



KNOX CITY COUNCIL MINUTES

STRATEGIC PLANNING COMMITTEE

Meeting held
at the Civic Centre,
511 Burwood Highway
Wantirna South

on

Monday 9 July 2018

Meeting Opened at 7.00pm**Present**

<i>Cr N Seymour (Chairperson)</i>	<i>Tirhatuan Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Taylor</i>	<i>Collier Ward</i>
<i>Cr A Gill (arrived at 7.08pm)</i>	<i>Dinsdale Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Dr I Bell</i>	<i>Director – Engineering & Infrastructure</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>
<i>Ms J Oxley</i>	<i>Director, City Development</i>
<i>Mr M Fromberg</i>	<i>Director, Corporate Services</i>
<i>Mr P McQue</i>	<i>Manager, Governance & Strategy</i>

The Chief Executive Officer declared the meeting open and in the absence of the Mayor invited nominations for the position of Chairperson.

MOVED: CR. HOLLAND
SECONDED: CR. PEARCE

That Councillor Seymour be appointed Chairperson.

CARRIED

Councillor Seymour assumed the Chair at 7.00pm

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

Cr Mortimore, Cr Keogh.

2. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

3. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

MOVED: CR. PEARCE

SECONDED: CR. TAYLOR

Confirmation of Minutes of Strategic Planning Committee Meeting held on Tuesday 12 June 2018.

CARRIED

Official Minutes

INDEX

	<i>Page No.</i>
Item 1. Environment and City Futures Advisory Committees Terms of Reference and Proposed Expression of Interest Process	1.
Item 5. Motions for which notice has previously been given	19.
Item 6. Supplementary Items	19.
Item 7. Urgent Business	19.
7.1 Urgent Business	19.
7.2 Call Up Items	19.
Item 2. Contract No. 2359 - Maintenance of Main Roads, Outer Separators and Other Areas	19.
Item 3. Contract No. 2362 – Maintenance of Reserves, Road Closures and Other Areas	19.
Item 4. HACC Program for Younger People (Confidential)	19.

PROCEDURAL MOTION

MOVED: CR. PEARCE
SECONDED: CR. TAYLOR

That Item 2 – Contract No. 2359 – Maintenance of Main Roads, Outer Separators and other Areas and Item 3 – Contract No. 2362 – Maintenance of Reserves, Road Closures and Other Areas be moved and considered after item 7.2 – Call Up Items on the Agenda.

CARRIED

MOVED: CR. TAYLOR
SECONDED: CR. PEARCE

That Item 4 – HACCC Program for Younger People be moved and considered after item 3 on the Agenda.

CARRIED

Councillor Gill entered the meeting at 7.08pm before the vote on item 1.

Councillor Gill left the meeting at 7.18pm and returned at 7.21pm before the vote on item 1.

ALL WARDS**1. ENVIRONMENT & CITY FUTURES ADVISORY COMMITTEES TERMS OF REFERENCE & PROPOSED EXPRESSION OF INTEREST PROCESS**

SUMMARY: *Manager – City Futures (Tanya Clark)*

This report presents new Terms of Reference for the Environment Advisory Committee and the City Futures Advisory Committee for approval by Council. The report also contains an outline of the proposed Expression of Interest process to recruit new members to both committees. The Terms of Reference reflects the new Committees Policy approved by Council on 28 May 2018.

RECOMMENDATION

That Council:

1. Endorse the Environment Advisory Committee Terms of Reference, as attached at Appendix A;
2. Endorse the City Futures Advisory Committee Terms of Reference, as attached at Appendix B; and
3. Note the proposed Expression of Interest process to recruit new members.

1. INTRODUCTION

The Terms of Reference for the Environment Advisory Committee and the City Futures Advisory Committee are in line with the revised Committees Structure adopted in late 2017 and the Committees Policy adopted on 28 May 2018.

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

The purpose of the City Futures Advisory Committee is to advise Council on issues related to attracting investment, jobs creation and prosperity of the local economy that will result in positive social outcomes for the local community, consistent with Council's Vision 2035 and in line with the Community and Council Plan 2017-2021.

2. DISCUSSION

Both committees are aligned to the Sustainable Development Group and will require new members to be recruited in accordance with the proposed Terms of Reference (refer Appendix A & Appendix B).

As noted in the report to Council in May 2018, the Knox Transfer and Recycling Facility Management Committee and the Transport Advisory Committee were concluded and to be absorbed into the new committee structure. Matters pertaining to these two committees are to be incorporated into the objectives of the Environment Advisory Committee. It is noted that Council has representation on two aligned external committees – being the Eastern Transport Coalition and the Metropolitan Waste and Resource Recovery Group 'Waste Forum'.

The selection and recruitment of new members for the Environment Advisory Committee will follow the process outlined in Section 3.1 of the Terms of Reference. The Expression of Interest promotion will occur through existing Social Media channels and targeted recruitment of representatives from key agencies and industries. This will occur over a period of at least three weeks. A selection panel for the Environment Advisory Committee, comprising one Councillor and two Council Officers, will assess the Expressions of Interest applications and recommend preferred candidates for the approval of Council.

The membership of the City Futures Advisory Committee will be made up of Councillors, relevant officers, government department and industry representatives. Relevant government departments and industry associations will be invited to nominate members to participate in the City Futures Advisory Committee. Additional relevant professional or industry guests may be invited to participate in relevant meetings, on an as needs basis.

It is anticipated that the recommended candidates for both Advisory Committees will be presented to Council for approval in September 2018.

3. CONSULTATION

The Terms of Reference for each Advisory Committee was informed by feedback from the respective Councillors appointed to each committee along with relevant Council Officers.

4. ENVIRONMENTAL/AMENITY ISSUES

Both the Environment Advisory Committee and the City Futures Advisory Committee will respectively provide input and advice to Council on matters relating to environmental and sustainability related issues, and Community and Council Plan and strategic planning initiatives.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service both committees are included within the City Futures department operational budget.

6. SOCIAL IMPLICATIONS

In providing advice to Council, both committees will have regard to social implications.

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

The establishment and operation of Council committees is a key enabler for the achievement of the goals and objectives contained in the Knox Community and Council Plan 2017-2021. While the goals are interlinked, the Environment Advisory Committee will particularly focus on the first four goals, with the City Futures Advisory Committee providing input across all eight goals.

- Goal 1 - We value our natural and built environment
- Goal 2 - We have housing to meet our changing needs
- Goal 3 - We can move around easily
- Goal 4 - We are safe and secure
- Goal 5 - We have a strong regional economy, local employment and learning opportunities
- Goal 6 - We are healthy, happy and well
- Goal 7 - We are inclusive, feel a sense of belonging and value our identity
- Goal 8 - We have confidence in decision making

8. CONFLICT OF INTEREST

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

Officer Responsible – Julia Oxley, Director City Development - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Sam Sampanthar, Senior Program Lead - Sustainability, City Futures - In providing this advice as the Author, I have no disclosable interests in this report.

Author – Pip Smith, City Strategy Program Lead, City Futures - In providing this advice as the Author, I have no disclosable interests in this report.

Author – Tanya Clark, Manager City Futures - In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

The Terms of Reference for both the Environment Advisory Committee and the City Futures Advisory Committee have been updated to reflect the new Committees Policy adopted by Council on 28 May 2018. The recruitment of new members to the committees will be in accordance with the Terms of Reference as attached in Appendix A and B.

10. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

COMMITTEE RESOLUTION

MOVED: CR. PEARCE

SECONDED: CR. LOCKWOOD

That Council:

- 1. Endorse the Environment Advisory Committee Terms of Reference, as attached at Appendix A as amended;**
- 2. Endorse the City Futures Advisory Committee Terms of Reference, as attached at Appendix B as amended; and**
- 3. Note the proposed Expression of Interest process to recruit new members.**

CARRIED

ADVISORY COMMITTEE TERMS OF REFERENCE



ENVIRONMENT ADVISORY COMMITTEE

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

1. PURPOSE

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

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

2. OBJECTIVES

The objectives of the Environment Advisory Committee are to:

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

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

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

Goal 1 - We Value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 - We can move around easily

Goal 4 – We are safe and secure

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

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

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

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

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

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

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Environment Advisory Committee shall comprise the following:

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

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

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

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

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

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

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

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

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. DELEGATED AUTHORITY AND DECISION MAKING

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. MEETING PROCEDURES

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

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

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

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

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

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

6. CHAIR

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

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

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting.

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

The meeting notes of a Council Committee must:

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

Draft meeting notes must be:

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

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

8. VOTING

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

9. CONFLICT AND INTEREST PROVISIONS

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

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

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

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

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

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

10. REPORTING

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

11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Development Directorate.

12. CONTACT WITH THE MEDIA

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

13. REVIEW DATE

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

14. MEALS

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

ADVISORY COMMITTEE TERMS OF REFERENCE



CITY FUTURES ADVISORY COMMITTEE

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

1. PURPOSE

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

The purpose of the committee is to advise Council on issues related to attracting investment, jobs creation and prosperity of the local economy that will result in positive social outcomes for the local community, consistent with Council's Vision 2035 and in line with the Community and Council Plan 2017-2021.

2. OBJECTIVES

The objectives of the City Futures Advisory Committee are:

- To provide input and advice to Council on issues of development, investment and partnerships for Council in relation to local business and employment;
- To provide feedback and advice on other key municipal strategies and strategic initiatives related to development, investment and partnerships, during specified stages of community engagement and consultation;
- To advise of, and discuss, emerging economic, business and development issues that have a relationship with the Community and Council Plan;
- To receive regular feedback from business and industry within Knox.

The establishment and operation of Council committees is a key enabler for the achievement of the goals and objectives contained in the *Knox Community and Council Plan 2017-2021*. The City Futures Advisory Committee will provide

input into all of the Community and Council Plan goals, as detailed below:

Goal 1 - We value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 - We can move around easily

Goal 4 – We are safe and secure

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

Goal 6 – We are healthy, happy and well

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

Goal 8 – We have confidence in decision making

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

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

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

- Provide feedback to 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 or May each year and will be co-ordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against 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 core City Futures Advisory Committee shall comprise the following:

- A minimum of two Councillors.
- Up to eight (8) officers from across the organisation representing strategic and statutory planning and economic development.
- Other relevant officers will be invited to attend specific meetings based on the agenda.
- Up to eight (8) members representing a combination of government departments including:
 - Department of Economic Development, Jobs, Transport and Resources
 - Department of Environment, Land, Water and Planning; and/or
 - Other relevant industry association members.
- Additional professional or industry representatives may be invited to attend specific meetings based on the agenda.

3.1 Selection of relevant Professional Industry Representative Members

- Relevant government departments and industry associations will be invited to nominate members to participate in the City Futures Advisory Committee.
- Council will be responsible for appointing all Councillor representatives.

Government department/ 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 government department/ 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.

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

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. DELEGATED AUTHORITY AND DECISION MAKING

The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. MEETING PROCEDURES

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

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

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

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

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

6. CHAIR

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

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

7. AGENDAS AND MEETING NOTES

Agendas and meeting notes must be prepared for each meeting.

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

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

The meeting notes of a Council Committee must:

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

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 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 information.

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

8. VOTING

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

9. CONFLICT AND INTEREST PROVISIONS

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;

- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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

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

Where a government department or industry representatives have a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the 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 member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

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

10. REPORTING

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

11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Development Directorate.

12. CONTACT WITH THE MEDIA

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

13. REVIEW DATE

The committee will sunset after four years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking

endorsement from Council to continue act in an advisory capacity.

14. MEALS

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

Official Minutes

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.

PROCEDURAL MOTION**CLOSURE OF MEETING**

MOVED: CR. TAYLOR

SECONDED: CR. PEARCE

That in accordance with Sections 89(2)(c) and (2)(d) of the Local Government Act 1989, that the meeting be closed to members of the public to consider reports on industrial and contractual matters.

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7.23PM

CONSIDERATION OF CONFIDENTIAL REPORTS

- 2. CONTRACT NO. 2359 – MAINTENANCE OF MAIN ROADS, OUTER SEPARATORS AND OTHER AREAS**
- 3. CONTRACT NO. 2362 – MAINTENANCE OF RESERVES, ROAD CLOSURES AND OTHER AREAS**
- 4. HACC PROGRAM FOR YOUNGER PEOPLE**

Councillor Holland left the meeting at 7.55pm.

PROCEDURAL MOTION

MOVED: CR. GILL
SECONDED: CR. TAYLOR

That the meeting be re-opened to the Public.

CARRIED

THE MEETING REOPENED TO THE PUBLIC AT 7.57PM

MEETING CLOSED AT 7.57PM

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on
Monday 9 July 2018

.....
Chairperson