

AGENDA

Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 10 February 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting



Order of Business

- 1 Apologies And Requests For Leaves Of Absence3
- 2 Declarations Of Conflict Of Interest3
- 3 Confirmation Of Minutes.....3
- 4 Officer Reports3
 - 4.1 Recreation and Leisure Committee Annual Report and Representation3
 - 4.2 Minor Grants Program Monthly Report19
- 5 Notices Of Motion34
- 6 Supplementary Items34
- 7 Urgent Business.....34
- 8 Confidential Items34

Bruce Dobson
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Monday 9 December 2024

4 Officer Reports

4.1 Recreation and Leisure Committee Annual Report and Representation

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Leisure Services Officer, Tom Byrne
Manager:	Manager Active & Creative Communities, Nicole Columbine
Executive:	Director, Connected Communities, Judy Chalkley

SUMMARY

Council’s Recreation and Leisure Committee is an Advisory Committee that assists Council with its community engagement processes and provides valuable information and advice on sport and leisure issues to support the decision making of Council.

This report presents the achievements from the outgoing Recreation and Leisure Committee for 2024.

An expression of interest process has now been undertaken to seek community and industry members to nominate for the Recreation and Leisure Committee for 2025-26. This report also seeks Council approval to appoint 12 community representatives to the Recreation and Leisure Committee for 2025-26.

RECOMMENDATION

That Council resolve to:

1. Receive and note the achievements of the Recreation and Leisure Committee for the 2023/2024 term and thank the outgoing members for their valuable contribution.
2. Appoint the applicants as presented in Confidential Attachment 2 to the Recreation and Leisure Committee, to serve a two-year term concluding in December 2026.
3. Advise all applicants of Council’s decision and thank them for their interest in nominating to be part of the Committee.

1. DISCUSSION

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

This report highlights the achievements of the RLC over the past period and recommends that Council approves the appointment of the new members of the RLC for a two-year period (2025-2026). The continuation of the RLC supports Council’s commitment to engage with its community and to acknowledge the critical role sport and leisure plays in supporting the health and wellbeing of the community.

The current members of the RLC were thanked for their efforts and participation at its last meeting on 9 October 2024. Community members who served on the outgoing RLC are:

- Mark Elder - St Johns Tecoma Cricket Club.
- Leanne Siwes - Eildon Park Tennis Club.
- Clinton Kennon - Cricket Victoria.
- Lynne Simpson - Eastern Raptors Rugby League Club.
- Lyn Shepherd - Mountain District Netball Association.
- Belinda Cunningham - Mountain Gate Cricket Club.
- Craig Douglas - Scoresby Tennis Centre.
- Greg Mastertoun - Ferntree Gully Football Club.
- Carol Syer - General Community.
- Peter Williams - Knox Baseball Club.
- Felice Lomuto - Knox United Soccer Club.
- Greg Hurvitz - Football Victoria.
- Karen Little - General Community.

Five members have completed a maximum of two terms and as a result would not be eligible to reapply, they are Clinton Kennon, Mark Elder, Lyn Shepherd, Leanne Siwes and Lynne Simpson.

At the final session of each RLC term, officers ensure that all members are provided an opportunity to provide and raise feedback for areas of this Committee. This allows the serving members to help Council understand the value and effectiveness of the RLC and ensure that any improvements can be made on an ongoing basis. Issues that were considered in the final session included relevance of the group, diversity in the group, term length, goal setting, size of the group and the role of the group members in the sporting and leisure community. Further feedback and suggestions can be found in Section 1.5.

1.1 Update of Term Achievements

A major function of the RLC is to provide advice regarding the development and review of Council policies and plans. During the past period, the RLC has provided advice concerning the development and review of the following Council policies, plans, strategies, and guidelines as well as projects and events:

1.1.1 Community Signage on Council Open Space Policy

Council officers provided a summary on the proposed changes to the Community Signage on the Council Open Spaces Policy that is due for review. Council officers also recognised the importance that sponsorships, promotional and advertising signs have on a club's income. The RLC provided valuable and practical insights into this policy such as tennis clubs being allowed to promote coaches and consideration to outward facing signage at reserves.

This updated Policy will be presented to Council in 2025 for discussion.

1.1.2 Knox Gambling Policy

Council officers sought feedback from RLC on how to make this Policy clearer and what members of the RLC could share regarding insights into how gambling affects members of their clubs. The RLC was able to help identify key issues in relation to how easily accessible online gambling has

become, as well as the level of advertising for sports gambling and the impact that has had on community sport participants, normalising the behaviour.

1.1.3 Fair Access Policy

Council officers presented and sought feedback on the evolution from Fair Access in its roadmap stage to its final endorsement to a Policy. It allowed the RLC to provide valuable consultation and insight into how the six principles of the Policy would look at a club level, such as the need for further Club Development and Gender Equity Sessions for more clubs across Knox to help support the growth and opportunity for females and girls within sport.

This Policy was discussed at multiple meetings in order to share developments and provide feedback to Council officers to improve the policy during its conception particularly on how this Policy will look and affect some sporting codes more than others.

This Policy was adopted in 2024 and is a major achievement for the RLC.

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

1.1.4 Sport and Leisure Awards

Two members of the RLC helped form part of the Selection Panel for award winners at the Sport and Leisure Awards. Some of the feedback from members of the RLC that had been implemented to help improve how the Sport and Leisure Awards event runs included, organising an experienced MC to host the night, reduction of break times across the night, suggesting members of the RLC be allocated specific seats at the event to mix with other attendees and serving of food at the tables.

1.1.5 Capital Works and Grants

The Committee was kept informed of current and newly completed capital works projects. Sport and Recreation Victoria Grants, applications and the project selection criteria were discussed.

1.1.6 Club Development Programs

Council officers provided details on the different club development programs offered and discussed ways that Council can help provide educational opportunities to support clubs. This helped inform the implementation of educational workshops for topics including Family Violence, Mental Health Support, Gender Equity and Alcohol Abuse. Council officers also requested the RLC to provide feedback on the biggest challenges clubs faced during the last two years to inform future work.

1.1.7 Leisure Minor Capital Works Grants Scheme (LMCWGS) and Application Process

Council officers requested feedback from the RLC members about the opportunities and challenges club volunteers faced when applying for LMCWGS. Council officers also provided a summary of LMCWGS with a particular change outlined, that Councillors are no longer part of the Assessment Panel. Three members of the RLC were involved in the Assessment Panel for 2024-25: Craig Douglas, Karen Little and Clinton Kennon.

1.1.8 Child Safe Standards

Council officers provided an overview of the Child Safe Standards and captured RLC members' thoughts on how Council can help support, as well as seeking feedback on how State Sporting Associations have supported clubs. RLC was able to help identify areas that Council could further educate club and club members, such as providing seminars or to create e-modules.

1.1.9 Active Knox Strategy

Two workshops were held on the Active Knox Strategy through the RLC term to better understand how to improve the experience for those participating in activities outside of formal/structured sports. In particular, the RLC were asked for feedback on how they would implement actions like installing new signage to promote active recreation and trials of extension of lighting hours to create safer environments and usage of reserves within Knox.

The RLC feedback helped shape the final Active Knox Strategy which was endorsed by Council in 2024.

1.1.10 Knox Festival

Council officers explained the crucial role Knox Festival plays in the community. The RLC members were asked to consider and provide the "must haves" for the Festival in 2024 as well as the best ways sporting clubs can participate at the Knox Festival. Feedback from the RLC helped form how Council's Festivals and Events team improves the "Active Space at Knox Festival".

1.1.11 Alcohol Harm Profile

Council officers provided valuable information and statistics to members of the RLC to help inform them and take back feedback on how alcohol is managed within sporting clubs.

Advice and information from the RLC helped provide valuable insights and feedback to Council's State of Commitment for Reducing Alcohol Harm which was endorsed by Council in 2024.

1.2 Efficiency and Effectiveness of the Committee

Council's Leisure Services team coordinates the administration of the RLC, including the preparation of meeting agendas and minutes for a maximum of four meetings per year. Councillor representatives during 2023/2024 were Councillor Lisa Cooper (Chair) and former Councillor Sorina Grasso.

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

When looking at ways to help improve the efficiency and effectiveness of the RLC, the outgoing members agreed that the RLC is extremely valuable in addressing issues which will directly affect the community and praised the networking opportunities that the RLC provides.

Some of the key takeaways noted were the frequency of four meetings in person or online (hybrid meeting option) per year was appropriate; the composition of the RLC benefited from a gender balance of representatives and members with diverse interests and backgrounds. Council officers involved in administering the RLC consider that it functions effectively, and the feedback provided by RLC members on various topics is valuable.

1.3 General Feedback on RLC

Further feedback provided by the RLC members particularly in the final meeting of the RLC, included:

1.3.1 What Worked Well?

- The topics discussed were very practical, especially Council's policies and procedures. RLC members felt that their input was taken into consideration, and they influenced future policies outcomes.
- The RLC meetings allowed the group to provide suggestions to Council officers on a wide range of issues, which were relevant to sporting clubs and community groups.
- The RLC meetings are a good opportunity for the members to share their experiences and knowledge among themselves.
- RLC has begun to integrate more topics around active recreation rather than just organised sport.

1.3.2 What Can be Improved?

- To bring to the discussion topics that are arising in each sport in order to build future meeting agendas.
- To provide an opportunity for the RLC members to highlight the positives and to focus on what has been achieved by their organisations.
- Provide the information and presentations on agenda topics ahead of meetings to allow members to review prior and coming to meetings with questions to spend more time providing feedback and engaging in consultation.
- Survey sporting clubs in Knox to help establish topics and agenda items.
- More opportunities to work in groups to help provide more applicable feedback when being presented with topics in meetings.
- The RLC members suggested that it would be good idea to utilise different venues around Knox particularly sporting pavilions.
- Increased diversity on the RLC such as members who can provide greater insight from an inclusive perspective of the community as well as active recreation.

1.4 Terms of Reference

The current Terms of Reference will remain in place as they are not due to be reviewed until 7 November 2026. A copy can be found at Attachment 1.

2. 2025-26 Membership Recruitment Process

Between 4 November 2024 and 2 December 2024, Council sought Expressions of Interest from community members interested in joining the RLC through multiple avenues including Council's website and the sport and recreation newsletter "A Note from Leisure" which is sent to sport, recreation and leisure groups within Knox and relevant peak bodies which support these groups.

Table 1 outlines the timeline of the application process followed by Council officers in order to effectively recruit new applicants for the next term of the Recreation and Leisure Committee.

Table 1: Timeline for Recruitment for RLC Term 2025-2026.

Dates	Task
4 November 2024	Applications Opened
2 December 2024	Applications Closed
12 December 2024	Ranking of Applications with Assessment Panel
10 February 2025	Council Meeting seeking adoption of RLC members and Annual Report
17 February 2025	Notify all applicants of the outcome of their application.
5 March 2025	First meeting of the new RLC

The Terms of Reference for the RLC notes that membership comprises of up to but no greater than 15 members and no less than 12 members, including Councillors. As three Councillors have been appointed to the Recreation and Leisure Committee this meant that no more than 12 community and industry applicants could be appointed.

In response to the advertising program, 14 applications were received through the Better Impact platform, Council’s online volunteer portal. Membership applications to the RLC were oversubscribed and a ranking process was undertaken to determine the recommended applicants.

2.1 Assessment of Applications

There were 14 expressions of interest for 12 vacancies and the applications were assessed in accordance with the RLC Terms of Reference. The Assessment Panel consisted of two Council officers from the Leisure Services team and one Councillor. Upon completion of ranking of the applicants it was noted that the ranking criteria should be reviewed before the next term (2027-28).

The Assessment Panel has advised that there are 12 applicants recommended for appointment to the RLC. The recommended applicants will bring an appropriate level of sporting interest, knowledge, and experience to the RLC. It should be noted that all recommended applicants over the age of 18 must complete a successful Police Check before they can commence their volunteering role as per Council’s Volunteer Policy.

A breakdown based on the 12 recommended applicants to be appointed to the RLC is listed in Table 2.

Table 2: Proposed RLC Membership Breakdown

Membership		
Membership Categories	Description	2025-26
As per Councillor Committee Appointments	Nominated representatives of Council	3 Deputy Mayor, Councillor Glen Atwell Councillor Paige Kennett Councillor Chris Duncan
General Community Representatives	Representatives who are enthusiastic about sport and leisure, yet they may or may not be affiliated with a specific sporting or leisure group	3
Sporting Club Representatives	Representatives who actively support a sporting code(s) within the municipality	6
Sector/Association Representatives	Representatives of special recreation interest groups (e.g., youth, disability groups and/or the broader sporting and leisure sector)	3
Total		15

A list of the recommended and not recommended appointments by name and organisation can be found at Confidential Attachment 2 of this report, and the final ranking of the applicants and the recommended appointments to RLC are shown in Confidential Attachment 3. Copies of the application forms are provided in Confidential Attachment 4. The Selection Panel is recommending 12 applicants be considered for appointment (pending a successful outcome of Police Checks). The Selection Panel also fully endorsed the four members that have re-nominated for another term as they have been positive and valued contributors to the Committee and will be able to share reflections and context from previous discussions on issues which will be brought to the RLC during this next term.

3. ENGAGEMENT

The RLC members were provided with the opportunity to provide feedback on the effectiveness of, and value added by the RLC, with this feedback discussed in Section 1.5 of this report.

The topics discussed throughout 2023/2024 were identified through a combination of member consultation, Councillor and Council officer identified priorities.

The recruitment and promotion processes were developed through internal consultation and best practice; it was also informed by feedback received prior to the previous term of the RLC. When a Selection Panel was formed to rank and select the applicants to be suggested for appointment this was comprised of Councillor Chris Duncan; Council officers - Nicole Columbine, Manager Active and Creative Communities; and Tom Byrne, Leisure Services Officer.

4. SOCIAL IMPLICATIONS

It is proposed that the RLC will continue to provide advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Key policies and topics expected to be discussed during the next term include:

- Fair Access.
- Guidelines for Developing Sports Facilities.
- Sporting Reserve Facility Usage Policy.
- Sporting Club Financial Contributions towards Reserve Development Policy.
- Increasing female participation in sports and leisure.
- Creating more opportunities for non-mainstream sports and leisure activities.
- Encouraging and retaining volunteers.
- Creating child safe and family friendly sporting and leisure environments.
- Knox Sport Awards.
- Climate change implication on the sporting and leisure community.
- Other topics as determined through consultation with the group/others.

5. 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.

6. ENVIRONMENTAL IMPLICATIONS

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

7. FINANCIAL AND RESOURCE IMPLICATIONS

The cost to Council to support the RLC was approximately \$4,600 and is funded within Council's annual budget. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of the term recognition gifts for the volunteer members.

8. RISKS

The major risk associated with Council not consulting with the sport and recreation community particularly through the RLC is the potential impact on community perception. A lack of consultation with sporting clubs and active recreation participants could contribute to a lack of trust in the Council around issues facing the leisure and recreation space.

9. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Connection, Resilience & Wellbeing

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

Civic Engagement & Integrity

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

10. 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.

11. STATEMENT OF COMPATIBILITY

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

12. CONFIDENTIALITY

Confidential Attachments 2, 3 and 4 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, including names, addresses information that reveals a person's identity, being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

ATTACHMENTS

1. Attachment 1 - Terms of Reference - Recreation & Leisure Committee [4.1.1 - 7 pages]



Terms of Reference



Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	7 November 2022	Version Number:	11
Review Date:	7 November 2026		

1. Purpose

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

The Committee exists to:

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

2. Objectives

The objectives of the Committee are to:

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

3. Membership, Period of Membership and Method of Appointment

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

- Councillor(s) – appointed annually by Council.
- Community representative(s) – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
- Industry or professional representatives – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

It is expected that each member will attend either online or in person (hybrid meetings will be available) a minimum of 75% of meetings annually.



3.1 Applications

Applications will be assessed based upon their interest, knowledge and expertise relating to:

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

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

3.2 Term

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

3.3 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make application via an expression of interest process.

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

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

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

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.

3.4 Casual Vacancies

Casual vacancies which arise 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.



If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

3.5 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.

3.6 Council Officers

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

4. Delegated Authority and Decision Making

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

In accordance with section 124 of the Local Government Act 2020, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in the Terms of Reference.

5. Quorum

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

6. Meeting Procedures

The Committee will meet either online or in person (Hybrid meetings will be available) four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;



- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

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

At the commencement of each term the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues such as Occupational Health and Safety, Child Safe Standards, Conflict of Interest and the relevant governance matters, First Nations matters, Emergency Management and other topics that may be of relevance to individual Council Committees 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.

7. Chair

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

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

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

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

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

8. Agendas and Meeting Notes

Agendas and Meeting Notes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting. The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and meeting notes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

- a) the information is confidential by virtue of the Act or any other Act; or
- b) public availability of the information would be contrary to the public interest.

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

The notes of a Committee meeting must:



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

Draft meeting notes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Meeting notes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

9. 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.

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

Councillors must:

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

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.



All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

11. Planning and Reporting

11.1 Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavour should be made to minimise the impact of such matters on the ongoing business of the Committee.

11.2 Annual Report

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

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

12. Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

13. Review Date

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

14. Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.



15. Administrative Updates

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

4.2 Minor Grants Program Monthly Report

Final Report Destination:	Mid-Month Council
Paper Type:	For Decision
Authors	Community Partnerships Officer, Jade Mainwaring and Eleonore Smith, Personal Assistant to Mayor and Councillors
Manager:	Manager Community Wellbeing, Kerryn Jansons and Manager Governance, Andrew Dowling
Executive:	Director Connected Communities, Judy Chalkley and Director Customer and Performance, Greg Curcio

SUMMARY

This report summarises the grant applications recommended for approval in February 2025 for the 2024-2025 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

This report also summarises the Excellence Grants for Individuals awarded in Quarters 1 and 2 of the 2024-2025 financial year.

RECOMMENDATION

That Council resolve to:

1. Approve seven applications for a total of \$10,357.84 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Waverley City Soccer Club	Purchase of defibrillator for Milpera Reserve	\$1,000.00	\$1,000.00
Knox Triathlon Club Inc.	Shed for Storage	\$501.00	\$501.00
Mountain Gate Tennis Club	MGTC Community Open Day	\$1,000.00	\$1,000.00
St Joseph and St Bernadette's Catholic Church Boronia The Basin	St. Josephs & St Bernadette's Community Fete - Signage	\$2,052.52	\$1,865.93
St Joseph and St Bernadette's Catholic Church Boronia The Basin	St. Joseph & St Bernadette's Community Fete - Entertainment	\$840.00	\$763.64
Saga Productions	2025 Season - The Guy Who Didn't Like Musicals	\$2,500.00	\$2,500.00
The Orchard Church of Christ Inc.	Continuing The Provision of Hot Meals To The Needy	\$3,000.00	\$2,727.27
Total		\$10,893.52	\$10,357.84

2. Defer one application requesting a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for deferment
Haering Road Kindergarten	Haering Road Kindergarten Mural Project	\$3,000.00	Applicant details require amending to correct legal entity
Total		\$3,000.00	

3. Refuse one application requesting a total of \$1,249.75 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
2 nd /3 rd Bayswater Scout Group	Modernise Public Image	\$1,249.75	This project is ineligible under Clause 6.29 of the Minor Grant Procedure which states that projects are ineligible for funding for printed merchandise or other branded materials where the main purpose is to promote an organisation.
Total		\$1,249.75	

4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024-2025 will be \$26,380.78 after GST adjustments.
5. Note that the lesser amounts being recommended are due to GST and specifically Mountain Gate Tennis Club having an ineligible expenditure item.
6. Note the Excellence Grants for Individuals awarded in Quarters 1 and 2 of the 2024-2025 financial year as set out in Attachment 2, with a total value of \$3,750.00.
7. Note the Excellence Grants for Individuals Procedure has been developed and implemented in accordance with the Council-wide Grant Framework Policy.

1. DISCUSSION

1.1 Minor Grants

1.1.1 Background

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

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

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

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and

- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in April 2024), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

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

1.1.2 Applications Recommended for Approval

Nine applications have been assessed this month, requesting grants totaling \$15,143.27. Of the nine applications, seven are recommended for approval. A summary of the projects recommended is as follows:

- Waverley City Soccer Club would like to purchase a defibrillator to ensure the safety of the many players, volunteers and spectators who frequent the club.
- Knox Triathlon Club is seeking funding for a storage shed to house equipment for the Lewis Park Reserve Parkrun. This will assist in a more efficient weekly set up with easier access to equipment.
- Mountain Gate Tennis Club would like to hold an open day to promote physical activity, social connection and engagement for all ages and abilities within the community.
- St Joseph and St Bernadette's Catholic Church Boronia The Basin would like funding to purchase signage for their community fete to assist with promotion and to also aid with safe and efficient traffic flow.
- St Joseph and St Bernadette's Catholic Church Boronia The Basin also submitted a second application seeking funding for roving performers at the community fete.
- Saga Productions is seeking funding to assist with venue hire for their 2025 season of the comedy musical 'The Guy Who Didn't Like Musicals'.
- The Orchard Church of Christ is seeking support for their community meals program that provides a hot meal for approx. 40 people on a Friday evening for 48 weeks of the year.

Application details are provided in Attachment 1.

1.1.3 Applications Recommended for Deferral

One application is recommended for deferral to the March 2025 Mid-Month Meeting of Council as we await further information regarding their application:

- Haering Road Kindergarten for the Haering Rd Kindergarten Mural project.

This group will be encouraged to provide the requested information prior to the deadline for the March 2025 Mid-month Meeting of Council.

1.1.4 Applications Recommended for Refusal

One application is recommended for refusal:

- 2nd/3rd Bayswater Scout Group for the Modernise Public Image project.

This project is deemed ineligible under Clause 6.29 of the Minor Grant Procedure, which states that projects are ineligible for funding for printed merchandise or other branded materials where the main purpose is to promote an organisation.

1.2 Excellence Grants for Individuals

1.2.1 Background

Excellence Grants for Individuals provide funding assistance to Knox residents, who are selected to represent either Victoria or Australia in a competitive endeavor or an elite performance.

Applications are assessed against criteria specified in the Excellence Grants for Individuals Procedure, established under Council's Grant Framework Policy, and which set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

1.2.2 Applications Recommended for Approval

For Quarters 1 and 2 of 2024-2025, there have been 13 successful applications for a total value of \$3,750. Excellence grants were awarded for one competition within Victoria, eight interstate competitions and four events overseas. A summary of the grants is included as Attachment 2.

2. ENGAGEMENT

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

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

The Minor Grants Program Procedure specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

3. SOCIAL IMPLICATIONS

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

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

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

6. FINANCIAL & RESOURCE IMPLICATIONS

The approval of Minor Grants is managed within Council’s adopted budget. The 2024-2025 budget provides \$155,145.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2024-25	Amount Recommended at Council Meeting (Excluding GST)	Total Amount Approved (Excluding GST)
July	\$14,554.41	\$14,554.41
August	\$27,099.61	\$27,099.61
September	\$22,656.60	\$22,656.60
October	\$-	\$-
November	\$41,391.16	\$41,391.16
December	\$12,704.58	\$12,704.58
January	\$-	\$-
February	\$10,357.84	\$
March	\$	\$
April	\$	\$
May	\$	\$
Totals (Year to Date)	\$128,764.20	\$

Recommended applications for the February period total \$10,357.84 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2024-2025 will total \$26,380.78 after GST adjustments.

Please note, only some organisations are registered for GST, hence the difference in amounts detailed within the Table in this report's first Recommendation, between the columns for 'Amount Requested (inc. GST)' and 'Amount Recommended (exc. GST)'.

The Excellence Grants for Individuals are managed within Council's adopted budget which provides \$10,000.00 for grants annually. The remaining Excellence Grants budget for 2024-2025 totals \$6,250.00.

7. RISKS

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

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

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

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Resilience & Wellbeing

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

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

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

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

Attachments

1. Attachment 1 - Minor Grants Program - February 2025 [4.2.1 - 8 pages]
2. Attachment 2 - Excellence Grants for Individuals - Q1 and Q2 2024-25 [4.2.2 - 1 page]

Minor Grant Program Applications
February 2025

2425-MGP096

Waverley City Soccer Club

Application ID	2425-MGP096
Organisation Name	Waverley City Soccer Club
Grant Program	Minor Grants Program

Project Title	Purchase of defibrillator for Milpera Reserve
Project Start Date	11/02/2025
Project End Date	11/03/2025

Request Details	Milpera Reserve in Wantirna is used by both the Waverley City Soccer Club (WCSC) and Templeton Cricket Club (TCC) for their adult and junior competitions. Both clubs are looking to purchase a defibrillator to ensure the safety of the many players, volunteers, and spectators who frequent the facility. At present, the clubrooms do not have a defibrillator.		
Community Benefit	A defibrillator is an essential medical device used to restore normal heartbeat in an emergency situation when one of our members, opposition players or visitors/spectators suffers a life threatening cardiac event.		
Total Beneficiaries	1000+	Total Project Cost	\$ 1830.20
Knox Beneficiaries	750+	Total Amount Requested	\$ 1000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
WCSC contribution	\$ 415.10	FRED PA-1 AED Fully Automatic, Paediatric Electrodes, Freight Charge, GST	\$ 1830.20
TCC contribution	\$ 415.10		
Council grant	\$ 1000.00		

2425-MGP101

Knox Triathlon Club Inc

Application ID	2425-MGP101
Organisation Name	Knox Triathlon Club Inc
Grant Program	Minor Grants Program

Project Title	Shed for storage
Project Start Date	24/02/2025
Project End Date	31/03/2025

Request Details	<p>Lewis Park Reserve parkrun has seen significant increase in it's attendance numbers, which has lead to more equipment being required to ensure a safe event is held. This has also lead to our volunteer Run Directors needing to pack-up, setup and transport more equipment each week in their own individual vehicles which is leading to not only increased workload for our volunteers, but the equipment being damaged and wearing out due to the weekly transport.</p> <p>Our strong relationship with the Lewis Road Scout Hall has led to a conversation with the management of the Scout Hall who have kindly offered for their premises to house an outdoor shed for our Run Directors to store equipment, assisting with transport and equipment longevity.</p>		
Community Benefit	<p>Our equipment will last longer and not need to be transported each week in different cars. It will also aid in allowing our volunteer Run Directors to setup up and pack up more efficiently each week. This consequently leads to our parkrun community having equipment ready, and easier access, allowing us to continue delivering a free community event each Saturday, and less burden on our volunteer Run Directors.</p>		
Total Beneficiaries	200+	Total Project Cost	\$ 501.00
Knox Beneficiaries	150+	Total Amount Requested	\$ 501.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Minor Grant	\$ 501.00	shed for storage	\$ 501.00

2425-MGP102

Mountain Gate Tennis Club

Application ID	2425-MGP102
Organisation Name	Mountain Gate Tennis Club
Grant Program	Minor Grants Program

Project Title	MGTC Community Open Day
Project Start Date	23/02/2025
Project End Date	23/02/2025

Request Details	Secure funding to assist with covering the costs of providing an open day at the MGTC facility to support and promote community social & physical activity and engagement for all ages and abilities. We have an excellent facility that lies idle for the majority of any week, so it is also an opportunity to open our doors to wider community groups that may need an accessible & safe venue at low or no cost to assist their cause.		
Community Benefit	Encourage social and physical activity in a welcoming, safe and accessible environment.		
Total Beneficiaries	150	Total Project Cost	\$ 1000.00
Knox Beneficiaries	150	Total Amount Requested	\$ 1000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 1000.00	Club provided catering (BBQ, Drinks & Coffee Cart)	\$ 200.00
		Local musician	\$ 250.00
		Court Maintenance prior to event	\$ 350.00
		Coaching & Court Hire Vouchers (Door Prizes)	\$ 200.00

2425-MGP105

St Joseph & St Bernadette's Catholic Church Boronia The Basin

Application ID	2425-MGP105
Organisation Name	St Joseph and St Bernadette’s Catholic Church Boronia The Basin
Grant Program	Minor Grants Program

Project Title	Community Fete Promotions - Signage
Project Start Date	28/02/2025
Project End Date	29/03/2025

Request Details	Expand/replace existing heavy signage with lighter weight signs to help promote the event and aid with safe and efficient traffic flow.		
Community Benefit	The Community Fete has long been a institution for much of the surround residents. The large number of attendees (outside of the School & Church communities) come back year after year no matter the weather. The focus on fostering involvement by local community groups to share their activities/contributions (at no cost) remains a priority for the Fete Committee. Promotion of the event is therefore important to ensure these community groups are likewise boosted.		
Total Beneficiaries	4500	Total Project Cost	\$ 2799.72
Knox Beneficiaries	3000	Total Amount Requested	\$ 2052.52

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Grant	\$ 2052.52	Signage	\$ 2052.52

2425-MGP106

St Joseph & St Bernadette's Catholic Church Boronia The Basin

Application ID	2425-MGP106
Organisation Name	St Joseph and St Bernadette’s Catholic Church Boronia The Basin
Grant Program	Minor Grants Program

Project Title	Community Promotions & Support - Entertainment
Project Start Date	21/02/2025
Project End Date	29/03/2025

Request Details	Provide an opportunity for the local circus training group, "Ruccis", to demonstrate their skills, fitness, flexibility and teamwork. The hire fee covers costs associated with the various items of equipment used by the roving performers.		
Community Benefit	A vibrant community is one that is engaged and informed. We strive to ensure as many community groups are given an opportunity to share their contribution to the community. By engaging with the community at the fete, the community groups have a better chance of maintaining and/or increasing their memberships and therefore continue their role in supporting the community. Many of the community groups can attend without great cost to their organisation (other than volunteer hours). However some, like the Ruccis Circus, have relatively high equipment and insurance overheads that preclude them from attending at no cost. We would like to support them attending with the support of this grant.		
Total Beneficiaries	4500	Total Project Cost	\$ 840.00
Knox Beneficiaries	3000	Total Amount Requested	\$ 840.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Grant	\$ 840.00	Ruccis Circus	\$ 840.00

2425-MGP107

2nd/3rd Bayswater Scout Group

Application ID	2425-MGP107
Organisation Name	2nd/3rd Bayswater Scout Group
Grant Program	Minor Grants Program

Project Title	Modernise Public Image
Project Start Date	01/03/2025
Project End Date	01/05/2025

Request Details	Purchase new group flags and flag poles with current and uniform branding. The current flags owned by the group are over 40 years old, some with stains and all with the old branding. Furthermore they are all various sizes. Our group prides itself in always attending community ceremonies such as ANZAC and Remembrance Day services, these flags will show the modern look of the organisation.		
Community Benefit	The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. Therefore increased membership is a benefit to whole community. Being able to portray a modern and current look is an important asset to achieve growth.		
Total Beneficiaries	100	Total Project Cost	\$ 1249.75
Knox Beneficiaries	90	Total Amount Requested	\$ 1249.75

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Grant	\$ 1249.75	Section Flags	\$ 800.00
		Flag Poles	\$ 449.75

2425-MGP108

Saga Productions

Application ID	2425-MGP108
Organisation Name	Saga Productions
Grant Program	Minor Grants Program

Project Title	2025 Season - The Guy Who Didn't Like Musicals
Project Start Date	13/05/2025
Project End Date	17/05/2025

Request Details	Funding assistance for our 2025 season of a comedy musical "The Guy Who Didn't Like Musicals". Specifically, we will be performing in May at the Knox Community Arts Centre in Bayswater, with funding intended to help pay for venue hire costs.		
Community Benefit	Performance opportunities for young people (18 to 30), located in and around the City of Knox. In casting, we target performers who are generally too nervous to audition for larger companies in order to boost their confidence, and provide them with a low stress and supportive performance environment. We will be performing in Bayswater, giving the community another opportunity to attend the performing arts. Due to the current financial climate, we always ensure our ticket prices are reasonable and accessible across the community.		
Total Beneficiaries	18	Total Project Cost	\$ 7350.00
Knox Beneficiaries	5	Total Amount Requested	\$ 2500.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 2500.00	KCAC Venue hire costs	\$ 4073.00
Saga Productions financial input	\$ 4000.00	Rehearsal venue hire costs	\$ 1200.00
Cast fees	\$ 850.00	Show rights	\$ 1066.00
		Props/costumes/set	\$ 1011.00

2425-MGP109

The Orchard Church of Christ Inc.

Application ID	2425-MGP109
Organisation Name	The Orchard Church of Christ Inc.
Grant Program	Minor Grants Program

Project Title	Continuing The Provision of Hot Meals To The Needy
Project Start Date	21/02/2025
Project End Date	25/09/2026

Request Details	Our Community Meals program provides a hot meal for 40 people on Friday evenings for 48 weeks per year. We require funding for the provision of fresh food ingredients in order to continue to provide this necessary and appreciated service to the community.		
Community Benefit	<p>Our guests come from all parts of Knox and beyond, in some cases from adjoining localities. Our guests are very appreciative of the hot meals, but the community connections would seem to be nearly as important as the food provided. A number of our church volunteers will join conversation groups and it is getting harder to wind up the meal times as people are happy to just sit and chat with their friends and our volunteers.</p> <p>Our meals times are a welcome, warm haven for people. This trend of wanting to stay in the premises and chat is more obvious. Our guests crave conversation and connection. We also are seeing an increase in the need for advocacy with some of our guests, eg. Assistance with connection to local services, etc. Our team are on the lookout for situations where guests could benefit from our support both in advocacy and in emotional support. We know how much this program benefits the Knox community and are committed to providing these meals to the vulnerable and needy. With the cost of living increasing dramatically our program is more needed than ever.</p>		
Total Beneficiaries	100	Total Project Cost	\$ 3000.00
Knox Beneficiaries	95	Total Amount Requested	\$ 3000.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 2700.00	Food items, serving accessories,	\$ 2700.00
Council Grant	\$ 300.00	Food containers	\$ 300.00

Attachment 2

Excellence Grants for Individuals – Quarters 1 & 2 2024-2025

Application Date	Applicant	Request details	Grant
2024-07-11	Scoresby resident	Son to compete at Basketball Australia Under 14 National Championships in Berwick in September 2024	\$150
2024-07-17	Ferntree Gully resident	Daughter to compete as part of Team Victoria at the SSV National Basketball Championships in Queensland in July 2024	\$250
2024-07-25	Rowville resident	Son representing Australia at the World Hip Hop Dance Championships in Arizona, USA in August 2024	\$400
2024-08-08	Ferntree Gully resident	Competing as part of the Australian Men's Over 50s team at the World Masters Indoor Cricket Championships in Sri Lanka in September 2024	\$400
2024-08-09	Wantirna resident	Representing Victoria at the Taekwondo National Championships in Brisbane in November 2024	\$250
2024-08-23	Rowville resident	Voluntary Internship in October 2024 at UNCITRAL (United Nations Commission of International Trade Law) located in Austria to support humanitarian goals	\$400
2024-08-12	Ferntree Gully resident	Representing Australia at the World Multisport Championship in Townsville in August 2024	\$250
2024-09-17	Wantirna South resident	Son to compete in the Australian Volleyball School Cup being held on the Gold Coast in December 2024	\$250
2024-09-18	Lysterfield resident	Representing Victoria in the Over 40s Cricket Team competing in Adelaide in October 2024	\$250
2024-10-01	Wantirna resident	Daughter to compete at the Australian School Basketball Championships on the Gold Coast in 2024	\$250
2024-10-23	Wantirna resident	Daughter to compete at the Footlocker U17 Australian Schools Championships at the Gold Coast in December 2024	\$250
2024-12-10	Ferntree Gully resident	Son to represent Victoria at the Inline Speed Skating Championships in Brisbane in January 2025	\$250
2024-12-11	Rowville resident	Representing Australia at the Over 50s Cricket World Cup being held in Sri Lanka in February 2025	\$400
		Total	\$3,750

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items