

# MINUTES



## Council Meeting for the Election of Mayor and Committee Appointments

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South

On

Monday 16 November 2020

The meeting commenced at 7.00pm.

**PRESENT:**

*Cr L Cooper (Mayor)*

*Cr Y Allred*

*Cr J Dwight*

*Cr M Timmers-Leitch*

*Cr S Grasso*

*Cr M Baker*

*Cr S Laukens*

*Cr D Pearce*

*Cr N Seymour*

*Scott Ward*

*Baird Ward*

*Chandler Ward*

*Collier Ward*

*Dinsdale Ward*

*Dobson Ward*

*Friberg Ward*

*Taylor Ward*

*Tirhatuan Ward*

*Mr T Doyle*

*Chief Executive Officer*

*Mr G Thorne (via Zoom)*

*Director – Infrastructure*

*Mr M Kelleher (via Zoom)*

*Director - City Development, Interim Governance*

*Ms T Scicluna (via Zoom)*

*Director – Community Services*

*Ms S Mazer (via Zoom)*

*Director - Knox Central, Interim Transformation  
and Customer Service*

*Ms S Stanton (via Zoom)*

*Executive Manager - Strategy, People and Culture,  
Interim Information Technology*

*Mr P McQue*

*Manager, Governance*

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## 1 Commencement of Proceedings

The Chief Executive Officer opened the Meeting with the Prayer, and the Knox Statement of Commitment.

## 2 Apologies

Nil

## 3 Acknowledgement of Country

The Chief Executive Officer delivered an Acknowledgement of Country.

## 4 Election of Mayor 2020/21

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Dwight**

**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 2020/21.

Councillor Timmers-Leitch nominated Councillor Cooper.

Councillor Allred seconded the nomination.

There being no further nominations, the Chief Executive Officer declared Councillor Cooper elected as Mayor of the Knox City Council for 2020/21.

Following the election of the Mayor, the immediate past Mayor, Councillor Nicole Seymour, assisted by the Personal Assistant to Mayor and Councillors, Mrs Eleonore Smith, placed the Mayoral Robes and Chain on the Mayor.

The Mayor presented the immediate past Mayor, Councillor Nicole Seymour, the gavel, plaque and Mayor's jewel. The immediate past Mayor was also presented with a gift for her partner as a token of Council's appreciation for his support for the Mayor during her term.

The Mayor, Councillor Cooper assumed the Chair

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**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Grasso

**That on behalf of the Council and residents of the municipality, that a motion of appreciation be recorded to the outgoing Mayor, Councillor Seymour, for her service to the community as Mayor in 2019/20 and that Council also thank her partner and family, for supporting Councillor Seymour during her term as Mayor.**

**CARRIED**

5 Election of Deputy Mayor 2020/21

**RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Dwight

**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 2020/21.

Councillor Seymour nominated Councillor Laukens.

Councillor Dwight seconded the nomination.

There being no further nominations, the Chief Executive Officer declared Councillor Laukens elected as Deputy Mayor of the Knox City Council for 2020/21.

## 6 Oaths of Office

### 6.1 Oaths and Affirmations of Office Following the 2020 Council Elections

#### **SUMMARY: Coordinator Governance, Andrew Dowling**

**Council is required by the Local Government Act 2020 to record in its minutes, the taking of the Oath or Affirmation of Office by the successful candidates elected to the Office of Councillor at the October 2020 Council elections.**

#### **RECOMMENDATION**

That Council resolve to:

1. Note that during a ceremony held at the Knox Civic Centre on Monday 9 November 2020, the following Councillors took their oath of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:
  - Councillor Yvonne Allred, Baird Ward
  - Councillor Jude Dwight, Chandler Ward
  - Councillor Marcia Timmers-Leitch, Collier Ward
  - Councillor Sorina Grasso, Dinsdale Ward
  - Councillor Meagan Baker, Dobson Ward
  - Councillor Susan Laukens, Friberg Ward
  - Councillor Lisa Cooper, Scott Ward
  - Councillor Darren Pearce, Taylor Ward
  - Councillor Nicole Seymour, Tirhatuan Ward
2. To receive and note a copy of the executed Oaths of Office as set out in Attachment 1 to the Officers' report.

#### **RESOLUTION**

**MOVED: Pearce**

**SECONDED: Allred**

That Council resolve to:

1. Note that during a ceremony held at the Knox Civic Centre on Monday 9 November 2020, the following Councillors took their oath of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:
  - Councillor Yvonne Allred, Baird Ward
  - Councillor Jude Dwight, Chandler Ward
  - Councillor Marcia Timmers-Leitch, Collier Ward
  - Councillor Sorina Grasso, Dinsdale Ward
  - Councillor Meagan Baker, Dobson Ward
  - Councillor Susan Laukens, Friberg Ward
  - Councillor Lisa Cooper, Scott Ward
  - Councillor Darren Pearce, Taylor Ward

- **Councillor Nicole Seymour, Tirhatuan Ward**

**2. To receive and note a copy of the executed Oaths of Office as set out in Attachment 1 to the Officers' report.**

**CARRIED**

**7 Appointment of Committees 2020/21**

**7.1 Appointment of Committees 2020/21**

**RESOLUTION**

**MOVED: Pearce**

**SECONDED: Seymour**

**That the appointment of Committees for 2020-21 be deferred to the Council meeting on 30 November 2020.**

**CARRIED**

**MEETING CLOSED AT 7.40pm**

**Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 30 November 2020**

.....  
**Chairperson**

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

# AGENDA



## Council Meeting for the Election of Mayor and Committee Appointments

Monday 16 November 2020 at 7:00 PM

Knox Civic Centre, 511 Burwood Highway Wantirna South

Note: Due to COVID-19 restrictions the Civic Centre is closed to the public and there will be no access to the public gallery for this meeting.

In accordance with the requirements of the Local Government Act 2020, this meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at

[www.knox.vic.gov.au/meetings](http://www.knox.vic.gov.au/meetings)



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Tony Doyle  
Chief Executive Officer

## 1 Commencement of Proceedings

Welcome by the Chief Executive Officer, Mr Tony Doyle

## 2 Apologies

## 3 Acknowledgement of Country

## 4 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.

## 5 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, Knox City Council's Deputy Mayor Policy, 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.

## 6 Oaths and Affirmations of Office

### 6.1 Oaths and Affirmations of Office Following the 2020 Council Elections

#### **SUMMARY: Coordinator Governance, Andrew Dowling**

**Council is required by the Local Government Act 2020 to record in its minutes, the taking of the Oath or Affirmation of Office by the successful candidates elected to the Office of Councillor at the October 2020 Council elections.**

#### **RECOMMENDATION**

**That Council resolve to:**

- 1. Note that during a ceremony held at the Knox Civic Centre on Monday 9 November 2020, the following Councillors took their oath of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:**
  - **Councillor Yvonne Allred, Baird Ward**
  - **Councillor Jude Dwight, Chandler Ward**
  - **Councillor Marcia Timmers-Leitch, Collier Ward**
  - **Councillor Sorina Grasso, Dinsdale Ward**
  - **Councillor Meagan Baker, Dobson Ward**
  - **Councillor Susan Laukens, Friberg Ward**
  - **Councillor Lisa Cooper, Scott Ward**
  - **Councillor Darren Pearce, Taylor Ward**
  - **Councillor Nicole Seymour, Tirhatuan Ward**
  
- 2. To receive and note a copy of the executed Oaths of Office as set out in Attachment 1 to the Officers' report.**

#### **1. INTRODUCTION**

Elections for the Knox City Council were conducted by the Victorian Electoral Commission (VEC) in October 2020 for all nine Wards in the municipality.

Section 30 of the Local Government Act 2020 provides that a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations.

The Act also requires the oath or affirmation of office to be dated and signed before the Chief Executive Officer recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council meeting.

#### **2. DISCUSSION**

Following the elections, the VEC's Election Manager for the Knox Elections conducted a Declaration of the Poll at 9am on Friday 6 November 2020.

A meeting was convened at 6pm on Monday 9 November at the Knox Civic Centre, at which all nine Councillors-elect took the oath or affirmation of office. These proceedings were live streamed via Council's website.

A copy of the respective oaths and affirmations made is included as Attachment 1.

**3. CONSULTATION**

No consultation was required in relation to this report.

**4. ENVIRONMENTAL/AMENITY ISSUES**

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

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic issues arising as a direct consequence of this report.

**6. SOCIAL IMPLICATIONS**

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

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

**Goal 8 - We have confidence in decision making**

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

**8. CONFLICT OF INTEREST**

No officers responsible for the preparation of this report have conflicts of interest requiring disclosure.

**9. CONCLUSION**

Council's consideration of this report and the recommendations above, will assist Council to comply with its obligations under the Local Government Act 2020.

**10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Governance, Andrew Dowling**

**Report Authorised By: Director, City Development, Interim Governance, Matt Kelleher**

**Attachments**

1. Oaths and Affirmations of Office [6.1.1 - 9 pages]

## Councillor Oath of Office

I, Yvonne Allred, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



A handwritten signature in purple ink, appearing to read "Yvonne Allred".

Yvonne Allred  
Baird Ward Councillor

Date 9 November 2020

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )

A handwritten signature in blue ink, appearing to be "Tony Doyle".

## Councillor Oath of Office

I, Jude Dwight, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



A handwritten signature in dark ink, appearing to read "Jude Dwight".

Jude Dwight  
Chandler Ward Councillor

Date 9 November 2020

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )

A handwritten signature in blue ink, appearing to read "Tony Doyle".

## Councillor Oath of Office

I, Marcia Timmers-Leitch, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



A handwritten signature in dark ink, appearing to read "M. Timmers-Leitch".

Marcia Timmers-Leitch  
Collier Ward Councillor

Date 9 November 2020

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )

A handwritten signature in blue ink, appearing to read "Tony Doyle".

## Councillor Oath of Office

I, Sorina Grasso, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



Sorina Grasso  
Dinsdale Ward Councillor

Date 9 November 2020

I certify that this Oath of Office  
was made before me, Tony Doyle,  
Chief Executive Officer of the  
Knox City Council  
on Monday 9 November 2020.

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your city





## Councillor Oath of Office

I, Meagan Baker, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



Meagan Baker  
Dobson Ward Councillor

Date 9 November 2020

A handwritten signature in black ink, appearing to be "Meagan Baker".

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )

A handwritten signature in blue ink, appearing to be "Tony Doyle".

## Councillor Oath of Office

I, Susan Laukens, do solemnly and sincerely declare and affirm that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



A handwritten signature in dark ink, appearing to read "Susan Laukens".

Susan Laukens  
Friberg Ward Councillor

Date 9 November 2020

I certify that this Oath of Office  
was made before me, Tony Doyle,  
Chief Executive Officer of the  
Knox City Council  
on Monday 9 November 2020.

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A handwritten signature in blue ink, appearing to read "Tony Doyle".

## Councillor Oath of Office

I, Lisa Cooper swear by Almighty God that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



*Lisa Cooper*

Lisa Cooper  
Scott Ward Councillor

Date 9 November 2020

I certify that this Oath of Office  
was made before me, Tony Doyle,  
Chief Executive Officer of the  
Knox City Council  
on Monday 9 November 2020.

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)

 A blue ink signature of Tony Doyle, consisting of a large, stylized 'D' followed by a flourish.

## Councillor Oath of Office

I, Darren Pearce, swear by Almighty God that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.



Darren Pearce  
Taylor Ward Councillor

Date 9 November 2020

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )




## Councillor Oath of Office

I, Nicole Seymour, swear by Almighty God that:

- I will undertake the duties of the office of Councillor in the best interests of the municipal community.
- I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.
- I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.

Nicole Seymour  
Tirhatuan Ward Councillor

Date 9 November 2020

I certify that this Oath of Office )  
 was made before me, Tony Doyle, )  
 Chief Executive Officer of the )  
 Knox City Council )  
 on Monday 9 November 2020. )



## 7 Appointment of Committees 2020/21

### 2020-21 Councillor Committee Appointments

Council will consider such motions as are necessary and appropriate to appoint Councillors to the following Committees

<b>Specific Purpose Committees</b>	
<b>Committee</b>	<b>Purpose</b>
CEO Performance Evaluation Committee	Undertakes the quarterly and annual review of the CEO's performance against pre-determined assessment criteria.
Audit and Risk Committee	To assist the Councillors and Council's management in fulfilling their responsibilities in relation to financial and performance reporting, internal control environment, external and internal audit, risk management, and ethical behaviour, fraud and corruption.
ICT Governance Committee	The Committee's purpose is 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).
Australia Day Awards Committee	To consider nominations and select annual award recipients for the Knox Local Australia Day Awards program.

<b>Working Groups</b>	
<b>Committee</b>	<b>Purpose</b>
Knox Regional Sports Working Group	To inform and advise on future planning of the Knox Regional Sports Park (KRSP) and to provide a forum for the discussion of matters pertaining to the operations of activities at KRSP.
Knox Hockey Working Group	To oversee the management of the hockey facility located at The Knox School.

<b>Life Stages Group</b>	
<b>Committee</b>	<b>Purpose</b>
Early Years Committee	To provide advice to Council on the implementation of the Key Life Stages Plan 2017-2021 and emerging issues affecting families and young children within the Knox municipality.
Youth Committee	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.
Active Ageing Committee	To enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council's goals and objectives under the Community and Council Plan.

<b>Sustainable Development Group</b>	
<b>Committee</b>	<b>Purpose</b>
Environment Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.
Community Safety, Health and Wellbeing Committee	To support the implementation, monitoring and review of the Community and Council Plan 2017-2020 with a specific focus on community safety, health and wellbeing issues, opportunities and outcomes.

<b>Inclusive, Active and Creative Communities Group</b>	
<b>Committee</b>	<b>Purpose</b>
Knox Disability Advisory Committee	To promote disability awareness within Council and the wider Knox community and assist Council in the development of policy and action planning about issues of access and inclusion.
Multicultural Committee	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.
Arts and Culture Committee	To provide Council with advice on issues relating to the advancement of arts and culture in Knox.
Recreation and Leisure Committee	To act in an advisory capacity to Council regarding sporting, recreation and leisure issues affecting the City.

<b>Grants Evaluation Group</b>	
<b>Committee</b>	<b>Purpose</b>
Community Development Fund	To annually assess applications for Council's Community Development Fund grants and make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund Policy.
Leisure Minor Capital Works Grant	To annually assess applications for the Leisure Minor Capital Works Grant Scheme and to make recommendations to Council regarding the allocation of the grants budget.

<b>External Committees</b>	
<b>Committee</b>	<b>Purpose</b>
Eastern Affordable Housing Alliance	To represent the affordable housing needs and priorities of the region and advocate for improvements in housing affordability that have region-wide benefits.
Eastern Alliance for Greenhouse Action	A collaboration of seven Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.
Eastern Region Group of Councils	To influence policy matters on a range of issues including planning, service funding, transport, infrastructure, affordable housing and climate change.
Eastern Regional Libraries Corporation Board	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.
Eastern Transport Coalition	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.
Knox Interfaith Network	To provide a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.
Metropolitan Waste Management Group	Provides coordinated waste planning and management across metropolitan Melbourne.
Municipal Association of Victoria	This is a Victoria-wide group which is the peak association representing Victorian Councils.
MAV Environment Committee	To advise the MAV staff and Board of Management on environmental issues impacting on the Victorian Local Government sector and to assist the MAV to carry forward key environmental policies.
Victorian Local Governance Association	The VLGA is a peak association for Victorian Councils that advocates for social change and empowers local governments by strengthening their capacity to engage with their communities.