

# MINUTES



Statutory Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 14 November 2023

The meeting commenced at 7:01pm.

**PRESENT:**

<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight (Chairperson)</i>	<i>Chandler Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director - Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Mr G Curcio</i>	<i>Director - Customer &amp; Performance</i>
<i>Ms J Chalkley</i>	<i>Director - Connected Communities</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Manager - Governance &amp; Risk</i>

**Order of Business**

1 Commencement Of Proceedings ..... 4

2 Apologies..... 4

3 Election Of Mayor ..... 4

4 Election Of Deputy Mayor..... 6

5 Appointment Of Committees 2023/24 ..... 7

## 1 Commencement of Proceedings

Welcome by the Chief Executive Officer, Mr Bruce Dobson.

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

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

## 2 Apologies

Nil.

## 3 Election of Mayor

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

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

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

### **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Baker**

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

### **CARRIED**

The Chief Executive Officer called for nominations for the position of Mayor for 2023/24.

Councillor Pearce nominated Councillor Dwight.

Councillor Cooper seconded the nomination.

Councillor Baker nominated Councillor Baker.

Councillor Seymour seconded the nomination.

There being two nominations the Chief Executive Officer invited Councillors to vote for their preferred candidate and noted seven votes in favour of Councillor Dwight and two votes in favour of Councillor Baker.

**Having received an absolute majority of votes, the Chief Executive Officer declared Councillor Jude Dwight elected to the position of Mayor of Knox City Council for the 2023/24 period.**

The immediate past Mayor, Councillor Timmers-Leitch, assisted by the Personal Assistant to the Mayor and Councillor, Eleonore Smith, placed the Mayoral Robes and Chain on Mayor Dwight. Mayor Dwight assumed the Chair.

**RESOLUTION**

**MOVED: Councillor Baker**

**SECONDED: Councillor Grasso**

**That on behalf of the Council and residents of Knox, that a motion of appreciation be recorded to the outgoing Mayor, Councillor Marcia Timmers-Leitch, for her service to the community as Mayor in 2022/23.**

**CARRIED**

The Mayor, Councillor Dwight presented an engraved gravel, a plaque and the Mayor's medallion to Councillor Timmers-Leitch in recognition of her service to Council and the Knox community.

The Mayor also presented a small gift of a tree to Councillor Timmers-Leitch's partner Geoff Timmers-Leitch, in recognition of his support for Councillor Timmers-Leitch during her Mayoral term.

## 4 Election of Deputy Mayor

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

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

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

### **RESOLUTION**

**MOVED: Councillor Baker**

**SECONDED: Councillor Grasso**

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

### **CARRIED**

The Mayor called for nominations for the position of Deputy Mayor for 2023/24.

Councillor Timmers-Leitch nominated Councillor Grasso.  
Councillor Laukens seconded the nomination.

Councillor Cooper nominated Councillor Allred.  
Councillor Allred seconded the nomination.

Councillor Seymour nominated Councillor Baker.  
Councillor Baker seconded the nomination.

There being three nominations, the Mayor invited Councillors to vote for their preferred candidate and noted four votes in favour of Councillor Grasso, two votes in favour of Councillor Allred and two votes in favour of Councillor Baker, with one Councillor abstaining from the voting process.

As no candidate received the required absolute majority of votes, the Mayor proposed a second vote be conducted, which was not opposed.

The Mayor invited Councillors to vote for their preferred candidate and noted six votes in favour of Councillor Grasso, two votes in favour of Councillor Allred and one vote in favour of Councillor Baker.

**Having received an absolute majority of votes, the Mayor declared Councillor Grasso to the position of Deputy Mayor of Knox City Council for the 2023/24 period.**

## 5 Appointment of Committees 2023/24

SUMMARY: Manager Governance & Risk, Andrew Dowling

Each year Councillors nominate and are appointed to a variety of internal and external committees for the following Mayoral year.

### RECOMMENDATION

That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 14 November 2023 and concluding (unless specified or Council resolves otherwise) on Friday 25 October 2024.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Timmers-Leitch

**That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 14 November 2023 and concluding on Friday 25 October 2024 (unless specified or Council resolves otherwise).**

### **CARRIED**

<b>Specific Purpose Committees</b>		
<b>Committee</b>	<b>Councillor Appointments 2023/24</b>	<b>For Period</b>
Audit and Risk Committee	Cr Dwight Cr Timmers-Leitch	14/11/2023 to 25/10/2024
Transformation Governance Committee	Cr Dwight    Cr Laukens Cr Baker	14/11/2023 to 25/10/2024
CEO Employment and Remuneration Committee	Cr Allred    Cr Dwight Cr Grasso    Cr Laukens Cr Seymour   Cr Timmers-Leitch	14/11/2023 to 25/10/2024
<b>Council Advisory Committees</b>		
Multicultural Advisory Committee	Cr Seymour   Cr Dwight	14/11/2023 to 25/10/2024
Active Ageing Advisory Committee	Cr Baker    Cr Seymour	14/11/2023 to 25/10/2024
Environment Advisory Committee	Cr Grasso    Cr Timmers-Leitch	14/11/2023 to 25/10/2024
Knox Recreation and Leisure Committee	Cr Cooper    Cr Grasso	14/11/2023 to 25/10/2024
Knox Community Safety, Health and Wellbeing Advisory C'tee	Cr Grasso    Cr Laukens	14/11/2023 to 25/10/2024
Youth Advisory Committee	Cr Allred    Cr Timmers-Leitch	14/11/2023 to 25/10/2024
Early Years Advisory Committee	Cr Allred    Cr Timmers-Leitch	14/11/2023 to 25/10/2024
Arts and Culture Committee	Cr Grasso    Cr Laukens	14/11/2023 to 25/10/2024
Knox Disability Advisory Committee	Cr Seymour   Cr Baker	14/11/2023 to 25/10/2024
<b>External Committees</b>		
Eastern Affordable Housing Alliance	Cr Dwight    Cr Grasso (sub)	14/11/2023 to 25/10/2024
Eastern Alliance for Greenhouse Action	Cr Grasso	24/11/2023 to 25/11/2024
Eastern Region Group of Councils	Cr Dwight    Cr Grasso	14/11/2023 to 25/10/2024
Your Library And Eastern Regional Libraries Corporation Board as required	Cr Laukens    Cr Seymour	14/11/2023 to 25/10/2024
Eastern Transport Coalition	Cr Laukens	14/11/2023 to 25/10/2024
Knox Interfaith Network	Nil	14/11/2023 to 25/10/2024
Municipal Association of Victoria	Cr Laukens    Cr Dwight (sub)	14/11/2023 to 25/10/2024



**MEETING CLOSED AT 7:56pm**

Minutes of Meeting confirmed at the Meeting of Council held on Monday, 27 November 2023

.....  
Chairperson

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

# AGENDA



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

To be held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On

Tuesday 14 November 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**Order of Business**

1 Commencement Of Proceedings .....3

2 Apologies .....3

3 Election Of Mayor .....3

4 Election Of Deputy Mayor .....3

5 Appointment Of Committees 2023/24 .....4

Bruce Dobson  
Chief Executive Officer

## 1 Commencement of Proceedings

Welcome by the Chief Executive Officer, Mr Bruce Dobson

## 2 Apologies

## 3 Election of Mayor

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

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

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

## 4 Election of Deputy Mayor

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

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

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

## 5 Appointment of Committees 2023/24

### **SUMMARY: Manager Governance & Risk, Andrew Dowling**

**Each year Councillors nominate and are appointed to a variety of internal and external committees for the following Mayoral year.**

### **RECOMMENDATION**

**That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 14 November 2023 and concluding (unless specified or Council resolves otherwise) on Friday 25 October 2024.**

#### **1. INTRODUCTION**

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

#### **2. DISCUSSION**

Council annually appoints Councillors to a variety of internal committees and external appointments.

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

Representation on the various committees enables Councillors:

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

#### **8. CONFLICT OF INTEREST**

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

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

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

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

**9. CONFIDENTIALITY**

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

**Report Prepared By: Manager Governance & Risk, Andrew Dowling**

**Attachments**

1. Attachment 1 - 2023/24 Committee List [5.0.1 - 5 pages]

**2023-24 Councillor Committees**

<b>Specific Purpose Committees</b>				
<b>Committee</b>	<b>Councillor Appointments 2022/23</b>	<b>No. of Appointments</b>	<b>Purpose</b>	<b>Schedule</b>
<b>Audit and Risk Committee</b>	Cr Timmers-Leitch, Cr Laukens	Max 2	In accordance with the Local Government Act to support Council in discharging its oversight and accountability responsibilities related to: <ul style="list-style-type: none"> <li>• Compliance with Council’s policies, procedures and governance principles;</li> <li>• Overarching governance principles;</li> <li>• Effectiveness of Council’s system of internal controls, including fraud and corruption prevention;</li> <li>• Council’s risk management framework;</li> <li>• Financial and performance reporting;</li> <li>• Internal audit and external audit functions;</li> <li>• Statutory and legislative compliance; and</li> <li>• Liaison between Council, Management and the external and internal auditors.</li> </ul>	4 p.a Mar, Jun, Aug and Dec Thursday; 2-3 hours; Late afternoon (4:30 pm start)
<b>Transformation Governance Committee</b>	Cr Timmers-Leitch Cr Allred, Cr Laukens	Min Mayor + 1 Max Mayor+2	To evaluate, recommend and monitor IT-enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS 8016:2013 (Governance of IT-enabled Projects).	4 p.a Quarterly; 3 hours; Mid afternoon
<b>CEO Employment and Remuneration Committee</b>	Cr Timmers-Leitch, Cr Allred, Cr Laukens, Cr Seymour	Min Mayor + 3 for a quorum. No Max	Undertakes confidential bi-annual reviews of the performance of the Chief Executive Officer against pre-determined performance criteria and key performance indicators and assesses the progress towards meeting these criteria, inclusive of making recommendations to Council on the remuneration review.	Typically quarterly, additional meetings scheduled as required. Meetings scheduled subject to availability of Councillors on the Committee.
<b>Awards Committee</b>	Cr Seymour, Cr Allred	TBC	New Terms of Reference will be presented for Councillor consideration at Issues Briefing in late 2023. Not proposed for appointment in November 2023.	TBC

<b>Council Advisory Committees</b>				
<b>Committee</b>	<b>Councillor Appointments 2022/23</b>	<b>No. of Appointments</b>	<b>Purpose</b>	<b>Schedule</b>
<b>Multicultural Advisory Committee</b>	Cr Seymour, Cr Grasso	Min 2 Max 2	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. To 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.	6 p.a Bi-monthly from February Typically 2 <sup>nd</sup> Tuesday evening of month for 2.5 hours
<b>Active Ageing Advisory Committee</b>	Cr Baker, Cr Seymour	Max 2	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	5 p.a Bi-monthly from February Typically 3 <sup>rd</sup> Thursday evening of the month for 1.5-2 hours
<b>Environment Advisory Committee</b>	Cr Allred, Cr Dwight	Min 1 Max Desireable 2 (ToR = Unlimited)	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. To inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.	6 p.a Wed or Thurs evening for 2 hours
<b>Knox Recreation and Leisure Committee</b>	Cr Cooper, Cr Grasso	Min 1 Desireable 2 (ToR = Max 3)	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. To assist Council with its community engagement process and provide valuable information to support the decision making of Council To support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.	4 p.a Quarterly (Mar, Jun, Sep & Dec) First Wed evening for 2 hours



Committee	Councillor Appointments 2022/23	No. of Appointments	Purpose	Schedule
<b>Knox Community Safety, Health and Wellbeing Advisory Committee</b>	Cr Allred, Cr Laukens	Min 2 Max 2	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. To 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.	4 p.a Typically 1st Thursday morning of the month for 2.5 hours
<b>Youth Advisory Committee</b>	Cr Allred, Cr Dwight	Max 2	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. To assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people	11 p.a starting in February Monthly (typically Third Thursday evening for 1.5 hours)
<b>Early Years Advisory Committee</b>	Cr Timmers-Leitch,		To provide advice to Council on the implementation of the Child, Youth and Seniors Plan 2021 - 2025 and matters impacting families and young children within the Knox municipality throughout the appointed term of the Committee.	5 per year Bi-monthly from February (Typically 3rd Thurs evening) for 2 hours
<b>Arts and Culture Committee</b>	Cr Grasso Cr Dwight	Min 2 Max 3	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. To provide 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.	4 p.a Quarterly (Feb, May, Aug, Nov) Typically 2nd Wed evening for 2 hours

Committee	Councillor Appointments 2022/23	No. of Appointments	Purpose	Schedule
<b>Knox Disability Advisory Committee</b>	Cr Baker, Cr Seymour	Min 1, Max 2	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.	5 p.a Bi-monthly from February Typically 1st Tues evening for 1.5-2 hours

<b>External Committees</b>				
<b>Committee</b>	<b>Councillor Appointments 2022/23</b>	<b>No. of Appointments</b>	<b>Purpose</b>	<b>Schedule</b>
<b>Eastern Affordable Housing Alliance</b>	Cr Grasso, Cr Dwight (sub)	Max 1 + sub	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.	5 p.a Thursday; 2.5 (including dinner) Evening (6.00 - 8.30)
<b>Eastern Alliance for Greenhouse Action</b>	Cr Dwight	Max 1 + sub	A collaboration of eight Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	4 per year Feb to Nov for 2 hours; Evening (4.00 - 6.00)
<b>Eastern Region Group of Councils</b>	Cr Timmers-Leitch, Cr Dwight	Mayor + 1	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.	Bi-Monthly From Dec 2020 Business Hours
<b>Eastern Regional Libraries Corporation Board</b>	Cr Timmers-Leitch, Cr Laukens	Max 2	A regional corporation comprising two representatives from each of the three member municipalities- Knox, Maroondah and Yarra Ranges – which oversees the management and direction of the Eastern Regional Libraries Corporation.	Quarterly (but a significant workload for each) typically Thursday; 1.5 hour meetings; Afternoon (1 - 2.30)
<b>Your Library</b>			Note: Appointees require a Director ID - see <a href="https://www.abrs.gov.au/director-identification-number">https://www.abrs.gov.au/director-identification-number</a>	
<b>Eastern Transport Coalition</b>	Cr Laukens	Max 1 + sub	To advocate for sustainable and integrated transport services in the Eastern region of Melbourne with a focus on the travel needs of the community and reduce the level of car dependency.	After Hours
<b>Knox Interfaith Network</b>	Nil.	Min 0	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture. A Councillor does attend these meetings and is the chair of KMAC	Bi-Monthly Typically 2nd Tuesday; Evening (5.00)
<b>Municipal Association of Victoria</b>	Cr Laukens Cr Marcia T-L (Sub)	Max 1 + sub	This is a Victoria-wide group which is the peak association representing Victorian Councils.	2 State Council meetings p.a (May & Oct) All day + evening activities