

# MINUTES



## Meeting of Council

Held via zoom

On

Monday 15 November 2021

The Agenda for the Meeting of Council, Monday 15 November 2021, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Meeting of Council

The meeting commenced at 7:05 pm.

**PRESENT:**

<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director - Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Strategy and Integrity</i>
<i>Ms T Scicluna</i>	<i>Director - Connected Communities</i>
<i>Ms I Kelly</i>	<i>Acting Director - City Centre</i>
<i>Ms S Stanton</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology &amp; Transformation</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>

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## 1 Commencement of Proceedings

The Chief Executive Officer opened the meeting with the prayer, and the Knox statements of acknowledgement and commitment.

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

## 2 Apologies

Nil

## 3 Election of Mayor

### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Seymour

**The Council resolve that the Mayor be elected for a one year term.**

### **CARRIED**

The Chief Executive Officer called for nominations for the position of Mayor for 2021/22.

Councillor Seymour nominated Councillor Laukens

Councillor Allred seconded the nomination.

Councillor Cooper nominated Councillor Timmers-Leitch

Councillor Grasso seconded the nomination.

There being two nominations the Chief Executive Officer invited Councillors to vote for their preferred candidate and noted five votes in favour of Councillor Laukens and three votes in favour of Councillor Timmers-Leitch.

A Division was called by Councillor Timmers-Leitch and the Chief Executive Officer invited Councillors to vote again for their preferred candidate and noted:

In favour of Cr Laukens: Councillor Allred, Councillor Baker, Councillor Dwight, Councillor Laukens and Councillor Seymour

In favour of Cr Timmers-Leitch: Councillor Cooper, Councillor Grasso and Councillor Timmers-Leitch

Abstentions: Councillor Pearce

**Having received an absolute majority of votes, the Chief Executive Officer declared Cr Susan Laukens elected to the position of Mayor of Knox City Council for the 2021/22 period.**

Mayor Laukens assumed the Chair.

#### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Dwight**

**That on behalf of the Council and residents of the Knox, that a motion of appreciation be recorded to the outgoing Mayor, Cr Lisa Cooper, for her service to the community as Mayor in 2020-2021.**

**CARRIED**

#### **4 Election of Deputy Mayor**

#### **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Timmers-Leitch**

**That Council resolve that the Deputy Mayor be elected for a one year term.**

**CARRIED**

The Mayor called for nominations for the position of Deputy Mayor for 2021/22.

Councillor Cooper nominated Councillor Grasso

Councillor Timmers-Leitch seconded the nomination.

Councillor Baker nominated Councillor Seymour

Councillor Allred seconded the nomination.

**There being two nominations the Chairperson, Mayor Laukens invited Councillors to vote for their preferred candidate and having received an absolute majority of votes, declared Cr Seymour elected to the position of Deputy Mayor of Knox City Council for the 2021/22 period.**

## 5 Appointment of Committees 2021/22

**SUMMARY: Coordinator Governance, Andrew Dowling**

**Each year Councillors nominate and are appointed to a variety of internal and external committees for a 12 month period.**

### **RECOMMENDATION**

That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 15 November 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022

### **RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Cooper**

**That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 15 November 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022.**

### **CARRIED**

**MEETING CLOSED AT 7:41pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 22 November 2021

.....  
Chairperson

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

**Attachment 1 to the Minutes**

<b>Specific Purpose Committees</b>		
Audit and Risk Committee	Cr Pearce	Cr Laukens
CEO Performance Evaluation Committee	Cr Pearce Cr Timmers-Leitch Cr Laukens	Cr Dwight Cr Allred Cr Seymour
Australia Day Awards Committee	Cr Allred	Cr Laukens
ICT Governance Committee	Mayor Cr Allred	Cr Pearce
<b>Life Stages Group</b>		
Early Years Committee	Cr Allred	Cr Cooper
Youth Committee	Cr Timmers-Leitch	Cr Cooper
Active Ageing Committee	Cr Baker	Cr Seymour
<b>Sustainable Development Group</b>		
Environment Committee	Cr Dwight	Cr Allred
Community Safety, Health and Wellbeing Committee	Cr Dwight	Cr Laukens
<b>Inclusive, Active and Creative Communities Group</b>		
Knox Disability Advisory Committee	Cr Baker	Cr Seymour
Multicultural Committee	Cr Grasso	
Arts and Culture Committee	Cr Timmers-Leitch Cr Grasso	Cr Laukens
Recreation and Leisure Committee	Cr Cooper	Cr Timmers-Leitch
Miller's Homestead Community Reference Group	Cr Dwight	Cr Allred (Sub)
<b>Grants Evaluation Group</b>		
Community Development Fund Evaluation Panel	Cr Baker Cr Seymour	Cr Dwight
Leisure Minor Capital Works Grant	Cr Timmers-Leitch	Cr Cooper
<b>External Committees</b>		
Eastern Affordable Housing Alliance	Cr Grasso	
Eastern Alliance for Greenhouse Action	Cr Dwight	
Eastern Region Group of Councils	(Mayor & Deputy Mayor)	
Eastern Regional Libraries Corporation Board	Cr Timmers-Leitch	Cr Allred
Eastern Transport Coalition	Cr Laukens	Cr Seymour (Sub)
Knox Interfaith Network	Cr Grasso	
Metropolitan Waste Management Group	Cr Allred	Cr Dwight (Sub)
Municipal Association of Victoria	Cr Laukens	
MAV Environment Committee	Cr Allred	
Victorian Local Government Association	Cr Laukens	



# AGENDA



Meeting of Council for the Election of the  
Mayor, Deputy Mayor and Appointment of  
Committees

To be held via Zoom

On

Monday 15 November 2021 at 7:00 PM

**Order of Business**

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Bruce Dobson  
Chief Executive Officer

## 1 Commencement of Proceedings

Welcome by the Chief Executive Officer, Mr Bruce Dobson

## 2 Apologies

## 3 Election of Mayor

In accordance with Section 26(3) of the Local Government Act 2020, Council will determine whether the Mayor is to be elected for a 1 year or a 2 year term.

The Chief Executive Officer will then conduct the election of the Mayor in accordance with Chapter 2, Part B of the Governance Rules of Knox City Council.

Following the election, there will be an opportunity for the Mayor and Councillors to address the meeting

## 4 Election of Deputy Mayor

In accordance with Sections 26(3) and 27 of the Local Government Act 2020, Council will determine whether the Deputy Mayor is to be elected for a 1 year or a 2 year term.

The Mayor will then conduct the election of the Deputy Mayor in accordance with Section 27 of the Local Government Act 2020, Knox City Council's Deputy Mayor Policy, and Chapter 2, Part B of the Governance Rules of Knox City Council.

Following the election, there will be an opportunity for the Deputy Mayor, Mayor and Councillors to address the meeting.

## 5 Appointment of Committees 2021/22

### **SUMMARY: Coordinator Governance, Andrew Dowling**

**Each year Councillors nominate and are appointed to a variety of internal and external committees for a 12 month period.**

### **RECOMMENDATION**

**That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 15 November 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022**

### **1. INTRODUCTION**

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

### **2. DISCUSSION**

Council annually appoints Councillors to a variety of:

- Specific Purpose Committees
- Strategic Projects Committees
- Working Groups,
- Life Stages Groups
- Sustainable Development Groups
- Inclusive, Active and Creative Communities Groups,
- Grants Evaluation Groups; and
- External Committees.

These groups are outlined in detail in Attachment 1 and the appointments made having regard to the relevant terms of reference, rules or agreement governing the group concerned.

The appointments are typically made for a period aligned to the Mayoral term.

### **3. CONSULTATION**

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

### **4. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Nil

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil

## **6. SOCIAL IMPLICATIONS**

Representation on the various committees enables Councillors:

- To engage with Committee members to share their Councillor perspective on the various issues before the Committee; and
- To listen to the views expressed by the Committee and share those views with their colleagues, staff and Council; and/or
- To represent the interests of Knox City Council on a range of external committees and groups.

## **7. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

Civic Engagement & Integrity

- Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.
- Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## **8. CONFLICT OF INTEREST**

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

Section 129 of the Local Government Act 2020 provides that a conflict of interest does not arise in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the Local Government (Governance and Integrity) Regulations 2020.

Regulation 7(1) prescribes the following are exempt matters:

- the nomination or appointment by the Council of a Councillor to a position for which the Councillor will not be remunerated;
- the nomination or appointment by the Council of a Councillor to a position in the Municipal Association of Victoria or in another body that has the purpose of representing the interests of Councils;

## **9. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Governance, Andrew Dowling**

### **Attachments**

1. Attachment 1 - Councillor Appointments [5.1.1 - 4 pages]

## 2021-22 Councillor Committee Appointments

Specific Purpose Committees		
Committee	Purpose	2021/22 Appointments
Audit and Risk Committee	To assist the Councillors and Council's management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.	
CEO Performance Evaluation Committee	Undertakes the quarterly and annual review of the CEO's performance against pre-determined assessment criteria.	
Australia Day Awards Committee	To consider nominations and select annual award recipients for the Knox Local Australia Day Awards program.	
ICT Governance Committee	The Committee's purpose is to evaluate, recommend and monitor IT – enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).	

Life Stages Group		
Committee	Purpose	2021/22 Appointments
Early Years Committee	To provide advice to Council on the implementation of the Key Life Stages Plan 2017-2021 and emerging issues affecting families and young children within the Knox municipality.	
Youth Committee	To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.	
Active Ageing Committee	To enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council's goals and objectives under the Community and Council Plan.	

<b>Sustainable Development Group</b>		
<b>Committee</b>	<b>Purpose</b>	<b>2021/22 Appointments</b>
Environment Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.	
Community Safety, Health and Wellbeing Committee	To support the implementation, monitoring and review of the Community and Council Plan 2017-2020 with a specific focus on community safety, health and wellbeing issues, opportunities and outcomes.	

<b>Inclusive, Active and Creative Communities Group</b>		
<b>Committee</b>	<b>Purpose</b>	<b>2021/22 Appointments</b>
Knox Disability Advisory Committee	To promote disability awareness within Council and the wider Knox community and assist Council in the development of policy and action planning about issues of access and inclusion.	
Multicultural Committee	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.	
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.	
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.	

<b>Grants Evaluation Group</b>		
<b>Committee</b>	<b>Purpose</b>	<b>2021/22 Appointments</b>
Community Development Fund Evaluation Panel	To annually assess applications for Council's Community Development Fund grants and make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Policy.	
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make	

	recommendations to Council regarding the allocation of the grants budget.	
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<b>External Committees</b>		
<b>Committee</b>	<b>Purpose</b>	<b>2021/22 Appointments</b>
Eastern Affordable Housing Alliance	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.	
Eastern Alliance for Greenhouse Action	A collaboration of eight Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	
Eastern Region Group of Councils	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.	
Eastern Regional Libraries Corporation Board	A regional corporation comprising two representatives from each of the three member municipalities- Knox, Maroondah and Yarra Ranges – which oversees the management and direction of the Eastern Regional Libraries Corporation.	
Eastern Transport Coalition	To advocate for sustainable and integrated transport services in the Eastern region of Melbourne with a focus on the travel needs of the community and reduce the level of car dependency.	
Knox Interfaith Network	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.	
Metropolitan Waste Management Group	Provides coordinated waste planning and management across metropolitan Melbourne.	
Municipal Association of Victoria	This is a Victoria-wide group which is the peak association representing Victorian Councils.	
MAV Environment Committee	To advise the MAV staff and Board of Management on environmental issues impacting on the Victorian Local Government sector and to assist the MAV to carry forward key environmental policies.	
Victorian Local Government Association	The VLGA is a peak association for Victorian Councils that advocates for social change and empowers local governments by strengthening their capacity to engage with their communities.	