

MINUTES



Strategic Planning Committee Meeting

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 8 July 2019

The meeting commenced at 7.00pm

PRESENT:

Cr J Keogh (Chairperson)

Cr P Lockwood

Cr J Mortimore

Cr M Timmers-Leitch

Cr T Holland

Dobson Ward

Baird Ward

Chandler Ward

Collier Ward

Friberg Ward

Mr T Doyle

Chief Executive Officer

Dr I Bell

Director – Engineering & Infrastructure

Mr Steve Dickson

Manager – City Safety & Health

Mr P McQue

Acting Director – Corporate Services

Ms J Chalkley

Acting Director – Community Services

Mr A Dowling

Acting Manager, Governance and Strategy

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1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Cooper, Councillor Pearce, Councillor Seymour.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Holland

Confirmation of Minutes of Strategic Planning Committee Meeting on Tuesday 11 June 2019

CARRIED

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4 Considering and Ordering Upon Officers' Reports

4.1 Knox Multicultural Advisory Committee Membership

SUMMARY: Multicultural Communities Officer, 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 April and May 2019, 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 four new Committee members and the appointment of two current Committee members seeking renomination for a further two-year term from July 2019 to July 2021.

RECOMMENDATION

That Council:

1. Appoint the following applicants to the Knox Multicultural Advisory Committee from July 2019 to July 2021 as presented in Confidential Attachment 1.

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

2. Thank the following outgoing community representative members of the Committee for their valuable contribution:
 - Shameela Essop;
 - Maja Savic;
 - Manjit Singh; and
 - Shan Pillai.

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 as articulated in the Knox Community Access and Equity implementation Plan 2017-2021. This includes advocacy initiatives, opportunities to celebrate diversity and increase a sense of belonging for communities, ensuring services and programs are accessible for all communities.

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 Multicultural 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 2).

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 Committee's Policy.

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 2).

The six Committee vacancies have occurred due to:

- Five Committee members completing a two year term;
- One committee member completing a four year term and not eligible to reapply as per the terms of reference; and
- Three KMAC members who were eligible to apply for a further two-year term did not reapply.

2.1 Recruitment Process

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, and via various networks from 9 April 2019 to 30 April 2019.

Council received 11 expressions of interest through the EOI process. Two expressions of interest were received from industry/professional representatives who are current members of KMAC and were assessed as suitable to continue a further two-year term as per the Terms of Reference and nine expressions of interest comprising five community representatives' applications and four industry/professional representatives.

A Selection Panel was established to interview and assess the new Committee industry/professional and community applicants in accordance with the Terms of Reference for the remaining four vacant Committee positions. The Selection Panel comprised Councillor Peter Lockwood; Sally Brooks, Strategic Engagement Coordinator, Migrant Information Centre Eastern Melbourne; and one Council Office Community Access, Equity and Safety.

The following criteria were used when assessing the applicants:

- Being a Knox resident, a Knox focused organisation or agency;
- Experience, skills and knowledge in the following:
 - 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
 - Understanding or dealing with multicultural policies, grants and projects.

The Selection Panel met on 14, 15 and 21 May 2019, to interview eight applicants. The selection process involved reviewing the application against selection criteria including the applicant's knowledge and experience on multicultural issues relevant to Knox. One organisational/industry applicant was not shortlisted due to current Committee members already representing the associated organisation.

Recommendations and the assessment of applicants are provided in Confidential Attachment 1.

3. CONSULTATION

Council officers invited Government departments, industry/professional and community representatives, who have a good working knowledge in relation to the purpose of the Committee, to nominate suitable representatives to participate. Invitations to reapply were also distributed to existing Advisory Committee representatives to distribute through their networks and a public expression of interest process was conducted via social media, electronic mail and various networks between 9 April and 30 April 2019.

4. ENVIRONMENTAL / AMENITY ISSUES

There are no environmental/amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council allocates \$5,000 per annum to KMAC and related multicultural activities within its annual operational budget. The Committee is supported by Council's Community Access, Equity and Safety team within the Community Wellbeing Department.

6. SOCIAL IMPLICATIONS

KMAC will provide input and advice to Council on matters relating to multicultural issues, emerging issues and activities relevant to the Community and Council Plan and the Community Access and Equity Implementation Plan.

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

The establishment and operation of Council Committees is a key enabler for the achievement of the goals and objectives contained in the Knox Community and Council Plan 2017-2021. Whilst maintaining an awareness and attention to all the goals, the KMAC will particularly focus on Goal 7 with the Committee providing input across all eight goals as required:

Goal 1 – We value our natural and built environment;

Goal 2 – We have housing to meet our changing needs;

Goal 3 – We can move;

Goal 4 – We are safe and secure;

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

Goal 6 – We are healthy, happy and well;

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

Goal 8 – We have confidence in decision making.

8. CONFLICT OF INTEREST

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

Author – Multicultural Communities Officer, Joan Pepi - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager, Community Wellbeing, Kathy Parton - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

During April 2019, a recruitment process for KMAC commenced and Council received 11 applications from three professional/industry representatives and three community representatives. This report provides an overview of the recruitment process and seeks approval for the appointment of the six Committee members for a two-year term from July 2019 to July 2021.

10. CONFIDENTIALITY

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

Report Prepared By: Multicultural Communities Officer, Joan Pepi

Report Authorised By: Manager, Community Wellbeing, Kathy Parton

Attachments

1. Attachment 2 - Terms of Reference - Knox Multicultural Advisory Committee - 2019-04-08 [4.1.1 - 6 pages]

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Timmers-Leitch

That Council:

1. **Appoint the following applicants to the Knox Multicultural Advisory Committee from July 2019 to July 2021 as presented in Confidential Attachment 1.**

Name	Category
1. Gina Etienne	Professional/Industry Representative
2. Kate Gibson	Professional/Industry Representative
3. Rick Comfort	Professional/Industry Representative

4.	Deepak Raghavani	Community Representative
5.	Shobana Krishnan	Community Representative
6.	Mohamed Hussein	Community Representative

2. Thank the following outgoing community representative members of the Committee for their valuable contribution:

- **Shameela Essop;**
- **Maja Savic;**
- **Manjit Singh; and**
- **Shan Pillai.**

CARRIED

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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.

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5 Motions for Which Notice has Previously Been Given

Notice of Motion No 92 - Low Density Residential Zoned land on the north-east corner of Taylors Lane and Wellington Road Rowville

RESOLUTION

MOVED: Councillor Holland

SECONDED: Councillor Lockwood

That Council:

Includes the Low Density Residential Zoned land on the north-east corner of Taylors Lane and Wellington Road, Rowville within the strategic planning review that will be undertaken in the 2019-20 financial year for the properties along the south side of Murray Crescent, and the western sides of Vista Avenue, Fordham Court, and Silkwood Way, Rowville, to form a broader strategic planning review of this residential precinct in Rowville.

CARRIED

6 Supplementary Items

Nil.

7 Urgent Business

7.1 Urgent Business

MOVED: Councillor Lockwood

SECONDED: Councillor Holland

That the Committee resolve to admit the matter of the Lease of Council Property – 90 Station Street Ferntree Gulley, as an item of urgent business.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Holland

That the Committee:

1. Note the following resolution of the Strategic Planning Committee on 11 June 2019:

“That Council:

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

2. Note that Corey Williams has:

- a. requested the Lessee for the abovementioned lease be “Kristy Marshall, trading as Railway Espresso”; and
- b. agreed to execute a guarantee and indemnity, guaranteeing performance of the lease by Kristy Marshall (trading as Railway Espresso).

3. Notwithstanding the resolution of 11 June 2019 above, authorise the Chief Executive Officer to substitute "Kristy Marshall, trading as Railway Espresso" as the Lessee for 90 Station Street, Ferntree Gully and amend the commencement date of the lease at his discretion.

CARRIED

7.2 Call Up Items

7.2.1 - Kings Park Masterplan

MOVED: Councillor Keogh

SECONDED: Councillor Holland

That Council:

Present a report at the October 2019 Ordinary Meeting of Council that outlines:

- the current and potential recreation (passive and active) opportunities at Kings Park, Upper Ferntree Gully;
- the process that Council would ideally follow to optimise these opportunities, including the undertaking of a needs assessment to inform the development of a site masterplan; and
- the estimated cost of this process.

CARRIED

8 Confidential Items

Nil.

MEETING CLOSED AT 07:14 pm

Minutes of Meeting confirmed at the Strategic Planning Committee Meeting held on Monday, 12 August 2019

.....
Chairperson

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