

AGENDA



Meeting of the Strategic Planning Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 10 May 2021 at 7:00 PM

Order of Business

- 1 Apologies And Requests For Leave Of Absence.....3
- 2 Declarations Of Conflict Of Interest.....3
- 3 Confirmation Of Minutes.....3
- 4 Considering And Ordering Upon Officers’ Reports.....4
 - 4.1 Miller's Homestead Activation.....4
 - 4.2 Knox Community Safety, Health and Wellbeing Advisory Committee membership and annual report15
 - 4.3 Knox Multicultural Advisory Committee Membership and Annual Report36
 - 4.4 Knox Disability Advisory Committee Membership and Update.....49
 - 4.5 Knox Arts and Culture Committee Annual Report61
- 5 Motions For Which Notice Has Previously Been Given81
- 6 Supplementary Items.....81
- 7 Urgent Business81
 - 7.1 Urgent Business81
- 8 Confidential Items.....81
 - 8.1 Acquisition of Sites of Biological Significance - VicTrack Land81

Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 12 April 2021

4 Considering and Ordering Upon Officers' Reports

4.1 Miller's Homestead Activation

SUMMARY: Miller's Homestead Project Officer, Kate Bonser

At the Ordinary Meeting of Council held on 25 June 2018, Miller's Homestead, a Council owned heritage venue located in Boronia, was recommended to be rezoned to a Neighborhood Residential Zone to facilitate disposal/sale of the asset. This decision was formally rescinded at the Ordinary Meeting of Council on 27 August 2018, following community feedback on the importance of the Homestead, and Council's role in retaining, preserving and activating this valued community asset.

Council undertook extensive community consultation to help identify various options for the future use of Miller's Homestead. On 3 June 2019, a feasibility study was presented to Council that measured the social, economic and environmental impacts of each option, and Council supported the most feasible option, being to develop Miller's as a "Collective Use - Community Arts and History Centre" that supported proactive and collaborative programs and events through the appointment of a community not-for-profit tenant.

At the Ordinary Meeting of Council held on 30 March 2020, Council supported the appointment of a 12-month Miller's Homestead Project Officer to enact the 12-month pilot program including the appointment of a Miller's Homestead Community Reference Group, engagement of a Community/Not for Profit tenant in the venue and deliver a 12-month trial program of arts, culture and heritage activities based on the collective use model. This was subsequently put on hold due to the COVID-19 Pandemic.

The newly appointed Miller's Homestead Project Officer is currently in the planning phase, preparing the documents and processes that will support the 12-month pilot program phase.

RECOMMENDATION

That the Committee:

- 1. Note the background and status update of the Miller's Homestead project.**
- 2. Adopt the Miller's Homestead Community Reference Group Terms of Reference (refer to Attachment 1).**
- 3. Support the Miller's Homestead Community Tenancy Selection Criteria (refer to Attachment 2).**

1. INTRODUCTION

Miller's Homestead was built in 1888, located at 30 Dorrigo Drive, Boronia, on the south-eastern corner of Melrose Court. It occupies an area of 5,668m² and is owned by Knox City Council.

Miller's Homestead is listed by the Heritage Council of Victoria as having regional heritage significance and is also listed in the Knox Planning Scheme as having heritage significance, including the residential style building, one large ironbark tree and numerous camellias and poplars located in the gardens.

As well as the heritage aspects, the property also contains a small gazebo, outbuilding (shed and lavatory), established gardens, and 17 parking spaces along the Melrose Court boundary.

The site is in a residential area and is zoned as a Public Park and Recreation Zone. It is surrounded by the Neighborhood Residential Zone and is located away from main roads and activity centres, with its nearest village precinct being The Basin Triangle.

A video tour and brief history of this heritage property can be viewed via this link: [Miller's Homestead](#).

At the Ordinary Meeting of Council held on 25 June 2018, Miller's Homestead was recommended to be rezoned to a Neighborhood Residential Zone to facilitate disposal/sale of the asset as it had been largely underutilized for many years. This decision was formally rescinded at the Ordinary Meeting of Council held on 27 August 2018, following feedback from the community on the importance of Miller's Homestead and the critical role Council played in retaining, preserving and activating this much-loved community and heritage asset.

At the Issues Briefing Meeting held on 11 February 2019, Councillors indicated support to undertake a consultation process with the Knox community to inform the potential use of the site and engaged consultants to explore the feasibility for several different usage options.

A summary of the results of this consultation was presented to Council at the Issues Briefing Meeting held on 3 June 2019. The summary included feedback from the community and details of the historic use of the site, as well as setting out the most popular options put forward by the community alongside the social, functional, economic and environmental viability and impacts of each option. Council supported the highest ranked option, being "Collective Use" including proactive and collaborative programming and events that establish Miller's as a vibrant Community Arts, Culture and History Centre.

On 30 March 2020, Council recommended that a pilot period be initiated with the support of a 12-month Miller's Homestead Project Officer, overseeing the recruitment and support of a Miller's Homestead Community Reference Group; the engagement of a Not For Profit Community Tenant; and support for the development and proactive programming and event delivery for the first 12-month pilot phase. During the pilot phase, the social, cultural, economic and environmental outcomes will be measured, and a report will be presented to Council with recommendations for the ongoing use of Miller's Homestead.

2. DISCUSSION

2.1 Miller's Homestead Community Reference Group Terms of Reference

The first step towards activating Miller's Homestead is to develop a Miller's Homestead Community Reference Group to act as a consultative and information sharing portal between Council and the community on issues related to Miller's Homestead.

In order to provide a clear framework for the group's purpose, membership, extent of authority and governance processes, a Terms of Reference has been drafted (refer to Attachment 1).

An Expression of Interest (EOI) process will be undertaken to recruit and select members to the panel, as outlined within the Terms of Reference. This application process will be managed through Council's community engagement portal "Have Your Say" where resources including the venue history, virtual tour and Terms of Reference will be located for viewing. An invitation to apply will be extended to community members via Council's virtual platforms including Facebook, the Knox Website and eNews publications, as well as direct email to those previously involved in Miller's Homestead consultations and recipients of the Miller's Homestead newsletters.

Each candidate will be required to submit an emailed written response to the selection criteria, as outlined within the Terms of Reference, indicating their connection to Knox, interest in Miller's Homestead as a heritage asset, their relevant skills and experience, and their previous participation in consultation and activations at Miller's Homestead to date.

All responses will be considered by an Active and Creative Communities panel comprising three officers, and one ward Councillor representative from the Miller's Homestead Community Reference Group. Membership recommendations are to be approved by the Director, Connected Communities.

2.2 Miller's Homestead Community Tenancy Expression of Interest and Selection Criteria

The engagement of a Community Not-For-Profit organisation as a 12-month pilot tenant at Miller's Homestead, is a critical aspect of successfully achieving a vibrant, engaging and sustainable community art and history centre.

An Expression of Interest process will follow Council's adopted Strategic Procurement Tender Framework, with slight adaptations to reflect a community tenancy context, evolved through consultation with Strategic Procurement, Property and Community Engagement. This framework was selected as the optimal methodology for tracking and reporting of the expressions of interest process, submission, assessment, property management and evaluation activities. It will be the first time the e-Tendering procurement framework has been adapted for a community tenancy EOI process.

Invitations to respond to the Miller's Homestead Tenancy EOI will be widely circulated throughout Knox and relevant community and cultural networks and is scheduled to open in mid-May 2021 for a period of four weeks. COVIDSafe site visits for prospective tenants will be available via Council booking system, and engagement with the Miller's Homestead Project Officer will be encouraged prior submission.

Prospective tenants will be asked to respond to a clear selection criteria as per the procurement assessment matrix, adapted for this context to include both mandatory and comparative criteria that covers many areas from eligibility, governance, capacity, diligence, financial and programming areas of assessment (refer to Attachment 2).

All tenancy submissions will be assessed by an Active and Creative Communities panel comprising three officers, and Councillor representative from the Miller's Homestead Community Reference Group. The final recommendation for tenancy will be approved by the Director, Connected Communities/CEO. The Community Reference Panel will also be briefed on this selection prior to the public announcement of tenancy.

Once the tenant is appointed through the e-Tender process, a license agreement for one year pilot period with the option for a further three years will be developed, alongside an annual plan for programming and events for the 12-month pilot tenancy phase.

Project dates beyond this will be dependent on the negotiated agreement between the tenant and Council.

3. CONSULTATION

This report reflects internal Council collaboration and external community consultation, with data gathered through previous engagement processes for determining the future use of Miller's Homestead. The key phases of future consultation and engagement activities and timelines are estimated as follows:

Community Reference Group Consultation Timeline	
Activity	Approximate Timeline
Expressions of Interest Open	Mid May 2021
Expressions of Interest Close	Mid-June 2021
Assessed By	End June 2021
Notification to respondents	Beginning July 2021

Tenancy Expression of Interest Consultation Timeline	
Activity	Approximate Timeline
Expressions of Interest Open	Mid May 2021
Expressions of Interest Close	Mid-June 2021
Assessed By	Mid July
Tenant notified	End July
Aim for Tenancy 12 month pilot commencement	Aug/Sept 2021 TBC

4. ENVIRONMENTAL / AMENITY ISSUES

One of Council's core responsibilities to manage its assets in order to optimise value to the community. This includes the protection of not only the heritage values of the house but the significant trees and plants within the garden. A process of updating the heritage Overlay description (Amendment 173) to accurately reflect the house, gardens and significant trees and scrubs is currently underway. Should Council maintain ownership of the site, no matter the use, Council will remain responsible for ensuring the heritage protection of the site is protected along with the amenity of the surrounding residential area from future intrusion of a non-residential use. Inclusion of environmental and sustainable practices within the tenancy selection criteria will further support the ongoing protection of the environmental aspects of the property.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Preliminary financial costs of maintaining Miller's Homestead over five years assessed in 2020 at \$50,000 (outdoor areas) and \$95,000 (house and gazebo). A capital allocation of \$67,500 has been invested in 2020/21 to maintain and upgrade the asset as a clear, clean, fit for purpose and operationally safe venue for the pilot tenancy period and relevant activations.

6. SOCIAL IMPLICATIONS

The social implications for keeping Miller's Homestead in Council ownership are to the community's favor. There is potential to open the site for public use, provide access to the property for enjoyment of the facility and grounds, including appreciation of the heritage value of the property. The heritage significance of the property will remain the same and heritage value of the property will be retained as the Heritage Overlay remain.

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

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.

9. CONCLUSION

Miller's Homestead is a much-loved community asset, and Council's work towards preserving and activating this heritage site will be enjoyed by many local residents and visitors alike. Providing a clear process for community involvement in the future use of the site will assist with community expectations and communications with Council, as set out in the Terms of Reference in Attachment 1.

The engagement of a well-suited community tenant to support Council's vision of igniting the property as an Arts and History Centre. Offering collective programming and events, this tenant will enable regular and continued enjoyment and participation at Miller's Homestead in years to come, inclusive of a year one pilot program being delivered successfully. The selection of a dynamic, capable and well positioned tenant is critical to this vision, and selection will be based on the criteria offered within Attachment 2.

Council's support of the next stage of the project being Expression of Interest to the Community Reference Group, and commencement of the tendering process for a Community Tenant will be enabled through the adoption of both Attachments 1 and 2.

Following this process, it is envisaged that Miller's Homestead will be activated with a community tenant and supported by a Community Reference Group for the first 12 month pilot period by September 2021.

10. CONFIDENTIALITY

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

Report Prepared By: Miller's Homestead Project Officer, Kate Bonser

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 DRAFT Terms of Reference Millers Homestead Community Re [TV3U] [4.1.1 - 4 pages]
2. Attachment 2 Millers Homestead Tenancy Evaluation Criteria Summary SPC 2021 [4.1.2 - 1 page]

Miller's Homestead Community Reference Group 2021-2022

Directorate:	Connected Communities	Responsible Officer:	Miller's Homestead Project Officer
Approval Date:	10 May 2021	Committee Group:	Not applicable
Review Date:	12 months from first meeting date		

1. Purpose

The purpose of the Miller's Homestead Community Reference Group is to be the primary point of communication, idea sharing and feedback to Council for Miller's Homestead and Gardens during the first 12-month pilot program scheduled for 2021-2022.

2. Objectives

The objectives of the Group are to:

- Act as a community communication portal for Millers Homestead and Gardens
- Contribute ideas and provide feedback to Council on the 12 month pilot program
- Support and advocate for the successful implementation of the Miller's Homestead 12-month pilot program

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

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

3. Membership, Period of Membership and Method of Appointment

The Miller's Homestead Community Reference Group 2021 -2022 shall comprise the following:

- Chandler Ward Councillor (Chair) plus one other Councillor
- A maximum of 10 community members

Relevant Knox Council officers will attend meetings as non-members, as detailed in Item 3.3.



3.1 Selection and Recruitment of Community Members

Community members must apply via an Expression of Interest (EOI) process and members selected based on the following criteria:

Criteria	Measure
Direct connection to the City of Knox (Live, Work, Play, Visit, Study)	Essential
Commitment to Miller's Homestead and Gardens as a valued heritage Council and Community asset	Essential
Demonstrated skills or experience in relevant project areas including: <ul style="list-style-type: none"> a) Community or Not For Profit Organisations/Committees b) Local history and/or heritage buildings c) Arts and cultural programs d) Event management e) Venue management and/or tenancy management f) Garden management or sustainability activities g) Volunteerism or volunteer management 	Must have at least two areas of demonstrated experience or skill contribution

Recruitment of community members will include the following:

- EOI will be advertised on Council's website, digital media, engagement platforms and circulated to local networks.
- EOI will be open for submission for a minimum of 3 weeks duration.
- Submissions will be accepted electronically only, using the online form provided by Council.
- Submissions will be evaluated by a panel comprising 3 Council Officers and the Chandler Ward Councillor.
- The Director Connected Communities will review the panel recommendations, and approve membership to the Community Reference Group.
- Casual vacancies which occur due to community members being unable to complete their full term may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms, or where a participating Councillor recommends a new member. All casual community vacancies must follow the processes outlined in this section, Item 3.1.
- The Group may invite observers and guests to meetings from time to time, where the group identifies an area of special interest or requests a specialist presentation.

3.2 Role of Councillors

The role of the Chandler Ward Councillor is to Chair meetings, recommend agenda items, review minutes, participate in the meetings and listen to community and stakeholder views, reporting to Council regularly on relevant issues. This role may be passed to one other Councillor as required by the Chair.

3.3 Role of Council Officers

- The Manager Active and Creative Communities may nominate relevant Council officers to attend meetings to provide administrative and information support only, acting as non-members of the group.
- The Millers Homestead Project Officer will oversee the preparation and circulation of the Agenda and Minutes.



4. Delegated Authority and Decision Making

The Group acts in a consultative capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The group will meet on approximately a monthly basis and a schedule of meetings will be agreed upon at the first meeting of the group. Meetings may comprise virtual or physical meetings, depending on COVIDSafe regulations, as well as the preference, availability and accessibility requirements of the group members.

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

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.

6. Meeting Chair

The Chandler Ward Councillor will chair all meetings, and may request one other Councillor, or a Council Officer to Chair the meeting if absent.

7. Agendas and Minutes

Agendas and minutes must be prepared for each meeting. The Agenda must be provided to members of the Group not less than 4 days before the time fixed for the holding of the meeting.

Where a meeting is identified as an informal meeting of Councillors, as per the definition contained in Chapter 6 of the Council's Governance Rules, the Chief Executive Officer must ensure that a written record is kept of the meeting. If the meeting does not meet this definition the Facilitator must arrange for meeting notes of each meeting of the Group to be kept. The meeting notes of a Council Group must:

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

Draft meeting notes must be:

- a) distributed to all Group Members within 14 days of the meeting; and
- b) submitted to the next meeting of the Group for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest

8. Voting

As this is a consultative group, voting on issues is not required.



9. Conflict and Interest Provisions

In performing the role of Community Reference Group member, a person must:

- Act with integrity;
- Impartially exercise 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 Community Reference Group may potentially form a Meeting Conducted under the Auspices of Council. Councillors are required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Where a meeting is identified as a Meeting Conducted under the Auspices of Council, Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent himself or herself from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Community Reference Group shall participate in training on the Conduct and Interest provisions which will be run by the Governance team.

10. Reporting

The group will contribute to a review and evaluation report at the conclusion of the Pilot Program in line with their stated objectives. The report must be adopted by the Group and should directly reflect the objectives and the performance measures of the Group as set out in the Terms of Reference.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

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

13. Review Date

The group will review after 12 months from the first meeting date. If the group continues to have a relevant function, a report must be presented by the Millers Homestead Project Officer to the Director Connected Communities including a review of the Group's Terms of Reference and seeking endorsement from Council to continue to act in a consultative capacity.



Miller's Homestead Tenancy Evaluation Criteria 2021

MANDATORY EVALUATION CRITERIA (Eligibility = Yes to all)	Yes/No
Submitted on time with all required documentation <ul style="list-style-type: none"> <i>has been received through the e-tender portal with date stamp evidencing compliant dates and times.</i> 	Y/N
NFP or Incorporated Community Group <ul style="list-style-type: none"> <i>has suitable documentation been provided to evidence this, fact checked?</i> 	Y/N
Conflict of Interest Declaration received and assessed <ul style="list-style-type: none"> <i>declarations checked and passed/ via Strategic Procurement as per Knox standard process</i> 	Y/N
ELIGIBLE TO PROGRESS TO COMPARATIVE ASSESSMENT?	Y/N

COMPARATIVE EVALUATION CRITERIA (Weighted)	%
Alignment to Council's Vision for Miller's as a "Collective Use" venue including proactive and collaborative programming and events that establish Miller's as a vibrant "Community Arts and History Centre". <ul style="list-style-type: none"> <i>quantify and define; what is demonstrated through past, present future activities?</i> 	25%
Due Diligence <ul style="list-style-type: none"> <i>Does the organisation have the processes and professional capacity to deliver a purposeful, well organised, insightful, responsive and reputable service?</i> 	20%
Benefit to Community <ul style="list-style-type: none"> <i>What are the tangible benefits of this organization being housed at Miller's to the local community? What will it mean for the local residents in terms of increased quality of life, participation, creativity, education, disruption, relevance, expectations?</i> 	25%
Heritage and Environment <ul style="list-style-type: none"> <i>Is there an expressed commitment to the preservation of the heritage building and gardens?</i> <i>Does the tenant express commitment to sustainable business practices?</i> 	5%
Scale and Diversity <ul style="list-style-type: none"> <i>Is the size and service scope of this group a good fit? Does the scale match our expected capacity for venue activation, growth, diversity of programming, resourcing and on site presence?</i> 	5%
<ul style="list-style-type: none"> Financial Impact <ul style="list-style-type: none"> <i>Evidence of sound financial practices, responsible financial planning</i> <i>Costs required to activate the site safely and functionally fit for purpose</i> <i>Return on investment – is there any financial benefit or return on Council investment?</i> 	20%
TOTAL SCORE /100	

4.2 Knox Community Safety, Health and Wellbeing Advisory Committee membership and annual report

SUMMARY: Coordinator Healthy and Safe Communities, Lisette Pine

The purpose of the Knox Community Safety, Health and Wellbeing Advisory Committee is to support prevention and response approaches to community safety, health and wellbeing issues, opportunities and outcomes.

This report seeks the re-appointment of 13 Committee members to the Advisory Committee for an additional two-year term in accordance with Terms of Reference. The appointment term is for May 2021 to May 2023.

The report also presents a review of the Community Safety Health and Wellbeing Advisory Committee Terms of Reference (refer Attachments 1 and 2) and proposes changes to reflect contemporary approaches that respond to community safety, health and wellbeing priorities in Knox.

Furthermore, an overview of the Committee’s achievements during 2020 is made available for noting.

RECOMMENDATION

That the Committee:

1. Adopt the revised Knox Community Safety, Health and Wellbeing Advisory Committee Terms of Reference (refer Attachments 1 and 2);
2. Appoint the following applicants to the Knox Community Safety, Health and Wellbeing Advisory Committee for the period May 2021 to May 2023 as presented in Confidential Attachment 3:

Name	Category
1.	Professional/Industry Representative
2.	Professional/Industry Representative
3.	Professional/Industry Representative
5.	Professional/Industry Representative
6.	Professional/Industry Representative
7.	Professional/Industry Representative
8.	Professional/Industry Representative
9.	Professional/Industry Representative
10.	Professional/Industry Representative
11.	Professional/Industry Representative
12.	Professional/Industry Representative
13.	Community Representative

3. Note the achievements of the Committee in 2020, as presented in this report.

1. INTRODUCTION

The Knox Community Safety Health and Wellbeing Advisory Committee was established in December 2018 following a determination by Council to merge the Community Safety Advisory Committee and the Knox Community Health and Wellbeing Advisory Committee.

The Committee was established to:

- To provide overall strategic direction for the implementation, monitoring and development of the Community and Council Plan and relevant Implementation Plans.
- To inform Council policy and strategic direction in line with social, economic natural and build environments for health.
- To identify and provide advice regarding emerging health, safety and wellbeing priorities and evidence-based strategies for action with the Knox community.
- To support implementation of Council and community strategies in response to identified priorities.
- To provide feedback and advice on issues referred by Council or Council officers.
- To inform and assist Council's advocacy program.
- To facilitate partnership development.
- To identify internal and external funding sources and opportunities; and
- To consider local and regional responses to community safety, health and wellbeing issues.

The Committee currently includes representatives from the community who have an interest in, and good working knowledge of, community safety, health and wellbeing priorities, or expertise in a particular health and wellbeing discipline.

This report includes a proposal to revise the Terms of Reference as previously defined, for Council consideration (Refer Attachments 1 and 2) and an overview of the Committee's activities and achievements in 2020 (refer Section 2.2 of this report).

1.1 Review of the Terms of Reference

In 2018, Council adopted the Terms of Reference to guide the work of the Committee.

In February 2021, the Committee agreed to conduct a review of the Terms of Reference, to include a refresh of the purpose and objectives to reflect contemporary approaches to address community safety, health and wellbeing priorities and issues.

The review also includes administrative updates in accordance with the Local Government Act 2020.

The key changes to the Terms of Reference include:

- A revised Purpose statement with regard to the role and function of the Committee to support the work of Council (Section 1); and
- Revised Objectives to clarify the Committee's collective partnership approach to community safety, health and wellbeing priorities (Section 2).

For further information refer to Attachments 1 and 2 in this report.

2. DISCUSSION

The process to determine the re-appointment of members for the Community Safety, Health and Wellbeing Advisory Committee followed Section 3.1, outlined in the current Terms of Reference.

Under Section 3.1, Committee members who have served a two-year term are eligible to reapply for another two-year term, however, cannot exceed membership longer than four years.

At the Committee meeting in November 2020, members were advised their term would end in December 2020, and that under the Terms of Reference they were eligible to apply for an additional two-year term.

During December 2020, Committee members applied through an Expression of Interest (EOI) process to be considered to continue for a two-year term. Council Officers received 13 applications to fill 12 professional/ industry positions and one application to fill the community representative position.

This process excluded permanent positions on the Committee, who are not required to submit an EOI application as outlined in Section 3 of the Terms of Reference. The permanent positions include a representative from the Department of Families, Fairness and Housing and a representative of Victoria Police.

The Committee Councillor representatives, Councillor Susan Laukens (Chair) and Councillor Jude Dwight supported the EOI process and recommendations for membership for a two-year term.

The recommendations for Committee membership are provided in Confidential Attachment 3.

2.1 Committee Achievements 2020

The Knox Community Safety, Health and Wellbeing Advisory Committee meets bi-monthly, and meetings are structured to include presentations intended to further develop knowledge and understanding of the priority areas in the Community and Council Plan 2017-2021, as well as discussion regarding new and emerging community safety, health and wellbeing issues.

Due to the restrictions imposed as a result of the COVID-19 Pandemic in 2020, four of the five scheduled meetings were held online. Furthermore, given the restrictions on public meetings, the combined annual Advisory Committees meeting and the Sustainable Development Group Committees meeting, that includes this Committee, did not occur.

During 2020, the Committee maintained a particular focus on the issues and complexities associated with living through the COVID 19 Pandemic.

In particular, the impact of COVID-19 restrictions on vulnerable groups related to financial hardship, access to health information, community connections, social isolation and the mental health of the community in general.

The Committee also provided feedback on a number of key Council Plans.

The following information provides an overview of the Committee activities during 2020:

Topic	Action	Committee Feedback / Comments
Knox Municipal Disability Leadership Plan	Council Officers provided an overview of key priorities in the Municipal Disability Leadership Plan 2020-2022.	<ul style="list-style-type: none"> ● The Committee congratulated the work of the team and highlighted the importance of: support for carers', support for the community with NDIS planning and the community activities and workshops to support people living with autism and their families.
Council COVID-19 Community and Business Support and Relief Package	Council officers provided an overview of the relief package adopted by Council in May 2020.	<ul style="list-style-type: none"> ● Assistance is needed for vulnerable communities to access the internet for telehealth appointments and general COVID-19 health information. ● Committee advised there will be an expected increase in financial hardship in September/October when Job Seeker/Keeper payments and mortgage relief ends or reduces.
Resilience and Recovery COVID-19	Coordinator Emergency Management presented information in relation to Council partnering with community to develop Recovery Plans.	<ul style="list-style-type: none"> ● Committee raised the importance of partnerships with other councils through the planning and roll out of community recovery programs.
Knox City Council COVID-19 Recovery Planning Stakeholder Discussion	Presentation by Council officers focused on the impacts of COVID-19 on local services and community groups.	<ul style="list-style-type: none"> ● Organisations reported a shift in focus to immediate COVID-19 response such as supporting testing clinics. ● The importance of local partnerships to support community through this challenging time. ● The impact on international students in relation to access to Government support, is a major issue. ● Positive aspect of families and community connecting locally. ● Increase in participation for online events/workshops, enables flexibility for community to attend. ● Reports of significant increase in online gaming during COVID lockdown. ● Committee advised of the difficulty for multicultural community/refugees to access timely and accurate in language health information related to the COVID-19 Pandemic.

Topic	Action	Committee Feedback / Comments
Knox Council Climate Response Plan	Council Officers presented on the draft Climate Response Plan 2021-2031, with a focus on the impacts of climate change on vulnerable communities, increasing sustainable transport and travel and reducing community carbon emissions.	<ul style="list-style-type: none"> ● Promote and educate on “grow your own vegetables” to connect community and food security. Gardens for Harvest was mentioned as a good start. <p>Health promotion advocacy – including:</p> <ul style="list-style-type: none"> ● Promoting solar and energy efficiency. ● Movement towards a 20-minute city hub to decrease transport needs -Increase bicycle use and look at electric bicycles. ● Economic recovery post COVID-19 needs to look at green recovery. ● Education on the use/misuse of water. ● Consideration for Aboriginal and Torres Strait Islander community input into bushfire land care. It was noted that this is happening on a State and Federal level.
Knox Community and Council Plan and Municipal Survey 2020	Council officers provided an overview of the planning process and emerging themes through community engagement activities for the draft Council and Community Plan 2021 - 2024.	<ul style="list-style-type: none"> ● Committee supported the proposed new vision statement; it encapsulates the sentiments of community. ● A focus on community inclusion, is extremely important to reach isolated residents and those with disabilities. ● Safety and community connections are indicators of a health community and should feature in the Plan. ● The opening of gaming venues should be monitored to measure community gambling habits pre and post COVID lockdown. ● Eastern Domestic Violence Service data on family violence has shown that first time reporting has increased from 30% pre-COVID to 60% during lockdown. Family violence is a key issue for community. ● Consideration given to developing community resilience workshops – an opportunity for people to come together. ● Ensure the inclusion of First Nations People and acknowledge the need for Council to develop a Reconciliation Action Plan.

3. CONSULTATION

The Committee provided feedback and advice in relation to the topics highlighted in the previous section of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no specific environmental/amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service the Committee is within the Community Wellbeing Department operational budget.

6. SOCIAL IMPLICATIONS

There are no specific social implications related to this report.

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

Goal 4 - We are safe and secure

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.4 - Protect and promote public health, safety and amenity

Goal 6 - We are healthy, happy and well

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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 7.2 - Celebrate our diverse community

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

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.

9. CONCLUSION

The Knox Community Safety, Health and Wellbeing Advisory Committee continues to provide expertise and advice to Council on sound primary prevention approaches to current and emerging community safety, health and wellbeing issues.

Ongoing, the Committee will contribute to and provide guidance in relation to the development and implementation of community safety, health and wellbeing priorities included in the new Community and Council Plans 2021-2024 (incorporating the Municipal Health and Wellbeing Plan).

10. CONFIDENTIALITY

Attachment 3 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and details of prospective committee members, which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

Report Prepared By: Coordinator Healthy and Safe Communities, Lisette Pine

Report Authorised By: Director, Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Draft Terms of Reference - Tracked Changes - Community Safety, Health and Wellbeing A [4.2.1 - 8 pages]
2. Attachment 2 - Draft Terms of Reference - Clean Copy - Community Safety, Health and Wellbeing Adviso [4.2.2 - 6 pages]

Confidential Attachment 3 is circulated under separate cover.



Attachment 1

Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate:	Community Services	Responsible Officer:	<u>Coordinator Healthy and Safe Communities and Project Manager – Community Wellbeing</u>
Approval Date by:	<u>Council 10 May 2021</u>	Responsible Officer: Committee Group:	<u>Coordinators – Municipal Strategic Social Planning and Community Access, Equity and Safety Sustainable Development Group</u>
Approval Date:	<u>24 September 2018</u>	Version Number:	<u>1</u>
Review Date:	<u>October 2022 / May 2024</u>		

1. Purpose

~~The purpose of this Advisory Committee is to support primary prevention and response approaches to community safety, health and wellbeing issues, opportunities and outcomes.~~

~~The Advisory Committee will 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 2017-2021. The purpose of this Advisory Committee is to support the planning and implementation of evidence based and informed primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.~~

~~The Advisory Committee will facilitate stakeholder engagement of both the community and organisations, to understand, discuss, plan and implement proposed actions. This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.~~

2. Objectives

- ~~To contribute to the development and implementation of the provide overall strategic direction for the implementation, monitoring and development of the Community and Council Plan (incorporating the Municipal Health and Wellbeing Plan) through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities and relevant~~



- ~~To inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;~~
- ~~policy and strategic direction in line with social, economic natural and build environments for health;~~
- ~~To participate in the annual review of the Community and Council Plan in relation to health, Safety and wellbeing priorities;~~
- ~~To identify and provide advice regarding emerging health, safety and wellbeing priorities via and evidence- based research and highlight the need strategies for action within the Knox communitycommunity;~~
- ~~To facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and~~
- ~~Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.~~
- ~~To support implementation of Council and community strategies in response to identified priorities;~~
- ~~To provide feedback and advice on issues referred by Council or Council officers;~~
- ~~To inform and assist Council's advocacy program;~~
- ~~To facilitate partnership development;~~
- ~~To identify internal and external funding sources and opportunities; and~~
- ~~To consider local and regional responses to community safety, health and wellbeing issues.~~

This Committee ~~is will be~~ aligned to the Sustainable Development Group of Council Advisory Committees, ~~as outlined in the Council Committees Policy~~. The other groups are the Inclusive, Active and Creative Community Group, the Grants Evaluation Group and the Life Stages Group.

Whilst the individual Committee 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 ~~G~~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 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 Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions are available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;

- A maximum of one representative from the Department of Health and Human Services;
- A maximum of one representative from the Victoria Police; and
- A maximum of two Councillors appointed annually by Council.

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 community safety, health and wellbeing.

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 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~~ 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 six monthly Group Meetings and the annual Advisory Committee Forum.

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



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

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

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

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~~ minutes

Agendas and meeting notes must be prepared for each meeting.

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

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

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;

~~(a)~~(b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and

~~(b)~~(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.~~In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

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 Committee will typically constitute a Meeting conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in Section 131 of the 2020 Local Government Act and Chapter 5 of Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and



As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

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

~~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 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.

14.5. Meals

When meetings occur on-site, 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.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change 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 Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

Attachment 2



Terms of Reference



Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate:	Community Services	Responsible Officer:	Coordinator Healthy and Safe Communities and Project Manager – Community Wellbeing
Approval Date:	10 May 2021	Committee Group:	Sustainable Development Group
Review Date:	May 2024		

1. Purpose

The purpose of this Advisory Committee is to support the planning and implementation of evidence based and informed primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

The Advisory Committee will facilitate stakeholder engagement of both the community and organisations, to understand, discuss, plan and implement proposed actions. This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

- To contribute to the development and implementation of the Community and Council Plan (incorporating the Municipal Health and Wellbeing Plan) through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- To inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- To participate in the annual review of the Community and Council Plan in relation to health, Safety and wellbeing priorities;
- To identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence- based research and highlight the need for action within the Knox community;
- To facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.

This Committee is aligned to the Sustainable Development Group of Council Advisory Committees. The other groups are the Inclusive, Active and Creative Community Group, the Grants Evaluation Group and the Life Stages Group.



Whilst the individual Committee 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 and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

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

3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions are available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Health and Human Services;
- A maximum of one representative from the Victoria Police; and
- A maximum of two Councillors appointed annually by Council.

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 community safety, health and wellbeing.

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 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 six monthly Group Meetings and the annual Advisory Committee Forum.

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



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

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

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

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 (7) days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

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.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

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 Committee will typically constitute a Meeting conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in Section 131 of the 2020 Local Government Act and Chapter 5 of Council's Governance Rules.

Councillors must:

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



Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee 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 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

When meetings occur on-site, 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.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change 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 Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

4.3 Knox Multicultural Advisory Committee Membership and Annual Report

SUMMARY: Community Development Officer – Access and Equity, Joan Pepi

The Knox Multicultural Advisory Committee (KMAC) provides Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

During February to March 2021, an Expression of Interest and recruitment process was conducted for new Committee members to fill six vacancies. This report seeks approval for the appointment of six new Committee members for a two-year term from May 2021 to May 2023 (refer Confidential Attachment 2).

This report also presents an overview of the Committee’s achievements for 2020.

RECOMMENDATION

That the Committee:

1. Appoint the following applicants to the Knox Multicultural Advisory Committee for the period May 2021 to May 2023, as presented in Confidential Attachment 2.

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Professional/Industry Representative

2. Note the achievements of the Committee for 2020.
3. Thank the following outgoing Committee members for their valuable contribution:
 - Kate Gibson;
 - Stephen Yin;
 - Amy Yuen;
 - Shobana Krishnan;
 - Mohamed Hussein; and
 - Eva Simo.

1. INTRODUCTION

The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox.

The KMAC also has a role to monitor and provide advice on the implementation of specific actions and activities related to multicultural communities in Knox, included in the Knox Community Access and Equity Implementation Plan 2017-2022.

The Committee facilitates stakeholder engagement which supports quality decision making and in turn, the achievement of Council's goals and strategies in the Community and Council Plan 2017-2021.

1.1 Committee Terms of Reference

The Terms of Reference for the Knox Multicultural Advisory Committee (refer Attachment 1) is aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy 2018.

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Access and Equity Implementation Plan 2017-2022.

2. DISCUSSION

The selection and recruitment of new members for KMAC followed the process outlined in Section 3.1 of the Terms of Reference (refer Attachment 1).

The current six Committee vacancies were due to:

- Two Committee members completing a two-year term and not opting to apply for a further two-year term;
- Two Committee members completing a four-year term, therefore, not eligible to continue as a member of the Committee; and
- Two Committee members resigning prior to the end of their term.

2.1 Selection Process

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, and via various networks during February to March 2021.

A Selection Panel was established to interview and assess the applicants in accordance with the Committee's Terms of Reference. The Selection Panel comprised Councillor Sorina Grasso, Jacqui Arulanandam from the Migrant Information Centre (Eastern Melbourne) and one Council officer from the Healthy and Safe Communities team within the Community Wellbeing Department.

Council received 17 applications through an EOI process, nine of the applicants were shortlisted by the Selection Panel for an interview.

The following criteria was used to assess the applicants:

1. Being a Knox resident, a Knox focused organisation, agency, work, volunteer or study in Knox;
2. Having personal or professional link with multicultural communities in and beyond the Knox municipality; and/or
3. Having one or more of the following personal experiences:
 - Settling into a new country with a different language and culture, understanding the issues, opportunities and processes involved in settlement into a new country;
 - Knowledge of and understanding of the issues important to multicultural communities;
 - Trying to maintain and celebrate culture of country of origin within the Australian community;
 - Providing assistance to people in multicultural communities;
 - Have direct links to local multicultural community group/s; and/or
 - Understanding or dealing with multicultural policies, grants and projects.

The Selection Panel met on 3 and 10 March 2021 to interview the nine shortlisted applicants. All interviews were conducted individually via Zoom.

The selection process involved reviewing the application and applicant against the selection criteria and the applicant's knowledge and experience of cultural diversity, as well as their incentive for wanting to join the Committee.

Recommendations and the assessment of applicants, including applicants not recommended for appointment are provided in Confidential Attachment 2.

2.2 Knox Multicultural Advisory Committee Achievements – 2020

The KMAC currently includes representatives who have a lived experience and/or working knowledge of the issues affecting people culturally and linguistically diverse backgrounds. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on presentations regarding issues and activities aligned to priority areas in the Community Access and Equity Implementation Plan 2017-2022.

The Committee also provides advice and direction regarding new and emerging issues impacting people and groups from culturally diverse communities.

During the reporting period, the Committee has maintained a particular focus on the issues and complexities associated with living through the COVID 19 pandemic. KMAC members supported the distribution of key Pandemic information to members of the community and key service providers. The Committee also provided feedback to a number of key Council plans.

It should be noted, that due to the restrictions imposed as a result of the Coronavirus Pandemic, four of the five meetings were held online. Therefore, the annual combined All Advisory Committees meeting didn't take place in 2020.

The following information provides an overview of the Committee activities and key issues considered during 2020:

Topic	Action	Outcome
Knox Community and Council Plan and Municipal Survey 2020	Council officers provided an overview for the planning for the Council and Community Plan 2021. An overview of the process to develop the Municipal Survey was also provided	KMAC provided feedback regarding strategies for increased communication with cultural diverse communities, which included consideration for in-language surveys.
Cultural Diversity Week March 2020	Council officers provided an update on the planned event for Cultural Diversity Week	KMAC provided feedback on the types of activities to be provided at the event. An event was planned with the support of the Committee at the Basin Community House during Cultural Diversity Week showcasing the richness diverse communities bring to Knox, however, this was cancelled due to the escalation of COVID-19 and Stage 3 Restrictions
COVID-19 Racism Incidents	Extraordinary KMAC meeting (May 2020) called to discuss the implications of COVID-19 racist incidents in Knox	Joint KMAC and Knox Interfaith Network statement endorsing harmony, cultural diversity and social justice developed and posted on Knox website. The KMAC recommended: <ul style="list-style-type: none"> ● Increased access to translated materials re COVID-19. ● Links to be provided on Knox Council Website to the Victoria Equal Opportunity and Human Rights Commission Website, specifically its Community Reporting Tool.
Resilience and Recovery COVID-19	Coordinator Emergency Management presented information regarding how Knox Council will be working with community to develop a Recovery Plan.	The KMAC feedback included: <ul style="list-style-type: none"> ● The need to highlight community harmony. ● Restrictions had a profound impact on young people. ● The Pandemic has made people more aware of community health. ● Homeless people, refugees and youth may be disproportionately affected by the

Topic	Action	Outcome
		Pandemic.
Knox City Council COVID-19 Recovery Planning Stakeholder Discussion	The presentation focused on the impacts COVID-19 has had on community and local services; the recovery work that is underway or planned by local services providers and community groups, and understanding the support needs of community and service providers.	The KMAC raised a number of concerns relating to the impact of COVID-19, including: <ul style="list-style-type: none"> ● An increase in racism; social isolation and unemployment may contribute to people’s mental health. ● COVID related information needs to be translated into various languages. Committee members expressed the need for Council to have a multicultural lens on the recovery approach.
Knox Council Climate Response Plan	Knox Council officers presented: In response to community advocacy, Council commenced the process of developing a Climate Response Plan 2020-2030. The Plan will focus on key areas that Council and the Community can influence and adapt to prepare and advocate for reducing emissions and supporting vulnerable communities.	The KMAC feedback included the use of simple/easy English to get the message across regarding the importance of a Climate Change Response Plan to multicultural communities. Communication and engagement with diverse communities is key to a community supported response.
Community Safety	Victoria Police discussion in relation to community crime and racist incidents during COVID lockdown.	The KMAC members reported an increase in racist incidents within their communities. Highlighting that people do not always report to Victoria Police and opportunities to build relationships to encourage reporting. This could include attending community meetings, producing information in-language and ongoing conversations with the Committee.
Response Relief Recovery for Knox Multicultural Communities Project	Council staff and a Project Officer from the Southern Migrant Refugee Centre outlined the purposes of this project and the proposed engagement strategy.	The KMAC members provided feedback on the engagement strategies and approach, observing there are some people in multicultural communities that may need assistance with the use of the proposed technology to participate in this project. KMAC will be involved in an ongoing capacity to support the recovery and communication with diverse communities in Knox.

3. CONSULTATION

During 2020, Council officers consulted with KMAC on key issues including the impact of the Pandemic on communities, communicating and engaging with diverse communities during COVID-19 lockdown and strategies to support community recovery initiatives.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no specific environmental/amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Committee is supported by Council's Healthy and Safe Communities Team within the Community Wellbeing Department, within existing resources.

6. SOCIAL IMPLICATIONS

The Committee's feedback and advice to Council on matters relating to plans, policies and programs reflect the needs of residents from multicultural communities. The KMAC also provides a central point for Council and the Knox community to identify issues relevant to people from multicultural communities.

The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Community and Council Plan 2017-2021.

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 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

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

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.

9. CONCLUSION

The KMAC has an important role to advise Council on strategic issues regarding Knox residents from multicultural communities. This provides a mechanism for community engagement and assisting with the monitoring and implementation of key areas related to supporting and partnering with multicultural communities, included in the Knox Community Access and Equity Implementation Plan 2017-2022.

10. CONFIDENTIALITY

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclose before they are appointed.

Report Prepared By: Community Development Officer, Access and Equity, Joan Pepi

Report Authorised By: Director, Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 Terms of Reference Knox Multicultural Advisory Committee 2019 [4.3.1 - 6 pages]

Confidential attachment 2 has been circulated under separate cover



Knox Multicultural Advisory Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Community Development Officer Access and Equity
Approval Date:	8 April 2019	Committee Group:	Inclusive, Active and Creative Communities
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of the Knox Multicultural Advisory Committee is 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.

The Advisory Committee will facilitate stakeholder engagement which supports quality decision making and in turn, achievement of Council's goals and strategies within the Community and Council Plan 2017-2021.

2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues in and beyond Knox;
- Identify issues and opportunities affecting people from multicultural backgrounds in and beyond Knox;
- Assist Council in the development of policy, strategy and advocacy initiatives related to the issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities through two-way information exchange, from Council to communities and from communities to Council;
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community; and
- Assist Council to monitor the implementation of the Knox Access and Equity Implementation Plan 2017-2022.

The Committee is aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy. The other groups are the Life Stages Group, the Sustainable Development Group, and the Grants Evaluation Group.

Whilst the individual Committee will meet at the designated times within its Terms of Reference each 'group' will meet once annually. A designated Council Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;



- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

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

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

3. Membership, Period of Membership and Method of Appointment

The Knox Multicultural Advisory Committee shall comprise a maximum of 14 community and agency members including:

- One permanent representative from the Knox Interfaith Network;
- One permanent representative from the Migrant Information Centre Eastern Melbourne; and
- A maximum of two 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 multiculturalism.

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, the CEO Migrant Information Centre Eastern Melbourne or his/her delegate and 1 Council Officer from the Community Wellbeing Department.
- 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.

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 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 seven (7) days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

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. Personal Support

The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.

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.

4.4 Knox Disability Advisory Committee Membership and Update

SUMMARY: Team Leader, Disability Inclusion – Community Access & Support, Alison Treeby

The Knox Disability Advisory Committee provides advice to promote disability awareness within Council and the wider community and assists Council in the development of policy and planning about issues of access and inclusion.

In July 2020, Council appointed eight new Committee members after an Expression of Interest and recruitment process to fill eight casual vacancies.

At the end of 2020, eight members of the Committee came to the end of their two-year term, seven applied for a further two-year appointment.

This report seeks approval for the re-appointment of seven Committee members for a two-year term from June 2021 to June 2023.

This report also provides an overview of the Committee’s achievements from July 2020 to March 2021.

RECOMMENDATION

That the Committee:

1. Appoint the following current Knox Disability Advisory Committee members for a second term for the period June 2021 to June 2023 as presented in Confidential Attachment 2:

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Industry Representative

2. Appoint the following Industry Representative for a third term for the period of June 2021 to June 2023 as presented in Confidential Attachment 2:

Name	Category
1.	Industry Representative

3. Note the achievements of the Committee over the past eight months.
4. Thank outgoing Committee member, Lee Wilson for his valuable contribution.

1. INTRODUCTION

The Knox Disability Advisory Committee (KDAC) was established in 1999. The primary function of KDAC is to advise Council on strategic issues regarding Knox residents with disabilities and their carers. The Committee also has a role to monitor and provide advice on the implementation of specific actions and activities related to people with a disability, families and carers as articulated in the Knox Community Access and Equity Implementation Plan 2017-2022 and the Municipal Disability Leadership Plan 2020-2022 and includes advocacy and ensuring services and programs are accessible and inclusive for people with a disability in Knox.

The Advisory Committee also facilitates stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies in the Community and Council Plan 2017-2021.

1.1 Terms of Reference

The Terms of Reference for the Knox Disability Advisory Committee is aligned with the revised Committee structure adopted during 2017 and the Committee's Policy adopted by Council on 28 May 2018 (refer to Attachment 1).

The objectives of the Committee are to:

- Report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities, their families and carers;
- Assist Council in the development of policy and action planning about issues of access and inclusion;
- Work with Council officers to ensure that all of Council's policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

The Committee is aligned with the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in Council's Committees Policy.

2. DISCUSSION

In July 2020, Council appointed eight new members to KDAC following the recruitment and selection process outlined in Section 3.1 of the Terms of Reference (refer Attachment 1).

At the end of 2020, eight KDAC members came to the end of their two-year term on the committee. Six Committee members have applied to be re-appointed for a second two-year term and one Committee member has applied for a third two-year term.

2.1 Selection Process

Council last promoted and recruited for KDAC from April to June 2020. The recruitment process was triggered by several casual vacancies on the Committee. Council appointed eight new Committee members in July 2020 after a Selection Panel interviewed and assessed the applicants in accordance with the Committee's Terms of Reference. The Selection Panel comprised Councillor Nicole Seymour and two Council officers from the Municipal Disability Leadership Team.

In September 2020 Council sought expressions of interest from current sitting KDAC members who were coming to the end of their two-year term on the Committee. Council received seven completed applications for re-appointment, six are eligible for a second two-year term and one member applied for a third term on the Committee.

Council did not advertise and recruit for new members at this time given the Committee recruitment carried out in mid-2020 and the number of existing members wishing to be appointed for a second term.

The terms of reference provide:

All members will be eligible to re-apply for appointment, however, continuous membership for longer than four years will not be considered.

Membership greater than four years is typically not recommended across Council’s various committees, however, there is precedent in other committees for extended membership to be considered on a case-by-case basis where recommended by the Committee Chair and endorsed by Council.

Given the interest of the party concerned and the recent addition of a fifth industry representative in 2020 – officers are of the view that an exception for a third term is worthy of consideration. Should Council be of a mind not to offer a third term, an advertising process to appoint an industry representative would be required.

Recommendations for re-appointment are provided in Confidential Attachment 2.

2.2 KDAC Achievements – July 2020 – March 2021

KDAC includes representatives who have a lived experience and a working knowledge of the issues affecting people with disability and carers. There are a diverse range of abilities represented on the Committee. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on presentations regarding issues and activities aligned to priority areas in the Knox Community Access and Equity Implementation Plan 2017-2022 and the Municipal Disability Leadership Plan 2020-2022. The Committee also provides advice and direction regarding new and emerging issues impacting people with disabilities in Knox.

During the reporting period the Committee has had a particular focus on the issues and complexities associated with the impact of COVID-19 and proposed changes to the National Disability Insurance Scheme (NDIS). KDAC members have supported the distribution of information to members of the community and key service providers.

The following information provides an overview of the Committee activities and contribution to key Council projects since the last report in July 2020:

Topic	Action	Outcome
Climate Response Plan	Sustainability Team presented on the development of the Knox Climate Response Plan.	KDAC consulted on climate issues and barriers experienced by people with a disability. This information has been incorporated in the Knox Climate Response plan development.
KDAC Induction	Eight new members of KDAC attended an induction session presented by Councillor Seymour.	KDAC members provided with support and information to fulfill their role on the Committee.

Topic	Action	Outcome
Knox Traffic and Transport	Sustainable Transport presented on their role in Knox, seating and bus stop upgrade priority lists.	KDAC provided feedback and input regarding areas in Knox where seating is required and bus stops to be considered for upgrade.
Community and Council Plan	Presentation from Governance and Innovation regarding the development of the Knox Community and Council Plan including the engagement undertaken and the development of the vision.	Council and KDAC members provided feedback regarding issues, priority areas for the future and contributing input for the Knox Community and Council Plan vision.
COVID-19 Recovery	Presentation from Knox Council Emergency Management regarding how Knox will work with community to develop a Recovery Plan.	Council and KDAC members consulted on issues and barriers to return to community safely. KDAC engaged in ongoing discussion, highlighting issues and barriers. One KDAC member has joined the Municipal Emergency Management Planning Committee for Knox.
NDIS Changes	KDAC responded to NDIS discussion papers explaining proposed changes to the NDIS access and eligibility policy and planning and budgets policy.	A sub-group of KDAC reviewed the NDIS discussion papers and submitted a response to the proposed changes outlining the issues and important points to be considered and advocating for people with a disability and their carers.

3. CONSULTATION

April to May 2020 Council officers conducted an EOI process that invited community members, Government Departments, industry associations and businesses relevant to the purpose of the Committee to nominate suitable representatives to participate in KDAC.

4. ENVIRONMENTAL/AMENITY ISSUES

KDAC provides advice to Council on matters relating to environmental and amenity issues to increase access to Council facilities, reserves and open space.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council allocates \$5,000 per annum to KDAC and related activities within its annual operational budget. The Committee is supported by Council's Community Inclusion Team within the Community Access and Support Department.

6. SOCIAL IMPLICATIONS

The Committee input and advice to Council on matters relating to people with a disability, policies, programs and protocols to reflect the needs of residents with disabilities and their carers. The Committee also provides a central point for Council and the Knox community to identify issues relevant to people with disabilities and their carers.

The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Community and Council Plan 2017-2021.

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

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

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

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.

9. CONCLUSION

KDAC continues to play an important governance role by advising Council on strategic issues regarding Knox residents with disabilities and their carers, providing a mechanism for community engagement and assisting with the monitoring and implementation of the Knox Community Access and Equity Implementation Plan 2017-2022 and the Municipal Disability Leadership Plan 2020-2022.

This report seeks approval for re-appointment of seven Committee members for a two-year term from June 2021 to June 2023.

10. CONFIDENTIALITY

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclose before they are appointed.

Report Prepared By: Team Leader Disability Inclusion, Alison Treeby

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Terms of Reference - KDAC - 2018-2022 updated [4.4.1 - 6 pages]

Confidential Attachment 2 has been circulated under separate cover



Knox Disability Advisory Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Municipal Disability Program Team Leader
Approval Date:	24 September 2018	Version Number:	2
Review Date:	October 2022		

1. Purpose

The purpose of this Advisory Committee is to promote disability awareness within Council and the wider community and assist Council in the development of policy and planning about issues of access and inclusion.

2. Objectives

The objectives of the KDAC are:

- To report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities¹, their families and carers;
- To assist Council in the development of policy and action planning about issues of access and inclusion;
- To work with Council officers to ensure that all of Council's policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

The Committee will be aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy. The other groups are the Life Stages Group, the Sustainable Development Group, and the Grants Evaluation Group.

Whilst the individual Committee 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:

¹ KDAC adopts the Disability Discrimination Act (1992) definition of disability which encompasses physical, intellectual, psychiatric, neurological, sensory and learning disabilities and also include people with mental illness.



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

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

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

3. Membership, Period of Membership and Method of Appointment

The Knox Disability Advisory Committee shall comprise the following:

- A maximum of seven positions for community members with a disability;
- A maximum of four positions available for an unpaid carer of a person with a disability;
- A maximum of four positions for a representative of a service provider for people with a disability². Each service provider may nominate a primary and secondary representative. The secondary representative will be properly inducted and attend meetings if the primary representative is unable to attend;
- All community representatives must live, work, study or recreate in the city of Knox; and
- 1-2 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 the disability sector.

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

² At the Ordinary meeting of Council on 27/7/2020, Council voted to allow the appointment of five industry representatives to the KDAC for the period of July 2020 to July 2022.



- 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 Minutes

Agendas and meeting notes must be prepared for each meeting.

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

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

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.

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. Personal Support

The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.

13. 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.

14. 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.

15. 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.

4.5 Knox Arts and Culture Committee Annual Report

SUMMARY: Coordinator, Arts and Cultural Services, Elissa Pachacz

The Knox Arts and Culture Committee comprises 12 community and four industry members, who provide a robust range of specialist skills and knowledge in arts and cultural development, providing insight into the factors that impact arts and cultural service delivery, providing advice to Council on issues relating to the advancement of Arts and Culture in Knox.

The current Knox Arts and Culture Committee has nearly completed their two-year term, during which time they effectively contributed to the strategic review of Council's Arts and Cultural plans, policies and program development, offering insight and advice into local interests, needs and trends, and showing tremendous support for continued engagement in the arts through the COVID-19 Pandemic.

The Committee advocates for the value of arts and culture in Knox and its positive contribution to the health and wellbeing of our community, acting as a conduit between Council and the community, to help build local connections across diverse communities, support partnerships and collaboration, promote innovation and create a positive sense of place through participation in arts and cultural projects, programs and events.

The current Arts and Culture Committee membership two-year term sunsets in June 2021, and the current Committee Terms of Reference sunsets on 26 March 2022. It is proposed that Council aligns the overall term and the terms of reference for the next four years, supporting the appointment of a new committee with an updated Terms of Reference for a four years commencing 2021-2025.

RECOMMENDATION

That the Committee:

1. Acknowledge the achievements of the Knox Arts and Culture Committee 2019-2021;
2. Support the continuation of the Knox Arts and Culture Committee for a further four years until July 2025, which will prompt the recruitment process for the next two-year Committee membership term commencing July 2021 to July 2023; and
3. Review the proposed changes to the Knox Arts and Culture Committee Terms of Reference 2019-2021 (refer Attachment 1) and adopt these changes in the updated 2021-2025 version (refer Attachment 2).

1. INTRODUCTION

The function of the Knox Arts and Culture Committee ('the Committee') is to facilitate stakeholder engagement which supports quality decision making by Council, and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee provides Council with advice on issues relating to the advancement of arts and culture in Knox, and assists in promoting a greater understanding and awareness of the arts and cultural needs, interests and trends in Knox.

The Committee acts as strong advocates for increased collaboration between Council and the community through arts and cultural initiatives and plays a key role in promoting the value of arts and culture in connecting, engaging, entertaining and celebrating our diverse local community.

The Committee offers a vehicle to explore innovative, integrated and strategic planning for Council's arts and cultural programs, projects and services, ensuring that these services directly reflect and respond to our community and the changing demographics, behaviors and trends emerging in Knox.

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.
- 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 has contributed significantly to a range of strategic reviews, service improvements and new initiatives during their term, and of note is their support and guidance for adapting our service to a virtual framework to continue offering creative and engaging content with our community during COVID-19 lockdown, as outlined within Section 2 of this report.

The current Committee membership sunsets its two-year term on 30 June 2021, and the current Terms of Reference sunset in March 2022. The ideal scenario is to align the membership term and the Terms of Reference, so to approve a new committee with updated Terms of Reference for commencement in July 2021 through until July 2025.

2. DISCUSSION

The Arts and Cultural Committee provides an effective engagement tool for Council to collaborate and integrate with local arts and cultural representatives and has proven to be an effective model in establishing insight and evidence into the needs, interests and issues impacting our community and their participation and practice within the creative sector of Knox. The Committee offers a lively and dynamic environment to explore ideas, innovations and opportunities that help grow, connect and strengthen the local creative industry, and enable a more strategic and integrated approach to planning, delivery and evaluation of Council's Arts and Cultural Services.

The current Committee comprises a skilled and diverse suite of community and industry representatives who are strong advocates for arts and cultural development in Knox. Membership attendance has been consistently high at meetings, which are held four times per year plus one social event at Christmas.

The current Committee comprises three Councillors as follows:

- Councillor Marcia Timmers-Leitch (Chair)
- Councillor Sorina Grasso
- Councillor Susan Laukens

The 2019-2021 Community Members include:

1. Lillie Giang, The Food Affectionist, Director
2. Isy Laderman, Goat Float Arts, Creative Director
3. Craig Irvine, Bayswater West Primary School, Performing Arts Coordinator
4. Ray Smith, The Basin Music Festival, President
5. Joshua Trippett, Little Black Cat Productions, Production Member
6. Nadine Brown, Bayswater Secondary College, Performing Arts Coordinator
7. Mudi Dhimi, SLAMS Music Theatre Company Inc., Committee Member
8. Andrea Cobern, ASV Academy, Director
9. Shirley Dougan, The Ferntree Gully Arts Society (The Hut), President
10. Chris Procter, The 1812 Theatre Ltd, President
11. Theresa Tan, Chinese Association of Victoria, Committee Member
12. Richard Bird, The Company of the Tavern, President

The 2019-2021 Industry Members include:

1. Sarah Hopkins, Eastern Regional Libraries, Coordinator Public Programs
2. Joe Grimes, Sound of Melbourne Records
3. Mark McDowell, Your Show Productions, Director

Both Nadine Brown and Joe Grimes resigned from their respective roles in late 2019 due to their relocation outside of the Knox region. They both contributed significantly to the Committee, and in particular, Joe Grimes through his industry leadership of Knox Factor vocal competition as a judge, and his active participation in the Knox Public Art Assessment Panel.

Committee Achievements 2019 – 2021

The Committee has been instrumental in a range of key arts and cultural service planning, delivery support and evaluation during their two-year term. Some of their achievements include:

- Planning, participation and evaluation support for 2019 Major Festivals and Events:
 - Knox Festival 2019
 - Stringybark Festival 2019
 - Carols by Candlelight 2019
 - Knox Factor Competition 2019
- Guidance in the first year of actioning Council's new Community Event Support Services
- Planning, participation and evaluation support of Knox Pop Up Events 2019 and 2021:
 - Wonders of the Arboretum 2019
 - Street Eats Food Truck Park 2019
 - Easter at Miller's Homestead 2019 and 2021
 - Pop-Up Drive-In Cinema Series 2021
 - Harmony at Sunset Concert 2021 (planning only)
- Planning, participation and evaluation support for our Virtual Knox Arts and Events Programs to help residents stay connected, creative and employed in the arts during Covid-19 in 2020, including:
 - Iso Arts Virtual Youth Arts Program
 - Iso Arts Seniors Arts Classes
 - Live in Your Lounge Room – KCAC live music and theatre as a virtual offering every Friday night

- Kids Kreative weekly virtual arts activities and entertainment for children
- Planning, participation and evaluation support as we moved our Major Festivals and Events onto virtual platforms during Covid-19 with great success, including:
 - Stringybark Festival 2020
 - Knox Factor Vocal Competition 2020
 - Carols by Candlelight 2020
- Advocacy, guidance and involvement in Public Art Assessment Panel activities for major Public Art Projects including the KCAC Mural Wrap, Stamford Park Public Art Project, Lupton Way Lighting Project, Rowville Community Centre Mural and a range of smaller upgrade and renewal public art projects.
- Support for the development of Arts Link, the artist-venue matching tool that will help exhibit more artists in more venues all year round in Knox (due to be launched mid 2021).
- Planning, participation and evaluation support for the Immerse 2019 exhibition program, and support in planning for Immerse 2021 program – supporting the new biennial and hub focused exhibition model.
- Planning and evaluation support for Knox Cultural Venues - Knox Community Arts Centre and Ferntree Gully Community Arts Centre - particularly regarding programming and capital works activities.
- Support for future use of the rebuilt Placemakers Arts Workshop Space, soon to be reignited as a functional community art workshop and hire space.
- Sharing, following and contributing to our Knox Arts and Events Facebook and Instagram social media pages, growing the audience and sharing our events within this network.

These contributions have supported Council in making effective decisions regarding arts and cultural development within Knox, offering a diverse range of ideas, views and feedback to Council, representing a variety of community and industry perspectives and allowing a responsive, strategic and integrated service.

It is recommended that Council continue to engage community and industry members as a formal Knox Arts and Culture Committee for a further four-year period, in line with Council's governance framework and duration for advisory committees.

In order to continue this Committee, a review of the current 2019-2021 Terms of Reference has been undertaken, with minor changes summarized as follows:

- General updates to language to be in keeping with current practices in arts and culture.
- Governance updates to reflect systemic template review of Council Committee Terms of Reference documents.
- Increased detail regarding the types of skills and experience sought from members within the selection criteria.
- Minor updates to reflect digitalized approach to engagement and expression of interest.
- Minor grammatical improvements.

The changes proposed are shown as tracked changes in Attachment 1, and reflected as a clean, updated copy in Attachment 2.

3. CONSULTATION

The 2019-2021 Committee members have contributed to the review of the purpose and priorities of the Knox Arts and Culture Committee Terms of Reference and assisted in the reflection of the outcomes achieved throughout their two-year term.

Key engagement and consultation timeline as follows:

Activity	Proposed Dates
Recruitment of new Committee members 2021 – 2023 - EOI Open (4weeks)	12 May 2021 to 9 June 2021
Applications reviewed by panel. Draft report presenting proposed Committee membership for 2021 – 2023	10 June 2021 to 12 July 2021
Council Meeting: Report presenting proposed Committee membership for 2021 – 2023	26 July 2021
Knox Arts and Culture Committee Members 2021 – 2023 commences 2 year term	26 July 2021 to 26 July 2023

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Committee requires an operational budget allocation of approximately \$2,000 to support catering and materials required for meetings.

6. SOCIAL IMPLICATIONS

The Knox Arts and Cultural Committee provides a conduit between Council and the Community to ensure civic services are responsive to the social and cultural needs, interests and trends within the municipality. The Committee plays an important role in reflecting the social fabric of Knox and advocating for social connections through participating in arts and cultural activities in Knox, advocating for the strong link between participation in creative activities and community health and wellbeing.

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

Goal 4 - We are safe and secure

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

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

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

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 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

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.

9. CONCLUSION

The Knox Arts and Cultural Committee provides an effective mechanism for Council to work alongside our community to collaboratively plan, develop, engage and deliver arts and cultural activities that meet the needs, interests and aspirations of Knox residents.

The Knox Arts and Culture Committee is looking to continue for a further four years until 2025, to be in line with Council's four-year committee governance framework and duration.

The Committee membership term is two-years, and the current membership term is soon to sunset. The current Terms of Reference requires review and adoption prior to the recruitment of a new Committee to continue the positive work in Arts and Cultural development. A report providing the names of the selected members of the 2021 – 2023 Committee will be presented to Council for endorsement in July 2021.

10. 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, Arts and Cultural Services, Elissa Pachacz

Report Authorised By: Acting Director Connected Communities, Angela Morcos

Attachments

1. Attachment 1 Tracked Changes Terms of Reference Knox Arts Culture Committe [LCDT]
[4.5.1 - 7 pages]
2. Attachment 2 Clean Copy DRAFT Terms of Reference Knox Arts Culture Committ [HD2B]
[4.5.2 - 6 pages]



Knox Arts & Culture Committee

Directorate:	<u>Community Services</u> <u>Connected Communities</u>		
Approval by:	Council	Responsible Officer:	Coordinator Arts & Cultural Services
Approval Date:	<u>26 March 2019</u> <u>10 May 2021</u>	Version Number:	<u>23</u>
Review Date:	<u>26 March 2022</u> <u>10 May 2021</u> <u>5</u>		

1. Purpose

The function of ~~this Advisory~~the Arts and Culture 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 strategic advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and cultural services in Knox, and the value of arts and culture ~~in Knox~~in supporting community health and wellbeing. The Committee, and also provides Council with a greater direct insight into the local needs, ~~and~~ interests and trends 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 Advocate and~~ promote and celebrate the arts and cultural developmente of in Knox; and
- Actively network and ~~to~~ build connections and opportunities for increased collaboration between the Knox Community and Council through arts and cultural ~~groups and individuals within the Knox~~ community initiatives.

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 website,~~ digital platforms, publications and through local networks. Applicants must make an application via an online expression of interest process.

Submissions for community and industry membership will be assessed alongside the following selection criteria:

~~Eligible community members will have an interest in and good working knowledge of:~~

- Live, work or study in Knox, or regularly participate in Knox Arts and Cultural activities;
- Demonstrate an interest and knowledge of Arts and Cultural activities within Knox, including services, events, venues, programs, projects and initiatives offered through Council, Community and local Businesses;
- ~~A-Contribute~~ specialist skills and experience in one of more areas of field such as Arts and Cultural-Culture, including but not limited to Cultural Development, Arts Management, Public Art, Arts Facilities, Programming, Arts Education, Event Management, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding, Performance or Creative Arts Practice; and
- Offer insight into the ~~Local~~ social, cultural, environmental and economic factors impacting the wider Knox community and how these may influence local arts and cultural service delivery.-

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

- Community and ~~professional/~~ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;



- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, 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 or industry 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, or where the previous applications are unsuitable, new members may be recommended and must apply as per Item 3.1. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate/s to the committee for the remainder of the previous incumbent's term.
- ~~Professional/Community and i~~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 Committee member 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~~ within the meeting.
- The committee Chair may invite observers to meetings from time to time. This is at the discretion of the committee.
- The committee Chair may invite ~~G~~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, review Agendas and Minutes, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community and Council 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~~ approximately every three months with a minimum of four meetings per year, and an annual schedule of meetings will be agreed upon at the first meeting of the



committee in each year. The committee will also be invited to 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.



In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest

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 Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:

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

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.



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

~~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~~Connected Communities 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.

15. Administration Updates



From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change 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 Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.



Knox Arts & Culture Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Coordinator Arts & Cultural Services
Approval Date:	10 May 2021	Version Number:	3
Review Date:	10 May 2025		

1. Purpose

The function of the Arts and Culture 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 Committee (the Committee) provides Council with strategic advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and cultural services in Knox, and the value of arts and culture in supporting community health and wellbeing. The Committee also provides Council with direct insight into the local needs, interests and trends 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
- 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;
- Advocate and promote arts and cultural development in Knox; and
- Actively network and build connections and opportunities for increased collaboration between the Knox Community and Council through arts and cultural initiatives.

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 Industry Representative Members

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

Submissions for community and industry membership will be assessed alongside the following selection criteria:

- Live, work or study in Knox, or regularly participate in Knox Arts and Cultural activities;
- Demonstrate an interest and knowledge of Arts and Cultural activities within Knox, including services, events, venues, programs, projects and initiatives offered through Council, Community and local Businesses;
- Contribute specialist skills and experience in one of more areas of Arts and Culture, including but not limited to Cultural Development, Arts Management, Public Art, Arts Facilities, Programming, Arts Education, Event Management, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding, Performance or Creative Arts Practice; and
- Offer insight into the social, cultural, environmental and economic factors impacting the wider Knox community and how these may influence local arts and cultural service delivery.

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

- Community and industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, 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 industry representative members; and



- Casual vacancies which occur due to community or industry 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, or where the previous applications are unsuitable, new members may be recommended and must apply as per Item 3.1. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate/s to the committee for the remainder of the previous incumbent's term.
- Community and 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 Committee member 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 within the meeting.
- The committee Chair may invite observers to meetings from time to time. This is at the discretion of the committee.
- The committee Chair may invite guests 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, review Agendas and Minutes, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community and Council 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 approximately every three months with a minimum of four meetings per year, and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also be invited to 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.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.



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 Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:

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

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee 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 Connected Communities 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.

15. Administration Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change 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 Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

8 Confidential Items

8.1 Acquisition of Sites of Biological Significance - VicTrack Land

A confidential report has been circulated under separate cover