

# MINUTES



Statutory Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 14 November 2022

The meeting commenced at 7:01pm.

**PRESENT:**

<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 S Laukens (Chairperson)</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 T Scicluna</i>	<i>Director - Connected Communities</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 2022/23 ..... 7

## 1 Commencement of Proceedings

Welcome by the Chief Executive Officer, Mr Bruce Dobson

The Chief Executive Officer opened the meeting with the prayer, and 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

### **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Pearce**

**The 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 2022/23.

Councillor Cooper nominated Councillor Timmers-Leitch.

Councillor Grasso seconded the nomination.

Councillor Pearce nominated Councillor Dwight.

Councillor Allred seconded the nomination.

Councillor Seymour nominated Councillor Baker.

Councillor Dwight seconded the nomination.

There being three nominations the Chief Executive Officer invited Councillors to vote for their preferred candidate and noted four votes in favour of Councillor Timmers-Leitch, three votes in favour of Councillor Dwight and two votes in favour of Councillor Baker.

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

The Chief Executive Officer invited Councillors to vote for their preferred candidate and noted six votes in favour of Councillor Timmers-Leitch, two votes in favour of Councillor Dwight and no votes in favour of Councillor Baker.

**Having received an absolute majority of votes, the Chief Executive Officer declared Cr Marcia Timmers-Leitch elected to the position of Mayor of Knox City Council for the 2022/23 period.**

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

Mayor Timmers-Leitch assumed the Chair.

### **RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Baker**

**That on behalf of the Council and residents of the Knox, that a motion of appreciation be recorded to the outgoing Mayor, Councillor Cr Susan Laukens, for her service to the community as Mayor in 2021-2022.**

### **CARRIED**

The Mayor, Cr Timmers-Leitch presented an engraved gavel, a plaque and the Mayor's medallion, to Councillor Laukens in recognition of her service to Council and the Knox Community.

The Mayor also presented a small gift of a rose to Councillor Laukens' partner John Laukens, in recognition of his support for Councillor Laukens during her Mayoral Term.

## 4 Election Of Deputy Mayor

### **RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Baker**

**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 2022/23.

Councillor Seymour nominated Councillor Baker.  
Councillor Timmers-Leitch seconded the nomination.

Councillor Cooper nominated Councillor Dwight.  
Councillor Pearce seconded the nomination.

The Mayor invited Councillors to vote for their preferred candidate.

**Having received an absolute majority of votes, the Mayor declared Councillor Dwight elected to the position of Deputy Mayor of Knox City Council for the 2022/23 period.**

## 5 Appointment of Committees 2022/23

**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 2022 and concluding (unless specified or Council resolves otherwise) on Monday 13 November 2023

### **RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Allred

**That Councillors be appointed to the various committees as set out in Attachment 1 (as attached to the Minutes), effective from 14 November 2022 and concluding (unless specified or Council resolves otherwise) on Monday 13 November 2023.**

### **CARRIED**

## Attachment 1

### Internal Committees

Audit and Risk Committee	Crs Timmers-Leitch & Laukens
Australia Day Awards Committee	Crs Allred & Seymour
CEO Employment and Remuneration Committee	Mayor + Crs Allred, Timmers-Leitch, Laukens & Seymour
Early Years Advisory Committee	Cr Timmers-Leitch, Sub Cr Cooper
Environment Advisory Committee	Crs Allred & Dwight
ICT Governance Committee	Crs Allred & Laukens
Knox Active Ageing Advisory Committee	Crs Baker & Seymour
Knox Arts and Culture Advisory Committee	Cr Grasso (+Mayor or Deputy if no other nominees)
Knox Community Safety, Health and Wellbeing Advisory Committee	Crs Allred & Laukens
Knox Disability Advisory Committee	Crs Baker & Seymour
Knox Multicultural Advisory Committee	Cr Seymour
Knox Recreation and Leisure Committee	Crs Cooper & Grasso
Youth Committee	Crs Allred & Dwight

### External Committees

Eastern Affordable Housing Alliance	Cr Grasso (Sub Cr Dwight)
Eastern Alliance for Greenhouse Action	Cr Dwight
Eastern Region Group of Councils	Mayor & Deputy Mayor
Eastern Regional Libraries Corporation Board	Crs Timmers-Leitch & Laukens
Eastern Transport Coalition	Cr Laukens
Knox Interfaith Network	Nil
Municipal Association of Victoria	Cr Laukens (Sub Mayor or Deputy if no other nominees)

**MEETING CLOSED AT 7:39pm**

Minutes of Meeting confirmed at the Meeting of Council held on Monday, 28 November 2022

.....  
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

Monday 14 November 2022 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 2022/23 .....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 2022/23

**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 2022 and concluding (unless specified or Council resolves otherwise) on Monday 13 November 2023**

#### **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.

#### **3. 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;

#### **4. 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 Committees [5.1.1 - 3 pages]

### 2022-23 Councillor Committee Appointments

Committee	Purpose	2022/23 Appointments
<b>Internal Committee</b>		
Audit and Risk Committee	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>	
Chief Executive Officer Employment & Remuneration Committee	Undertakes confidential bi-annual reviews of the performance of the Chief Executive Officer against predetermined performance criteria and key performance indicators and assesses the progress towards meeting these criteria, inclusive of making recommendations to Council on the remuneration review..	
Australia Day Awards Committee	To consider nominations and recommend annual award recipients for the Knox Local Australia Day Awards program.	
Information Communication Technology (ICT) Governance Committee	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).	
Early Years Committee	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..	
Youth Advisory 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.	
Knox Active Ageing Advisory Committee	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.	
Environment Advisory Committee	To inform and advise Council of environmental and sustainability related issues and Council's role in improving the natural and built environment.	

Committee	Purpose	2022/23 Appointments
<b>Internal Committee</b>		
Knox Community Safety, Health and Wellbeing advisory Committee	<p>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.</p> <p>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.</p>	
Knox Disability Advisory Committee	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.	
Knox Multicultural Advisory 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.	
Knox Arts and Culture Committee	<p>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.</p> <p>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.</p>	
Recreation and Leisure Committee	<p>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.</p> <p>To assist Council with its community engagement process and provide valuable information to support the decision making of Council.</p> <p>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.</p>	

Committee	Purpose	2022/23 Appointments
<b>External Committee</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 eight 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.	