway for Chandler Reserve standalone public toilets with view to prepare quotation documentation for request for quotes in mid Oct and appointment of Contractor for construction by mid-late November.	
995	Peregrine Reserve, Rowville - Masterplan Implementation Stage 2	\$411,125
Taylor	Construction of the new Junior BMX pump track nearing completion. Installation of new outdoor gym equipment has been completed.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$31,606
Scott	Contractors have been engaged for landscaping and pathway works at Llewellyn Reserve, Wantirna South. Implementation of works anticipated to commence in September/October 2022.	
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,000,000
Dinsdale	Design - Completed and provided to Melbourne Water's delivery team. Construction - due to commence early 2023.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$30,000
Collier	The appointment of a Design Consultant is pending on the outcome of the procurement process. Once engaged the Design Consultant will progress the Masterplan design based on a Design Brief developed through consultation with all internal stakeholders. Existing construction works currently in progress on site will be captured in the Masterplan as part of the overall strategy.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$1,483,456
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The construction works for the Victorian Association of Radio Model Soaring (VARMS) project at Rowville Recreation Reserve are progressing. Building works have commenced and completion is expected in November 2022.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$1,646,389
Collier	Contractor appointed and awaiting Pre-construction documentation, including Detailed Works Program, before providing Possession of Site and allowing works to commence. Will arrange on-site meeting with Club once this has been provided.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$100,000
All Wards	Numerous small projects have already been delivered. Statement of works to be developed for the Rowville Tennis Club court repairs.	
1124	Sportsfield Fencing Renewals	\$50,000
All Wards	Small projects have already been delivered.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$39,557
Collier	Shared paths are currently under construction.	
1163	Renou Road, Wantirna South - Intersection Treatments	\$106,577
Collier	Shared paths are currently under construction.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$527,428
Dobson	Quarry Reserve Toilet Block: Construction of the new toilet block building is progressing well with slab works completed, steel frame installed and shotcrete walls completed. Estimated completion September 2022. Quarry Reserve City Skyline Lookout: A contractor has been appointed for the design & delivery of the project. Geotechnical survey work has been completed. Final structural design works are currently being undertaken based on the Geotechnical survey findings.. Once design and preconstruction works are completed by the contractor, construction work are expected to start later in the year.	
1176	Solar in Community Facilities	\$175,000
All Wards	Solar at Rowville Early Learning Centre, Flamingo Preschool have been completed and all systems are operational. Scoping underway for additional sites for 2022/23.	
1180	Forest Rd to Koolunga Reserve, FTG - Wetland Construction	\$386,000
Chandler	Construction of the wetland at Koolunga Reserve is on-hold pending the outcomes of the community consultation and master planning currently underway.	
1184	Egan Lee Reserve - Wetland Construction	\$35,000
Scott	Investigation underway. Additional flood modelling required to confirm flooding extent. Project scope to be revised if necessary.	
1238	BAMP Facility Upgrades	\$50,000
All Wards	Project brief to be developed after program consolidation for consultancy report on priority project listing. Expected to commence in late September with Consultant engaged by mid November	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1262	Cultural Facilities - Knox Pop Up Events Trailer & Kit	\$2,000
All Wards	Audit of current equipment undertaken to help inform replacement of damaged gear or gaps in kit for 2022/23. No purchases made to date, however a supply resource list has been developed to inform future purchases. Trailer artwork decal to be finalised and paid this month.	
1265	Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping	\$50,000
Baird	Renewal works expected to be completed by end of August 2022. Architect appointed for as built plan which is expected to be completed in October. Planned construction is expected to occur in 23/24.	
1267	Early Years Facilities - Landscaping Upgrades	\$100,000
All Wards	Projects to renew outdoor play spaces for 2022/2023 are in the planning stage. With works to commence at sites in September.	
1269	Rosa Benedikt Community Centre, Scoresby - Minor Upgrade	\$52,288
Tirhatuan	Quotations process completed. Construction is scheduled to be completed by the end of October.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$40,000
Tirhatuan	Consultation is currently being sought with the private land owners.	
1297	Amesbury Avenue, Wantirna - Intersection Treatments	\$43,094
Collier	Construction work has been completed.	
1300	Parking Management Plan Implementation	\$50,000
All Wards	Wantirna Parking Plan - Parking signs in Wantirna Mall have been updated and an accessible parking space has been relocated closer to the IGA. A consultation survey is currently being conducted for Garrison Gr. Parking in Yorkminster Avenue is under review.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$200,000
Dobson	Scoping confirmed and survey and proving of underground service locating completed. Detailed Design around 75% complete.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$366,390
Friberg	Detail design and engineer's estimate completed - this has highlighted funding shortfall. Awaiting confirmation of budget approach.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$100,000
All Wards	Minor flood mitigation works planned in Viewgrand Rise, Lysterfield and Fulham Road, Rowville.	
1311	Major Roads LED Streetlight Replacement	\$126,587
All Wards	Replacement of lights has commenced and approximately 30% of lights have already been replaced. Awaiting approval from Dept. of Transport on Traffic Management Plans for works on major intersections.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$8,363,296
Baird	Construction - The concrete slabs have now been placed and steel fabrication is underway. The contractor is commencing underground stormwater works prior to steel erection.	
1316	Rowville Recreation Reserve - Car Park Upgrade	\$317,736
Taylor	Design complete and tender process underway in combination with Lakesfield Reserve Carpark. Anticipate be able to appoint Contractor by Mid-October 2022.	
1319	Gilbert Park Reserve, Knoxfield - Batting Cage Renewal	\$118,875
Friberg	Works progressing with an expected completion date of September 2022.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$445,104
Taylor	Contractor appointed. Awaiting pre-construction documentation to be presented and approved before awarding Possession of site. Anticipate construction will commence early October 2022.	
1322	Glenfern Park (FTGTC) - Tennis Court Renewals	\$100,000
Dobson	Contract works nearing completion. Temporary line-marking works installed with final acrylic coating to be applied when much warmer site conditions prevail.	
1363	Lupton Way Shared Zone Construction and Public Art Lighting	\$336,528
Baird	Construction work has commenced. An informal 'walk through' with Minister for Suburban Development, Melissa Horne and Jackson Taylor MP occurred on 28 August 2022.	
1386	Parks - New Tractor	\$120,000
All Wards	Tractor due to arrive prior to January 2023.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$1,500,000
Scott	The synthetic field is currently being designed.	
1391	Knox Hockey Facility Development	\$3,270,000
Collier	Construction - The project is significantly delayed due to inclement weather. In the last three months, approximately only a week of earthworks has occurred.	
1406	Miller's Homestead - Upgrade	\$141,061
Chandler	Revisiting scope of works base on audit report expected to be completed by mid September.	
1411	Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path	\$172,605
Baird	Construction work has been completed.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$40,000
Dobson	Development of the Kings Park Masterplan. A Draft Masterplan was presented to the community for comment in July 2022. Collating feedback.	
1414	Cardiff Street - Flood Mitigation Works	\$688,000
Baird	Site is under investigation to find cause of flooding and possible solutions.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment - Scope & Analysis	\$40,000
Dobson	Options for flood mitigation works being developed for testing with flood modelling.	
1422	Gilbert Reserve - Wetland (Scoping & Analysis)	\$35,000
Friberg	Concept design nearing completion. Liaising with Open Space & Landscape Design about integration with Skate Park.	
1426	The Basin Triangle Masterplan	\$5,000
Chandler	Phase 2 Community Engagement for the Draft Basin Triangle Masterplan has been completed. Feedback received by the community has been used to develop an updated draft Masterplan. Consultation findings from the Draft Masterplan will be incorporated into The Basin Parking Management Plan project, and Council Officers will re-engage with the community once both projects are ready for consultation.	
1437	1000 Steps Car Parking and Shared Use Path Bridge	\$0
Dobson	Property Management currently investigating options for securing the land to support the project. Visual Concept to be sort via consultant to inform community engagement process.	
1439	Mossfield Avenue, Ferntree Gully - Construction	\$375,000
Baird	Contractor for road renewal package appointed. Construction commencement date to commence around Mid-January '23.	
1440	Mountain Gate Drive, Ferntree Gully - Construction	\$615,000
Friberg	Contractor for road renewal package appointed. Received quote from Telstra to upgrade asbestos pits within work zone. Construction to include night-works with commencement date still to be confirmed.	
1441	Studfield Shops, Rear Laneway, Wantirna South - Construction	\$375,000
Dinsdale	Contractor for road renewal package appointed. Construction commencement date to commence around Mid-January '23.	
1442	Avalon Road, Rowville - Construction	\$835,000
Tirhatuan	Contractor for road renewal package appointed. Construction commencement date to commence around Mid-January '23.	
1444	Adele Avenue, Ferntree Gully - Construction	\$370,000
Friberg	Contractor for road renewal package appointed. Works due to commence in early September 2022 and anticipated to be complete before Christmas.	
1445	Marlborough Road, Bayswater - Construction	\$160,000
Dinsdale	Contractor for road renewal package appointed. Works due to commence late August 2022 and anticipate completion mid-October 2022.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1448	Fairpark Reserve, Ferntree Gully - Netball Court Renewals	\$139,126
Baird	Construction well underway with works approximately 60% complete. Basketball/netball tower foundation design and certification completed. Asphaltting and lighting works delayed due to building permit application and supply lead-time delays in industry. Works expected to re-commence in early September and be completed by Mid-October.	
1450	Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals	\$592,747
Baird	Contractor appointed and construction due to commence late August 2022. Meet & Greet with Club, Contractor and staff facilitated.	
1455	Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal	\$187,080
Dobson	Works are progressing with estimated completion in September. The wet weather is causing delays.	
1456	Dobson Park, Ferntree Gully - Cricket Net Renewal	\$187,080
Baird	Works are progressing with estimated completion in September. The wet weather is causing delays.	
1459	Lewis Park, Wantirna South - Oval 1 Floodlighting	\$129,666
Dinsdale	Project completion has been delayed with wet weather affecting pole footing installation and contractor staff shortages. Working with contractor on options to expedite the pole footing installation with site currently still too wet for machinery to come in. Completion of project is tentatively set for early October.	
1460	Templeton Reserve, Wantirna - Floodlighting Upgrade	\$128,101
Collier	Project completion has been delayed with wet weather affecting pole footing installation and contractor staff shortages. Working with contractor on options to expedite the pole footing installation with site currently still too wet for machinery to come in. Completion of project is tentatively set for early October.	
1461	Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting	\$171,337
Dobson	Lights are now installed with all cabling and conduits connected. Awaiting switchboard energising prior to commissioning with completion of the project expected by mid September.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$95,874
Friberg	Shade structure component of larger refurbishment including track renewal and lighting is at tender documentation stage. This will proceed to tender in October with expectation that Contractor will be appointed prior to Christmas and commence in the New Year.	
1464	Schultz Reserve, Wantirna - Pavilion Refurbishment	\$75,000
Collier	Tender submissions have been received and evaluation is underway.	
1465	Knox Park Athletics, Knoxfield - Lighting to Track	\$382,400
Friberg	Work has been delayed to coincide with Athletics track renewal project.	
1466	Schultz Reserve, Wantirna - Shade Structure	\$50,000
Collier	Tender submissions have been received and evaluation is underway.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1467	Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)	\$50,000
Baird	Works will occur upon completion of the major pavilion redevelopment and associated carpark and landscaping works. This will be in 2022/23.	
1470	Electronic Entry to Sporting Pavilions.	\$60,000
All Wards	Quotes have been obtained for Liberty Avenue Sports Pavilion, Colchester Reserve Pavilion and Wally Tew Pavilion. All to be scheduled either in seasonal changeover period (September) or Christmas shutdown period.	
1472	Wally Tew Reserve, Ferntree Gully - Car Park Upgrade	\$77,295
Dobson	Contractor appointed. Anticipate construction to commence in Mid-October following consultation and agreement on timing of construction works with Clubs.	
1476	Community Placemaking Program - Murals and Lighting - Scope	\$55,000
All Wards	The final draft of the FTG Creative Placemaking Plan is currently out for engagement on Have Your Say. Project Planning for implementation of the 'quick wins' listed in the plan have commenced.	
1478	Locker Program - Council Kindergartens	\$43,000
All Wards	Works to be undertaken over September holidays to complete the locker installations.	
1479	Liberty Avenue, Rowville Kindergarten - Verandah Replacement - Design	\$100,000
Tirhatuan	Detailed design scope to be submitted to the consultants for pricing by mid October.	
1492	Francis Crescent, Ferntree Gully - Footpath Construction	\$20,000
Dobson	Remaining works delayed due to inclement weather. Anticipate project completion early September.	
1494	1726 Ferntree Gully Road, Ferntree Gully - Footpath Scope	\$15,000
Friberg	Initial scoping discussion with Traffic & Transport and resident consultation to be carried out by Traffic & Transport. Once complete and scope confirmed design will commence.	
1495	Ferntree Gully Road, Scoresby - Footpath Construction	\$49,765
Tirhatuan	Project awarded to contractors. Contractor is seeking Memorandum of Authorisation from the Department of Transport. This has delayed commencement of works.	
1496	Short Street, Boronia - Footpath Design	\$51,785
Baird	Contract has been awarded. Work is expected to commence in early September.	
1499	Buckingham Drive, Rowville - LATM Treatment	\$120,000
Taylor	A new contract is being finalised for construction works before construction of the speed humps can commence.	
1500	Liberty Avenue, Rowville - LATM Design	\$250,000
Tirhatuan	A new contract is being finalised for construction works before construction of the speed humps can commence.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1505	Mountain Highway, Boronia - Shared Path - Design	\$76,255
Chandler	Survey works have been completed. Alignment plan is being developed in consultation with Department of Transport.	
1514	Carrington Park, Knoxfield - Masterplan Implementation	\$150,000
Friberg	Previous site plan is under review. Currently in the process of preparing draft plan for new path connections at Carrington Park.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan	\$25,000
Taylor	The second community consultation was conducted from 1st August to 21st August. Currently in the process of collating the feedback and preparing the final draft of landscape plan in line with what we have heard from the community.	
1518	Schultz Reserve, Wantirna - Landscape Plan	\$25,000
Collier	Concept design completed. Detailed Design underway and 10% complete.	
1521	Erica Avenue Streetscape Renewal	\$598,971
Baird	The design and delivery of the Erica Ave Streetscape renewal is part of the DJPR Suburban Revitalisation Program. Construction of Stage 1 (north eastern side of the street) is in progress. The design for Stage 2 is currently being presented to stakeholders, with Stage 2 construction expected to commence in September/October 2022.	
1522	Essex Crt - Design	\$20,000
Dinsdale	Survey completed and Detailed Design underway and 20% complete.	
1523	Harley Street North - Design	\$35,000
Friberg	Survey completed and Detailed Design underway and 20% complete.	
1524	Harley Street - Design	\$34,000
Friberg	Survey underway and detailed design to commence.	
1525	Allister Close - Design	\$33,000
Friberg	Survey completed and detailed design to commence.	
1526	The Haven - Design	\$15,000
Dinsdale	Survey completed and Detailed Design underway and 20% complete.	
1527	Richards Avenue - Design	\$90,000
Friberg	Survey completed and detailed design to commence.	
1528	Chandler Road - Design	\$48,000
Chandler	Awaiting direction from Boronia Renewal Strategy panel.	
1529	Knox Athletics Track Renewal & Upgrades	\$3,250,000
Friberg	2MH currently designing.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1531	Guy Turner Reserve - Sportsfield Renewal	\$1,350,000
Collier	Evergreen Turf awarded the works. Construction to start in October.	
1532	Batterham Reserve Oval 1 - Sportsfield Renewal	\$20,000
Chandler	Sportsfield Redevelopment currently being designed.	
1533	Kings Park 1 - Sportsfield Renewal	\$20,000
Dobson	The sportsfield redevelopment is currently being designed.	
1534	Bayswater Oval - Sportsfield Renewal	\$20,000
Dinsdale	The sportsfield redevelopment is currently being designed.	
1535	Templeton Reserve - Fencing Renewal	\$65,000
Collier	Project to be awarded in September.	
1536	Knox Gardens Reserve Oval 1 - Fencing Renewal	\$65,000
Collier	Construction has started with a completion date in September.	
1537	Bayswater Oval - Cricket Net Renewal	\$350,000
Dinsdale	The new cricket net enclosure is currently being designed.	
1538	Guy Turner Reserve - Cricket Net Renewal	\$300,000
Dinsdale	The new crickets nets are currently being designed.	
1539	Schultz Reserve - New Cricket Nets	\$250,000
Collier	The new cricket nets are currently being designed.	
1540	Pickett Reserve - Cricket Net Renewal	\$5,000
Baird	The new cricket nets are currently being designed.	
1541	Golf Practice Nets	\$40,000
All Wards	ASTE awarded the works and scheduled to start in September.	
1542	Knox Regional Netball Centre - Court Renewal	\$100,000
Dobson	Matchpoint to renew the court surface's in October/November.	
1543	Sportsfield Infrastructure program replacement	\$30,000
All Wards	Ongoing replacement program.	
1544	Irrigation Infrastructure Program Replacement	\$60,000
All Wards	Ongoing irrigation replacement program.	
1545	Walker Reserve - extension of safety netting	\$10,000
Scott	Works have not commenced. Expected to occur later this year.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1546	Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade	\$20,000
All Wards	Site visit delayed, due to COVID19 restrictions. Site inspection to take place late September.	
1547	Kings Park (Baseball) - Floodlighting Upgrade	\$400,000
Dinsdale	Site and services investigations scheduled to commence in September with a view to prepare tender documents and release bulk tender with Guy Turner and Boronia Bowls Club in November to appoint Contractor by mid December.	
1548	Guy Turner Reserve - Floodlighting Upgrade	\$300,000
Collier	Site and services investigations scheduled to commence in September with a view to prepare tender documents and release bulk tender with Kings Park Baseball and Boronia Bowls Club in November to appoint Contractor by mid December.	
1549	Boronia Bowls Club - Green Lighting	\$120,000
Collier	Site and services investigations scheduled to commence in September with a view to prepare tender documents and release bulk tender with Kings Park Baseball and Guy Turner in November to appoint Contractor by mid December.	
1550	Park Ridge Reserve Existing Pavilion Refurbishment - Design	\$50,000
Taylor	Concept design to align with the modular building construction.	
1551	Knox Community Art Centre Theatre Equipment Renewal	\$20,000
Dinsdale	Minor renewals completed with planning for future spending underway.	
1552	Knox Community Arts Centre - Seating Bank Upgrade	\$200,000
Dinsdale	In early stages of contractor research and procurement planning. Aim to purchase and install over Summer 2022, when theatre program closes for the year.	
1553	FW Kerr Bathroom Upgrade	\$10,000
Dobson	Site meetings have been organised to take place in August to confirm scope of works, and concept design is expected to be completed by end of October 2022.	
1554	The Basin Community House - portico	\$25,000
Chandler	Not yet commenced. Aim to engage contractor in late 2022.	
1555	Community Facilities Signage - Upgrades	\$60,000
All Wards	Signage audit complete. Scope and procurement of signage to commence in late 2022. Delivery and install early-mid 2023.	
1556	Rose Street - Footpath Design & Construction	\$45,000
Dobson	Works have not yet commenced, site inspection to occur September with design to follow. Construction is estimated to start late November 2022.	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$15,000
All Wards	Consultation with residents is due to commence in the next couple of months.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1558	Napoleon Road Stage 4 - Shared Path Construction	\$330,000
Taylor	An initial 'walk through' with the Construction team has occurred. Drainage options adjacent to the proposed path are being considered.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$150,000
Taylor	The project has not yet commenced.	
1560	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	\$160,000
Taylor	A procurement plan is being drafted.	
1561	Harold Street On-road Bicycle Facilities - Design	\$0
Taylor	Part of the route near Wantirna College has already been design. Consultation with Wantirna College is proposed in the next couple of months.	
1562	Meridian Parade – On-road Bicycle Facilities - Construction	\$40,000
Taylor	An initial survey and tree assessment has been done. The grades are now being reviewed to determine the best layout.	
1563	Stud Road On-road Bicycle Facilities - Design	\$45,000
Taylor	Concept design completed and presented to Traffic & Transport. Awaiting outcome of Traffic & Transport consultation with stakeholders. Once completed, feedback to be provided to Project Delivery and detail design will commence.	
1564	Victoria Road - Kerb outstands at school crossing	\$60,000
Dobson	The project has not yet commenced.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$80,000
Dobson	Currently seeking approval from the Department of Transport and arranging traffic counts on Napoleon Road.	
1566	Brenock Park Drive Footpath and Bus Stop works	\$30,000
Dobson	The project has not yet commenced.	
1567	193 Forest Rd, Boronia Stormwater Upgrades - Scope	\$5,000
Dobson	Project being investigated for possible solutions.	
1568	EV Charging stations in Council facilities for fleet charging	\$50,000
All Wards	Scoping Underway for suitable location and best set up for charging infrastructure for Council Fleet.	
1569	Knox Regional Netball Centre, Ferntree Gully - Masterplan Implementation	\$15,000
Dobson	The carpark works have been completed as part of the Netball Centre upgrade works.	

Knox City Council Project Status Report

26-Aug-2022

Project Number	Project Name	Total Adjusted Budget
1571	Lewis Park, Wantirna South - Masterplan Implementation - Stage 2 - Sport & Play Hub	\$500,000
Dinsdale	Design - Stakeholder and Community consultation closed on the 26th August 2022 with feedback to be incorporated into the next phase of design as appropriate. Value Management is currently being undertaken due to the cost escalations being experienced across the construction industry.	
1572	Community Gardens Facility - scope	\$120,000
Dinsdale	High level concept options being finalised. Site investigation works (geotech, feature level & survey, etc.) to commence late 2022. Detailed concept plan to be developed in early 2023.	
1573	Lupton Way Future Public Art Lighting	\$100,000
Baird	Identifying key locations for public art lighting on Lupton Way. Focusing on Council owned land as to not interfere with Vic Track masterplan for Boronia Station.	

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

8 Confidential Items