



MINUTES

Strategic Planning Committee Meeting

Held via Zoom

On

Monday 13 December 2021

The Agenda for the Strategic Planning Committee Meeting, Monday 13 December 2021, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Strategic Planning Committee Meeting.

The meeting commenced at 7:03 pm.

PRESENT:

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

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Cooper.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

The Chairperson, Councillor Laukens invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 11 October 2021. There being none, the Chairperson declared the Minutes be confirmed.

4 Considering and Ordering Upon Officers' Reports

4.1 Unregistered and Abandoned Vehicles

SUMMARY: Coordinator Community Laws, Paul Anastasi; Team Leader Community Laws, Mark Hoey

This report responds to the following Notice of Motion:

Notice of Motion No 115 - Addressing Abandoned Vehicles in Knox

1. Knox City Council's current policy and practice, along with the regulatory framework, for addressing abandoned vehicles across the municipality
2. Information on how community complaints regarding abandoned vehicles are addressed, along with the number of customer complaints (available channels) received during 2019/20 and 2020/21 and how many of the complaints cases are closed as resolved.
3. Engage with a selection of other similar councils and identify any best practices Knox City Council can implement to improve the service.
4. Provide recommendations for policy, process, service or resource improvements that can enhance customer satisfaction in Council's management of abandoned vehicles.

In addition to providing information to Council in response to Notice of Motion 115, this report also highlights that addressing unregistered and abandoned vehicles is a discretionary service, with the need for additional resources if Council has the desire to increase its service levels and capacity in which to deal with resolving unregistered and abandoned vehicle complaints.

RECOMMENDATION

That the Committee:

1. Receive and note the information provided in response to Notice of Motion No 115 – Addressing Abandoned Vehicles in Knox.
2. Support the outsourcing of Council's impounded vehicles service (towing, storage and disposal/sale) which commenced in November 2021.
3. Note the increase in service levels for the Unregistered and Abandoned Vehicle service and the resulting resourcing implications, noting that a budget bid and business case are to be presented to the 2022/23 budget process for consideration

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That the Committee:

- 1. Receive and note the information provided in response to Notice of Motion No 115 – Addressing Abandoned Vehicles in Knox.**
- 2. Support the outsourcing of Council’s impounded vehicles service (towing, storage and disposal/sale) which commenced in November 2021.**
- 3. Note the increase in service levels for the Unregistered and Abandoned Vehicle service and the resulting resourcing implications, noting that a budget bid and business case are to be presented to the 2022/23 budget process for consideration.**

CARRIED

4.2 Councillor Appointment for the Multicultural Advisory Committee

SUMMARY: Senior Governance Officer, Joyleen Mathias

Each year Councillors nominate and are appointed to a variety of internal and external committees for a 12 month period. On 15 November 2021, Councillor Grasso was appointed to the Knox Multicultural Advisory Committee, and Councillor Allred has since also nominated to join the Committee.

RECOMMENDATION

That Councillor Allred be appointed on the Knox Multicultural Advisory Committee effective from 14 December 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Baker

That Councillor Allred be appointed on the Knox Multicultural Advisory Committee effective from 14 December 2021 and concluding (unless Council resolves otherwise) on Monday 14 November 2022.

CARRIED

4.3 Proposed Lease for Council Property - 90 Station Street Ferntree Gully

SUMMARY: Acting Coordinator Property Management, Paige Kennett

This report recommends the signing of a new five-year lease with a three-year option to Rachel Murray for the Council property at 90 Station Street, Ferntree Gully (total term of eight years).

RECOMMENDATION

That the Committee:

1. Enter into a new lease between Knox City Council (Lessor) and Rachel Murray (Lessee) at 90 Station Street, Ferntree Gully commencing 14 December 2021. The lease will be for a period of 5 years, with a 3-year option, and the annual rental being \$20,000 plus outgoings and GST, increasing annually by 3% with a market review due 2026;
2. Approve a one month rent free period to the tenant at the commencement of the lease;
3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to sign and seal all lease documentation required to execute the lease; and
4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute extensions to the lease to the maximum 8-year term.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Timmers-Leitch

That the Committee:

1. Enter into a new lease between Knox City Council (Lessor) and Rachel Murray (Lessee) at 90 Station Street, Ferntree Gully commencing 14 December 2021. The lease will be for a period of 5 years, with a 3-year option, and the annual rental being \$20,000 plus outgoings and GST, increasing annually by 3% with a market review due 2026;
2. Approve a one month rent free period to the tenant at the commencement of the lease;
3. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to sign and seal all lease documentation required to execute the lease; and
4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to negotiate and execute extensions to the lease to the maximum 8-year term.

CARRIED

4.4 Capital Works Program Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Capital Works Program Report shows projects on Council's Capital Works Program and indicates the status of each project as of 5 November 2021.

RECOMMENDATION

That Council receive and note the Capital Works Program Report, as of 5 November 2021.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Timmers-Leitch

That Council receive and note the Capital Works Program Report, as of 5 November 2021.

CARRIED

4.5 ICT Capital Works Report

SUMMARY: Chief Information Officer, Scott Coleman

The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the monthly status of each project.

RECOMMENDATION

That the Committee receive and note the ICT Capital Works Report, as of 2 December 2021.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Allred

That the Committee receive and note the ICT Capital Works Report, as of 2 December 2021.

CARRIED

5 Motions for Which Notice has Previously Been Given

Nil.

6 Supplementary Items

Nil.

7 Urgent Business

7.1 Urgent Business

Nil.

8 Confidential Items

Nil.

MEETING CLOSED AT 7:29 pm

Minutes of Meeting confirmed at the
Strategic Planning Committee Meeting
held on Monday, 14 February 2022

.....
Chairperson

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