

MINUTES



Strategic Planning Committee Meeting

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Tuesday 11 June 2019

The meeting commenced at 07:00 pm.

PRESENT:

Cr J Keogh (Chairperson)

Cr P Lockwood

Cr J Mortimore

Cr M Timmers-Leitch

Cr T Holland

Cr D Pearce

Cr N Seymour

Dobson Ward

Baird Ward

Chandler Ward

Collier Ward

Friberg Ward

Taylor Ward

Tirhatuan Ward

Mr T Doyle

Chief Executive Officer

Dr I Bell

Director – Engineering & Infrastructure

Mr M Kelleher

Director - City Development

Mr M Fromberg

Director – Corporate Services

Ms T Clark

Director – Community Services

Mr P McQue

Manager, Governance and Strategy

Order of Business

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Cooper.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Timmers-Leitch

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 13 May 2019

CARRIED

4 Considering and Ordering Upon Officers' Reports

4.1 Native Vegetation Genetic Integrity Policy 2019

SUMMARY: Coordinator Biodiversity – Nadine Gaskell

This report seeks to update the Native Vegetation Genetic Integrity Policy 2015 (the Policy). The Policy is due for review and this report recommends that the Policy is retained with minor amendments.

RECOMMENDATION

That Council adopt the Native Vegetation Genetic Integrity Policy 2019.

1. INTRODUCTION

In September 2008, the Genetic Integrity Policy was adopted by Council to manage the use of indigenous species in Council plantings.

The Policy addresses the use of local provenance plants where indigenous species are planted, in order to ensure that the local genetic pool is not impacted by cross fertilisation with genetically modified varieties.

2. DISCUSSION

The native vegetation of the municipality has become fragmented due to decades of land clearing for agriculture, housing development and various other infrastructure. Consequently, only small pockets of remnant plant populations remain, ranging from a few plants to many hundreds, with highly variable ecological and genetic health, depending on many factors.

In this fragmented habitat context, a major threat to the genetic integrity of Knox's remnant vegetation is the mixing of pollen and hybridisation as a consequence of the planting of similar species that are not of local provenance.

Council is a major planter of indigenous plants in the municipality and leads by example in sourcing local provenance plants.

While Council has very little ability to control the planting of species in private gardens, it requires developers to source local provenance plants in developments that are situated in areas within an Environmental Significance Overlay (Schedule two and three), abutting a Knox Site of Biological Significance or in other areas deemed appropriate.

Further, State Government agencies such as Melbourne Water and VicRoads will also be required to source local provenance plants.

3. CONSULTATION

Input was sought from Dr Graeme Lorimer (botanical expert and author of the Knox Sites of Biological Significance Study) and relevant Council officers in reviewing the Policy.

4. ENVIRONMENTAL/AMENITY ISSUES

Indigenous vegetation is valued by Council and is important to Knox's biodiversity. The desired outcome of this Policy is to protect and conserve this vegetation for future generations.

The intention of the Policy is for Council to provide leadership in minimising any adverse impact on genetic diversity in indigenous vegetation.

Knox currently supports many rare and endangered flora and fauna species. Additional habitat loss and failure to close habitat gaps threatens the survival of endangered species and may lead to their extinction. Landscape and aesthetic plantings which follow this Policy will form a buffer to the remaining Sites of Biological Significance and work towards maintaining the genetic integrity of Knox's indigenous vegetation.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications for Council in the adoption of this Policy.

Council currently has a five (5) year contract (in its fourth year) to supply 60,000 local provenance plants annually, funded within the operational and capital budgets. This contract has proven highly successful as it has supported through a coordinated approach, across Council, in planning and ordering local provenance plants.

6. SOCIAL IMPLICATIONS

Studies have demonstrated a clear link between the physical and mental health of communities and that of individuals through contact with nature.

The planting of indigenous species within streetscapes and parks will showcase to the community species appropriate to gardens that will sustain themselves in the Australian climate as well as support local wildlife.

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

Goal 1. We value our natural and built environment

1.1 Protect and enhance our natural environment

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.

Author – Coordinator Biodiversity, Nadine Gaskell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director - Engineering and Infrastructure, Ian Bell and Manager - Community Infrastructure, David Yeouart – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The desired outcome of the Genetic Integrity Policy (2019) is to continue protecting and conserving this vegetation by reducing the threat of hybridisation of indigenous species through the planting of local provenance indigenous plant stock.

The Policy has served Council well since its adoption in 2008 and minor changes are recommended, shown as ‘tracked changes’ in the attached Policy document.

10. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Coordinator – Community Infrastructure,
Nadine Gaskell

Report Authorised By: Director – Engineering and Infrastructure, Ian Bell
Manager – Community Infrastructure, David Yeouart

Attachments

1. Policy - Native Vegetation Genetic Integrity Policy 2019 [4.1.1]

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Holland

That Council adopt the Native Vegetation Genetic Integrity Policy 2019.

CARRIED

Native Vegetation Genetic Integrity Policy

Policy Number:

Directorate:

Engineering and
Infrastructure

Approval by: Council or EMT

Responsible Officer: Coordinator Biodiversity

Approval Date: Meeting Date

Version Number:

Review Date: 3 Years from Meeting Date

1. Purpose

The purpose of this policy is for Knox City Council to demonstrate leadership in the area of preserving genetic integrity of remnant vegetation by requiring local provenance plant stock for all Council plantings.

State Government Agencies and developers where indigenous species are used within the Knox municipality will also be required to source local provenance plants.

2. Context

A Sites of Biological Significance study published in 2010 identified 117 significant sites containing remnant vegetation within the City of Knox. This includes several significant bushland areas that are managed as conservation zones.

In 2012, 4% of the original native vegetation or areas with indigenous tree cover remain within Knox. Native vegetation continues to be removed.

The study also revealed that indigenous plants are not well conserved:

- 41% of the indigenous plant species presently found in Knox are threatened with extinction from the municipality within one decade.
- 81 of the 117 sites identified in the study contain plant species that are threatened in Knox or more widely.
- The loss of any one of these sites is likely to render a species extinct from the municipality or more widely.

Knox's native vegetation has become fragmented due to decades of land clearing for agriculture, housing development and infrastructure. Consequently, much of what remains is in small pockets. The populations of indigenous plant species within these remnants range from a few plants to many hundreds, and their ecological and genetic health is highly variable and dependent on many factors.



A major risk factor for indigenous plants is the very small, genetically isolated populations that many species have. Small populations can mean:

- Poor pollination leading to inadequate reproduction;
- Dumping of garden waste, household waste and builders waste;
- Inbreeding; and
- Vulnerability to chance events such as trampling by a dog or bike.

Planting of indigenous plant species can reduce these risks as long as the planting uses local strains. On the other hand, planting non-local strains of locally indigenous species can be more a threat than a saviour. This is because pollination of wild plants by pollen from non-local strains can produce offspring that are less fit for the local environment than the natural strains. This is called 'outbreeding depression'.

The risk of outbreeding depression is minimised if we plant stock raised from wild parents growing at the closest possible location with similar soil type, climate and drainage to the planting site. The origin of the parents is called the 'provenance'.

Council is a major planter of indigenous plants in Knox and will lead by example by sourcing local provenance plants. Council has very little ability to control the planting of species in private gardens. However, Council will require developers to source local provenance plants in developments that are situated in areas within an Environmental Significance Overlay (schedule two and three), abutting a Knox Site of Biological Significance or other areas deemed appropriate. State government agencies such as Melbourne Water and Vic Roads will also be required to source local provenance plants.

Council has very little ability to control the planting of species in private gardens and new developments and therefore this Policy only provides an opportunity to lead by example on this issue. Nevertheless, Council is a major planter of indigenous plants in Knox.

3. Scope

The Policy applies to all Council plantings, state Government Agencies and developers where indigenous species are used within the Knox municipality.

Street trees species selection is excluded from this Policy, except where the trees abut a bushland reserve, in which case, Council's street tree and biodiversity teams will collaborate on the most appropriate tree species for the site.

Whilst Street tree species for all other situations are addressed in Council's Street Tree Policy,

Council will trial some local provenance tree varieties in appropriate sites

The Policy applies to all Council plantings where indigenous species are used within the Knox municipality.

Street trees species selection is excluded from this Policy as they are addressed in Council's Street Tree Policy.

4. References

Each of the following headings must be completed. Examples are provided below each heading.

4.1 Community & Council Plan 2017-2021

1. We value our natural and built environment

- 1.1 Protect and enhance our natural environment

4.2 Relevant Legislation

- Nil

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Street Tree Policy
- Native Vegetation Net Gain Policy

4.5 Related Council Procedures

- Nil

5. Definitions

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Biodiversity	The variety of all life forms, the different plants, animals and micro-organisms, the genes they contain, and the ecosystems of which they form a part.
EVC (Ecological Vegetation Class)	One or a number of communities that can be described through a combination of floristic, life form, reproductive strategy profiles and biogeographic attributes.
Remnant Native Vegetation	Remnant native vegetation is any species of vegetation that existed in the Knox municipality before European settlement including trees, saplings, shrubs, scrub, understory, groundcover or plants in a wetland.
Genetic Integrity	Maintaining the completeness of the genetic material of a species that has evolved and adapted to the local environment.
Hybridisation	The production of an offspring of genetically dissimilar parents. Mostly used to describe the production of offspring of two different species or of two distinct varieties within a species.
Local Provenance	Indigenous plants propagated from collections located as close as practicable, geographically and ecologically, to the location where the propagated plants are to be planted. Cultivars are not considered local provenance.

6. Council Policy

6.1 It is Council policy to maintain and improve genetic integrity of indigenous vegetation by:

- Ensuring that when planting native vegetation, any species that are indigenous to Knox will not be planted unless they are of local provenance.
- Requiring confirmation of provenance by the plant supplier.



- 6.2 This policy will not apply to street trees except where the trees abut a bushland reserve. In this case, the street tree and biodiversity teams will collaborate on the most appropriate tree species for the site. Whilst Street tree species selection is addressed in Council's Street Tree Policy, Council will trial some local provenance tree varieties in appropriate sites.

7. 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. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

4.2 Procurement Report for Contract 2448

SUMMARY: IT Project Manager, Donna Mosley

This report considers and recommends the appointment of a tenderer for:

1. **Contract No. 2448.1 – Supply, Implementation and Maintenance of Human Resource System**
2. **Contract No. 2448.2 – Supply, Implementation and Maintenance of Time & Attendance System**

RECOMMENDATION

That Council:

1. **accepts the tender submitted by PageUp People Limited trading as PageUp (PageUp) for Contract No. 2448.1 – Supply, Implementation and Maintenance of Human Resources System for a period of seven (7) years for the total sum of \$1,427,586 excluding GST (\$1,570,344.60 including GST). The contract term is an initial three (3) years with the option of a further two (2) x two (2) year extensions at Council’s discretion;**
2. **accepts the tender submitted by TimeTarget Pty Ltd trading as TimeTarget (TimeTarget) for Contract No. 2448.2 – Supply, Implementation and Maintenance of Time & Attendance System for a period of seven (7) years for the total sum of \$288,405 excluding GST (\$316,849.50 including GST). The contract term is an initial three (3) years with the option of a further two (2) x two (2) year extensions at Council’s discretion;**
3. **authorises the Chief Executive Officer to formalise the contract documentation and to sign and seal the contracts;**
4. **authorises the Chief Executive Officer to execute extension options; and**
5. **advise all tenderers accordingly.**

1. INTRODUCTION

Council commenced work on its ICT Strategy in 2018. Part of the ICT Strategy Roadmap included significant People & Culture system upgrades. As a result, KCC have developed the “Enhancing our People Systems” project leading to a Business Case presented and endorsed by the ICT Governance Committee in December 2018.

The Business Case (Confidential Attachment 2) detailed the need to uplift functionality, replace antiquated systems, provide a contemporary employee digital experience, improve operational efficiencies and enable the P&C team to focus on a strategic service offering. The Business Case also details the overall project scope, timelines and financials, including cost and benefits.

Following Business Case endorsement, Council commenced its procurement process for the system solution components of the project. The purpose of this procurement activity was to seek solutions from the HR software market across the HR employee lifecycle specifically to support Recruitment, Onboarding, Offboarding, Variations, Learning and Development, Performance Development, Talent and Time and Attendance processes.

The outcome of this activity is presented in the Procurement Report (Confidential Attachment 1) which was endorsed by the ICT Governance Committee on 22nd May 2019.

2. DISCUSSION

2.1 Proposed Solutions

This report considers and recommends the appointment of two tenderers:

1. PageUp for a Human Resources solution (Contract 2448.1)
2. TimeTarget for a Time & Attendance solution (Contract 2448.2)

The contracts include the supply, implementation and ongoing support of the tenderers' solutions.

2.2 Tenders called for

Prospective tenderers were invited to tender by placement of a tender notice in The Age newspaper on 15 December 2018.

2.3 Tenders Received

KCC received ten (10) tenders for the Request for Tender for Contract No. 2448.

2.4 Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

Name	Title	Organisational Unit
Ellen Lee	Manager, IT	Information Technology
Lucinda Taylor	People Experience Lead	People & Culture
Kenny Khamly	Acting Enterprise Strategy Lead	Information Technology
Jenny Dahlstrom	Change Lead	Transformation
Anna Angerer	System & Metrics Business Partner	People & Culture

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no Conflict of Interest or association with any tenderers.

2.5 Evaluation Criteria

Mandatory Criteria

Mandatory criteria are the 'pass / fail' requirements which the respondents either have or do not have.

Mandatory Evaluation Criteria
Commercial Compliance
1. Insurance level as specified - Minimum \$20M Public Liability Insurance and minimum \$5M Professional Indemnity Insurance 2. Completed Declaration
Other Mandatory Criteria
1. Single Sign On 2. Integration with Chris21 V8.13.12 or later version

Finance assessed tenderers' financial response for vendors passing the mandatory criteria assessment. Submissions greater than 20% above Council's approved budget were excluded.

Comparative criteria

The comparative criteria for the desktop evaluation of submissions, were assigned the following weight:

Comparative Criteria	Weighting (%)
1.Functionality	25
2.Technology	20
3.Ongoing Support	20
4.Usability and Presentation	15
5. Experience, Capability and Implementation	20
Total	100

Following shortlisting the comparative criteria for the overall evaluation, were assigned the following weight:

Comparative Criteria	Weighting (%)
1.Value for Money / Pricing	40
2.Product Capability	40
3.Vendor Response to RFT	20
Total	100

Independent financial checks were also conducted to satisfy Council that the tenderer is capable of meeting the Contract requirements financially.

Three (3) tenderers could not be considered after receiving a fail in the mandatory checks and/or falling outside of 20% of Council's budget.

Following a detailed evaluation of the remaining seven (7) vendor submissions, three (3) vendors were shortlisted for Human Resources and three (3) for Time and Attendance.

Outcomes of the evaluation for Contract No. 2448 are presented in Confidential Attachment 1.

2.6 Preferred Tenders

The Evaluation Panel selected PageUp People as the preferred solution to meet HR system needs within KCC.

Referee checks and site visits have been positive, indicating a high level of satisfaction with system functionality, implementation approach, successful integration with Chris²¹ and ongoing support; however, independent financial advice has recommended that Council seek a bank guarantee as security.

The Evaluation Panel selected Time Target as the preferred solution to meet HR time and attendance system needs with Knox City Council.

Referee checks and site visits have been positive, indicating a high level of satisfaction with system functionality, implementation approach and ease of integration with Chris²¹.

3. CONSULTATION

Consultation has occurred with stakeholders from Information Technology, Strategic Procurement and People & Culture team during the phases of tender preparation, advertising and during the evaluation phase to ensure a successful tendering process was achieved.

The ICT Governance Committee has been consulted during this process and they endorsed the Procurement Report (Confidential Attachment 1) on 22nd May 2019.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental / amenity issues arising as a direct consequence of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council has allocated funds from its annual budget to fund this project through the ICT Strategy Capex budget. Funding has been requested for the 2019-2020 IT operational budget for ongoing funds including maintenance, support and software. Submissions for preferred vendor solutions fall within the combined project and operational budgets. See the table below for a summary of the costs (excl GST) for each Contract:

Component	PageUp	TimeTarget
Total Year 1	\$337,000	\$163,442
Total Over 3 Years	\$665,687	\$201,875
Total Over 5 Years	\$1,028,065	\$243,444
Total Over 7 Years	\$1,427,586	\$288,405

Included in the SAAS / maintenance fees is a CPI increase each year.

6. SOCIAL IMPLICATIONS

There are no social implications arising as a direct consequence of this report.

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

Goal 8 - We have confidence in decision making

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

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.

Author – IT Project Manager, Donna Mosley - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Following the Tender Evaluation Process, it is recommended that:

1. PageUp be awarded Contract No 2448.1. They have demonstrated the ability of their software solution to meet the needs of Council and referees have provided positive feedback. There is a recommendation from the independent financial report to obtain a bank guarantee. The submitted price of \$1,427,586 (\$1,570,344.60 incl GST) is within budget expectations.
2. TimeTarget be awarded Contract No. 2448.2. They have demonstrated the ability of their software solution to meet the needs of Council and referees have provided positive feedback. The submitted prices of \$288,405 (\$316,849.50 incl GST) is within budget expectations.

10. CONFIDENTIALITY

Confidential information is contained in Attachment 1 and Attachment 2 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons.

Report Prepared By: IT Project Manager, Donna Mosley

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

Confidential Attachment 1 has been circulated under separate cover

Confidential Attachment 2 has been circulated under separate cover

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Pearce

That Council:

1. **accepts the tender submitted by PageUp People Limited trading as PageUp (PageUp) for Contract No. 2448.1 – Supply, Implementation and Maintenance of Human Resources System for a period of seven (7) years for the total sum of \$1,427,586 excluding GST (\$1,570,344.60 including GST). The contract term is an initial three (3) years with the option of a further two (2) x two (2) year extensions at Council’s discretion;**

2. **accepts the tender submitted by TimeTarget Pty Ltd trading as TimeTarget (TimeTarget) for Contract No. 2448.2 – Supply, Implementation and Maintenance of Time & Attendance System for a period of seven (7) years for the total sum of \$288,405 excluding GST (\$316,849.50 including GST). The contract term is an initial three (3) years with the option of a further two (2) x two (2) year extensions at Council’s discretion;**
3. **authorises the Chief Executive Officer to formalise the contract documentation and to sign and seal the contracts;**
4. **authorises the Chief Executive Officer to execute extension options; and**
5. **advise all tenderers accordingly.**

CARRIED

4.3 Lease of Council Property - 90 Station Street, Ferntree Gully

SUMMARY: Coordinator Property Management, Angela Mitchell

This report recommends the signing and sealing of the lease for the Council property at 90 Station Street, Ferntree Gully (term of five years). This property is contained within the Council property known as 88-100A Station Street, Ferntree Gully.

RECOMMENDATION

That Council:

- 1. Enter into a lease between Knox City Council (Lessor) and Corey Williams (Lessee) for 90 Station Street, Ferntree Gully (contained within Council property 88-100A Station Street, Ferntree Gully) commencing 24 June 2019. The lease will be for a period of five years with the rental being \$17,100 per annum (plus GST), plus outgoings and increasing annually by CPI.**
- 2. Authorise the Chief Executive Officer to sign and seal all documentation pertaining to the lease of 90 Station Street, Ferntree Gully.**

1. INTRODUCTION

Agents have recently negotiated a lease for the currently vacant Council property at 90 Station Street, Ferntree Gully. This shop is contained within the Council property known as 88-100A Station Street, Ferntree Gully.

2. DISCUSSION

The site at 88-100A Station Street, Ferntree Gully was acquired by Council in 2017. The site contains six shops and a car park. This shop is currently vacant. Agents acting for Council and staff have now negotiated a proposed lease for these premises.

With the finalisation of this lease, this property will now be fully tenanted.

This lease meets Council's strategic intentions for this site.

3. CONSULTATION

As the lease is less than 10 years and the yearly market rental is less than \$50,000, there is no requirement under the Local Government Act 1989 to advertise.

4. ENVIRONMENTAL/AMENITY ISSUES

The proposed lease is not considered detrimental to the environment or amenity of the area. The tenant proposes to establish a café in these premises.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease for 90 Station Street, Ferntree Gully is for a period of five years, commencing 24 June 2019. Due to the substantial fit out the tenant is undertaking, it is proposed to agree to a three month rent free period. The agreed rental is \$17,100 per annum (plus GST), plus outgoings and increasing annually by CPI.

The rental has been determined by agents appointed by Council in accordance with commercial rentals within this area and in accordance with the condition of the premises.

With the finalisation of this lease, this property will now be fully tenanted.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

Goal 8 - We have confidence in decision making

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

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.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

It is recommended that the lease for the Council property at 90 Station Street, Ferntree Gully between Knox City Council and Corey Williams, for a term of five years commencing 24 June 2019, be signed and sealed.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Property Management, Angela Mitchell

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

Nil

RESOLUTION

MOVED: Councillor Mortimore

SECONDED: Councillor Holland

That Council:

- 1. Enter into a lease between Knox City Council (Lessor) and Corey Williams (Lessee) for 90 Station Street, Ferntree Gully (contained within Council property 88-100A Station Street, Ferntree Gully) commencing 24 June 2019. The lease will be for a period of five years with the rental being \$17,100 per annum (plus GST), plus outgoings and increasing annually by CPI.**
- 2. Authorise the Chief Executive Officer to sign and seal all documentation pertaining to the lease of 90 Station Street, Ferntree Gully.**

CARRIED

4.4 Arts and Culture Committee - Councillor Representation

SUMMARY: Coordinator Arts & Cultural Services, Elissa Pachacz

The Knox Arts and Culture Committee Terms of Reference were reviewed and adopted by Council on 26 March 2019. The Terms of Reference states Councillor representation may comprise of up to three Councillors. On 27 May 2019, at the Ordinary Meeting of Council, Councillor Peter Lockwood and Councillor Marcia Timmers-Leitch were appointed to the Committee. This report recommends appointing a third Councillor to this Committee which will fill the remaining Councillor vacancy on the Arts and Culture Committee.

RECOMMENDATION

That Council appoints Councillor _____ a _____s the third Councillor representative to the Knox Arts and Culture Committee.

1. INTRODUCTION

The Knox Arts and Culture Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and culture in Knox and provides Council with a greater insight into the local needs and interests in arts, culture and creative industry development in Knox.

2. DISCUSSION

At its Ordinary Meeting held on 25 February 2019, Council considered and adopted a process to re-establish the Knox Arts and Culture Committee and seek new members for a two-year term until June 2021. The revised Terms of Reference can be found at Attachment 1.

The Terms of Reference indicate that Committee membership comprises:

- A maximum of 12 community members.
- A maximum of four industry members.
- A maximum of three Councillors.

On 27 May 2019, Council approved the appointment of the following members to the Knox Arts and Culture Committee:

- Eleven community members as follows:
 - Lillie Giang
 - Isy Laderman
 - Craig Irvine
 - Ray Smith
 - Joshua Trippett
 - Nadine Brown
 - Mudit Dhani
 - Andrea Cobern
 - Shirley Dougan

- Chris Procter
- Theresa Tan
- Three industry members as follows:
 - Sarah Hopkins, Eastern Regional Libraries, Coordinator Public Programs
 - Joe Grimes, Director, Sound of Melbourne Records
 - Mark McDowell, Director, Your Show Productions
- Two Councillors:
 - Councillor Peter Lockwood
 - Councillor Marcia Timmers-Leitch

3. CONSULTATION

Nil.

4. ENVIRONMENTAL / AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Nil.

6. SOCIAL IMPLICATIONS

The Knox Arts and Culture Committee impacts positive social connections across diverse communities within Knox.

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 8.2 - 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 interests, including the type of interest.

Author – Coordinator Arts & Cultural Services, Elissa Pachacz - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Clark - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

It is recommended that Council appoint a third Councillor representative on the Knox Arts and Culture Committee.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Arts & Cultural Services, Elissa Pachacz

Report Authorised By: Director, Community Services, Tanya Clark

Attachments

1. Terms of Reference - Arts and Culture Committee - Endorsed - 2019 [4.4.1]

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Timmers-Leitch

That Council appoints Councillor Mortimore as the third Councillor representative to the Knox Arts and Culture Committee.

CARRIED

Knox Arts & Culture Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Arts & Cultural Services
Approval Date:	26 March 2019	Version Number:	2
Review Date:	26 March 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 Knox Arts and Culture Advisory Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and culture in Knox, and provides Council with a greater insight into the local needs and interests in arts, culture and creative industry development in Knox.

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on arts and cultural issues.
- Promote access to a diverse range of arts and cultural activities within the Knox.
- Assist Council in the development of arts and cultural policy, procedure and planning and in particular, support Council in the delivery of the Knox Arts and Cultural Plan 2012-22.
- Contribute ideas and recommendations on the key service portfolios of the Arts and Cultural services Unit, including but not limited to Festivals and Events, Community and Public Arts, and Cultural Venues; and
- Assist Council to promote and celebrate the arts and culture of Knox and to build connections between arts and cultural groups and individuals within the Knox community.

The Committee supports the delivery of the following Knox Community & Council Plan goals:

Goal 1. We value our natural and built environment.

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

The Arts and Culture Committee is aligned to the 'Inclusive, Active and Creative Communities' 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 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 Arts & Culture Committee shall comprise the following:

- A maximum of 12 community members
- A maximum of 4 industry members (including any relevant government agency representatives)
- 3 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:

- Arts and Cultural activities within Knox, including services, events, venues, programs and initiatives offered through Council, Community and local Businesses;
- A specialist field such as Arts and Cultural Development, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding or Creative Arts Practice; and
- Local social, cultural, economic factors impacting the wider Knox community.

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, unless otherwise recommended by the Committee Chair and endorsed by Council on a case by case basis;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's



nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/ industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

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

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

3.2 Councillors

Council will appoint Councillor representation annually.

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

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

3.3 Council Officers

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

4. Delegated Authority and Decision Making

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

5. Meeting Procedures

The committee will meet on a bi-monthly 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 6 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.



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 4 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 Community Services 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.

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 07:09 pm

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on Monday, 8 July 2019

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Chairperson