

MINUTES



Strategic Planning Committee Meeting

Held at the
Civic Centre
511 Burwood Highway
Wantirna South

On

Monday 11 February 2019

The meeting commenced at 7.00pm.

PRESENT:

Cr P Lockwood (Chairperson)

Cr J Mortimore

Cr A Gill

Cr T Holland

Cr L Cooper

Cr D Pearce

Cr N Seymour

Baird Ward

Chandler Ward

Dinsdale Ward

Friberg Ward

Scott Ward

Taylor Ward

Tirhatuan Ward

Mr T Doyle

Chief Executive Officer

Dr I Bell

Director – Engineering & Infrastructure

Mr P Dickie

Acting Director - City Development

Mr M Fromberg

Director – Corporate Services

Ms T Clark

Director – Community Services

Mr P McQue

Manager, Governance and Strategy

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Keogh.

2 Declarations of Conflict of Interest

Nil.

Councillor Gill left the meeting at 7.01pm before discussion on item 3.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Holland

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 10 December 2018

CARRIED

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4 Considering and Ordering Upon Officers' Reports

4.1 Recreation & Leisure Committee - Representation

SUMMARY: Leisure Services Officer (Suranga Dissakarunaratne)

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

On 26 November 2018, Council endorsed a process to re-establish the Recreation and Leisure Committee for a further two-year term.

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

RECOMMENDATION

That Council:

- 1. Appoint the following non-Councillor representatives to the Recreation and Leisure Liaison Group for a term concluding on 31 December 2020:**

NAME

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

- 2. Advise the successful and unsuccessful nominees of Council's decision.**

1. INTRODUCTION

The Recreation and Leisure Committee (RLC) provides feedback and recommendations to Council on a variety of sport and leisure issues within the City of Knox. The Terms of Reference are provided at Attachment 1.

The purpose of the RLC is to assist Council with its community engagement process and to provide valuable information and advice to support the decision making of Council. The establishment of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport and leisure plays in the physical and mental wellbeing of the community.

The RLC 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 term of the new RLC is currently approved and will be in effect for two years from 26 November 2018 until 25 November 2020.

The community members who are recommended to be appointed to the RLC are from a broad cross-representation as specified within the Terms of Reference.

2. DISCUSSION

2.1 Expression of Interest Applications

Council at its Council Meeting of 26 November 2018 endorsed a process to re-establish the RLC in line with the RLC's Terms of Reference (please refer to Attachment 1 of this report).

Between 28 November and 28 December 2018, Council sought expressions of interest from community members interested in joining the RLC through multiple avenues including Council's social media pages and website. This advertising was completed in conjunction with direct emails to sport and leisure groups within Knox and relevant peak bodies, which support community groups within Knox.

The Terms of Reference for RLC nominates that membership comprises of up to but no greater than 15 members and no less than 12 members, including three Councillors.

In response to the advertising program, 24 applications were received. Membership applications to the RLC were oversubscribed and a ranking process was undertaken to determine recommended applicants.

In addition to the ranking process, it was determined that to have a diverse range of sport and leisure activities represented within the RLC, should there be two or more applicants representing the same sector, the highest ranked applicant would be recommended for appointment.

The final ranking of the applicants and the recommended appointments to RLC are shown at Confidential Attachment 2 and a list of the recommended and not recommended appointments by name and organisation at Confidential Attachment 3 of this report. Copies of the application forms are provided in Confidential Attachment 4.

A breakdown based on the 12 recommended applicants to be appointed to the RLC is listed in Table 1.

Table 1: Proposed RLC Membership Breakdown

Councillor Membership		
Membership Categories	Description	2018-19 Councillor Appointments
As per Councillor Committee Appointments	Nominated representatives of Council.	3 – Cr Jake Keogh, Cr Tony Holland and Cr Jackson Taylor (currently vacant)
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.	1
Sporting Association Representatives	Representatives who actively support a sporting code/s within the City.	8
Sector Representatives	Representatives of special recreation interest groups (e.g., youth, disability groups and/or the broader sporting and leisure sector).	3
Total		15

3. CONSULTATION

The 24 expressions of interest were assessed in accordance with the RLC Terms of Reference. The Assessment Panel consisted of Council officers from Leisure Services. The Panel was advised of the 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.

4. ENVIRONMENTAL / AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to Council to support the RLC is approximately \$4,000 per annum and is funded within Council's annual budget. This sum is made up of costs for catering as well as Council officers' time to support the RLC. The total officer time equates to approximately 0.05 EFT per annum.

6. 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.

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

Goal 6 – We are healthy, happy and well.

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

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

Strategy 7.3 – Strengthen community connections.

Goal 8 – We have confidence in decision making.

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

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989, officers providing advice to Council must disclose any interest, including the type of interest.

Author – Leisure Services Officer, Suranga Dissakarunaratne – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager, Youth Leisure and Cultural Services, Nicole Columbine – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

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

The RLC highlights Council's approach towards public participation, engagement and partnerships. It aims to support Council to be effectively advised on various sports, recreation and leisure matters from community group representatives, sports association representatives and community members.

10. CONFIDENTIALITY

This report contains confidential attachments.

Report Prepared By: Leisure Services Officer (Suranga Dissakarunaratne)

Report Authorised By: Director Community Services (Tanya Clark)

Attachments

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

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: Councillor Holland

SECONDED: Councillor Seymour

That Council resolve to close the meeting in accordance with Section 89(2)(h) of the Local Government Act 1989 in order to consider Item 4.1 Recreation and Leisure Committee Representation because its relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7.02pm

4.1 Recreation and Leisure Committee - Representation

A resolution was made in camera.

MOVED: Councillor Holland

SECONDED: Councillor Mortimore

That the meeting reopen to the public

CARRIED

THE MEETING WAS REOPENED TO THE PUBLIC AT 7.13pm

Terms of Reference



Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Leisure Services Co-ordinator
Approval Date:	26 November 2018	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

1. Purpose

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

The Committee exists to:

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

2. Objectives

The objectives of the Committee are to:

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

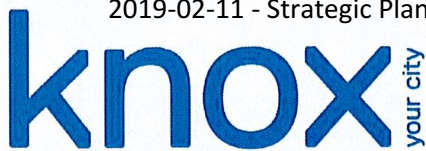
Advisory committees, when established under this Policy, will be aligned to one of the following groups:

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

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

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

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



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

3. Membership, Period of Membership and Method of Appointment

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

- Councillor representatives (three);
- General Community representatives;
- Sporting Association representatives; and
- Sector representatives.

Membership representation is described below:

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

It is expected that each member will attend a minimum of 70% of meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

Applications

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

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

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

Substitute

Should a member of the Committee be unable to attend a meeting, the said member has the ability to send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting. Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

Casual Vacancies

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

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

Should there be no suitable alternative candidate from the previous selection process; the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

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

Term

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

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

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

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

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

The Committee may invite observers to meetings from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

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

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

5. Synergies with existing committees

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

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

6. Quorum

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

7. Meeting Procedures

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

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

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

The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The Committee will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

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

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

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

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

8. Chair

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

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

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

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



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

9. Agendas and Meeting Notes

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

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

The minutes of a Committee meeting must:

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

Draft Minutes must be:

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

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

Agendas and Minutes of the Committee will be made available on Council's intranet.

Agendas and Minutes of the Committee will be made available to the public through the Council's website, with the exception of reports and attachments that may be confidential in nature

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than four days before the time fixed for the holding of the meeting.

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

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

10. Voting

All representatives appointed to the Committee have equal voting rights and in the event of a tie, the Chairperson will possess a deciding vote.

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

11. Conflict and Interest Provisions

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

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

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

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

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

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

A Committee member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website

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

12. Reporting

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

13. Administration Support

Administration support will be provided by the Youth, Leisure & Cultural Services Department.



14. Contact with the Media

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

15. Review Date

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

16. Meals

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

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5 Motions for Which Notice has Previously Been Given

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

7.1 Urgent Business

Nil.

7.2 Call Up Items

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7.14pm

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on Tuesday, 12 March 2019

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Chairperson