



KNOX CITY COUNCIL MINUTES

STRATEGIC PLANNING COMMITTEE

Meeting held
at the Civic Centre,
511 Burwood Highway
Wantirna South
on
Monday, 9 October 2017

Meeting Opened at 7.00pm

Present

Cr D Pearce (Mayor & Chairperson)

Cr J Mortimore (Deputy Mayor)

Cr P Lockwood

Cr J Keogh

Cr T Holland

Cr L Cooper

Cr N Seymour (arrived at 7.01pm)

Taylor Ward

Chandler Ward

Baird Ward

Dobson Ward

Friberg Ward

Scott Ward

Tirhatuan Ward

Mr T Doyle

Mr David Yeouart

Mr A Kourambas

Mr M Fromberg

Ms K Stubbings

Mr R McKail

Chief Executive Officer

Acting Director – Engineering & Infrastructure

Director - City Development

Director – Corporate Development

Director – Community Services

Governance Advisor

Apologies

Cr Taylor

Declarations of Conflict of Interest

Nil.

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ALL WARDS**1. CONFIDENTIAL INFORMATION REGISTER**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report provides Council with a summary of information declared confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989.

RECOMMENDATION

That Council note the information declared confidential in accordance with section 77(2) of the Local Government Act 1989 and added to the Confidential Information Register.

1. INTRODUCTION

Section 77(2)(c) of the Local Government Act 1989 enables the Chief Executive Officer to designate information that is confidential, specifying the relevant ground/s applying under section 89(2) of the Act.

2. DISCUSSION

The definition of 'confidential information' in section 77 of the Local Government Act is as follows:

"(2) For the purposes of this section, information is "confidential information" if-

- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
- (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or
- (c) the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.

Section 77(1) of the Local Government Act states, "A person who is, or has been, a Councillor or a member of a special committee, must not disclose information that the person knows, or should reasonably know, is confidential information" with a penalty of 120 penalty units.

1. Confidential Information Register (cont'd)**3. CONSULTATION**

No consultation has occurred in relation to the preparation of this report, however, a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989 is consistent with Council's Confidential Information Policy and Procedure.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

The Confidential Information Register contributes to Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations by maintaining a clear list of information deemed confidential under the Local Government Act.

8. CONCLUSION

This report provides an update to Council on information that has been declared confidential under section 77(2) of the Local Government Act and added to the Confidential Information Register.

9. CONFIDENTIALITY

Due to the confidential nature of the information to be included in the register, a detailed listing of the documents for noting by Council has been circulated separately as Confidential Appendix A.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD
SECONDED: CR. HOLLAND

That Council note the information declared confidential in accordance with section 77(2) of the Local Government Act 1989 and added to the Confidential Information Register.

CARRIED

1. Confidential Information Register (cont'd)

Confidential Appendix A is circulated under separate cover.

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COUNCILLOR SEYMOUR ENTERED THE CHAMBER AT 7.01PM PRIOR TO THE VOTE ON ITEM 2**SCOTT, COLLIER AND DINSDALE WARDS****2. AMENDMENT C149 – KNOX CENTRAL STRUCTURE PLAN - CONSIDERATION OF PLANNING PANEL REPORT**

SUMMARY: *Co-ordinator, City Strategy and Planning
(Nicole Vickridge)*

Knox Central is Knox's largest activity centre and comprises a wide range of land uses including: retail, office, commercial/industrial, residential, education, Government/Civic and open space/recreation.

The Structure Plan and associated planning controls (Amendment C149) seek to support Council's aspirations for Knox central to be a focus for change and development in the municipality.

Amendment C149 was exhibited in late 2016, and following Council's consideration of submissions on 27 March 2017 was the subject of a Planning Panel Hearing on 2-7 June 2017.

This report outlines the recommendations of the Planning Panel report which considers that the amendment is well founded and strategically justified, and should be supported - subject to some changes.

This report recommends that Amendment C149 be adopted by Council, with some changes, which are outlined in this report.

The report also recommends that Council endorse a position for the 'Strategic Development Site' (Corner Burwood Highway & Scoresby Road) as the basis for Council's submission to the rezoning of this site which will be delivered via the State Government Fast Track rezoning process.

RECOMMENDATIONS

That Council:

1. Adopt the Knox Central Structure Plan (Appendix A);
2. Note the Panel Report for Amendment C149 (Appendix B);
3. Endorse Appendix C (Recommended responses to the C149 Panel Report) as Council's response to the Planning Panel Report recommendations;
4. Adopt Amendment C149 to the Knox Planning Scheme in the form attached as Appendix D;
5. Submit the adopted Amendment C149 to the Minister for Planning for approval;

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

6. Authorise the Director - City Development to make any minor changes required to Amendment C149 documentation for approval by the Minister for Planning, provided these are consistent with the intent of the adopted Amendment;
7. Notify the submitters to Amendment C149 of Council's decision;
8. Endorse the Masterplan for the Strategic Development Site (609-621 Burwood Highway, Knoxfield) (Appendix E) for the purpose of informing Council's submission to the future rezoning of this site;
9. Authorise the Director – City Development to make a submission to the future rezoning of the 'Strategic Development Site (Corner Burwood Highway & Scoresby Road)' consistent with Council's endorsed position.

1. INTRODUCTION

Knox Central is Knox's largest activity centre and comprises a wide range of land uses including: retail, office, commercial/industrial, residential, education, Government/Civic and open space/recreation. Knox Central serves a broad community, both within Knox and across the eastern suburbs of Melbourne.

Since 2005, when Council adopted the Knox Central Urban Design Framework, the intention has been for Knox Central to accommodate a far greater level of activity and development. It is intended that the Knox Central Structure Plan will provide an enabling planning framework that supports the intensification of activity and development within Knox Central.

The purpose of this report is to provide a summary of the Panel report and recommended changes to Planning Scheme Amendment C149 to support Council in its consideration of the Panel Report and recommendation to adopt this amendment. This report recommends some changes to the Knox Central Structure Plan, with a recommendation to adopt this Plan.

This report also outlines Council's position with regards to the rezoning of the Strategic Development Site (609-621 Burwood Highway, Knoxfield). This site will be rezoned via the Fast Track Government Land Service (FTGLS) process. At the time of writing this report this process is scheduled to commence in October 2017 with the exhibition of the proposed amendment ('C160').

2. DISCUSSION

2.1 Recommendations of the Planning Panel

The Panel Report for Amendment C149 was issued on 19 July 2017 (refer Appendix A).

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

Under section 27 of the *Planning and Environment Act 1987* Council must consider the Panel Report prior to making a decision on the amendment. Council may adopt the amendment, with or without changes. If Council decides not to accept the Panel's recommendation, it must give its reasons for this when it submits the adopted amendment to the Minister for Planning for approval.

The Planning Panel concluded that Amendment C149 is well founded and strategically justified. They noted that while some submissions opposed aspects of the Amendment, few directly questioned the Amendment's strategic intent or basis. Given the extent of the Structure Plan area and the changes proposed, the Panel considered that issues raised in submissions were 'quite confined and able to be reconciled'. The Panel believes that:

"The Structure Plan forms a solid foundation for implementing changes to the Knox Planning Scheme to improve its strategic direction, policy implementation and overall operation."

There are three key areas where the Panel did not agree with Council's position. They relate to:

- **The application of the Open Space and Recreation Precinct to two privately owned sites on Scoresby Road, Boronia.**

This report recommends that Council accepts the Panel Recommendations with regards to these sites. Refer to section 2.2 below.

- **The application of both the Design and Development Overlay (DDO13) and Development Plan Overlay (DPO2) to the Commercial Core (including Westfield).**

This report recommends that Council accept the Panel Recommendation that the DDO13 not apply to this site. Refer to section 2.3 below.

- **The inclusion of a masterplan (within the Structure Plan) for the Strategic Development site at 609-621 Burwood Highway, Knoxfield (which currently the subject to a separate rezoning process being led by Development Victoria).**

This report recommends that Council accepts the Panel Recommendations with regards to the deletion of this Masterplan from the Structure Plan. However the Masterplan will continue to inform part of Council's position for the future rezoning of this site. Refer to section 2.4 below.

These recommendations above were considered and supported by the Knox Central Advisory Committee.

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

In addition to these three areas (where the Panel did not agree with Council's position) there are three recommendations within the Panel report for which this report recommends that Council does not accept. These three recommendations are discussed in section 2.8 below.

2.2 **Application of the Open Space and Recreation Precinct to privately owned land.**

The draft Knox Central Structure Plan, and Amendment C149 placed 256 and 258 Scoresby Road, Boronia within in the Open Space and Recreation Precinct. This designation was contested by the owners through the submission process, and at the panel hearing.

The panel considered whether the proposed Open Space and Recreation designation is appropriate for these two sites, given all other land in this precinct is in public ownership. The Panel believes there is a disconnect between the Special Use Zone that applies to these sites, land ownership, and the proposed vision for the precinct. The Panel does not support the inclusion of these properties in the Open Space and Recreation Precinct. The Panel noted that the Open Space and Recreation Precinct is extensive and would be largely unaffected if these two sites were not included within the Precinct.

In terms of how these sites could be designated (within the Structure Plan and the proposed Local Planning Policy) the Panel consider a designation of 'future residential' would be appropriate. The Panel considers any development on these sites *"should be designed to take advantage of its location in an area that will be surrounded by generous open space. Any new buildings, which will be in an open garden setting, must be designed to integrate and be sympathetic to its surrounds, unlike the existing buildings on site."*

Following consideration of the Panel report, this report recommends that Council adopt the recommendations of the Planning Panel and revise the designation for these sites to 'future residential'. As part of these revisions the recommended vision for the 'future residential precinct is:

"This discrete precinct (adjacent to Blind Creek, and has interfaces with the Open Space and Recreation Precinct and an existing residential neighbourhood) may be developed for residential purposes.

Development must be sensitively integrated with the landscape setting and the existing residential neighbourhood."

In support of the Panel's comments about new buildings being designed to integrate and be sympathetic to its surrounds the Structure Plan now includes specific built form guidelines for this precinct relating to Interfaces with the Open Space and Recreation Precinct, and adjoining existing residential areas.

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

2.3 **Application of planning controls to the Commercial Core**

The submission to Amendment C149 from Scentre Group (Westfield) raised a number of concerns relating to the proposed planning controls. The majority of these issues were considered by Council on 27 March 2017 and resolved prior to the Planning Panel Hearing. These changes included: restructuring the DPO2 for clarity and changes to the DDO13 to attempt to reduce the layering of controls.

Issues relating to the application of both the DPO2 and the DDO13; active interfaces along Burwood Highway; and the approach to height controls remained unresolved prior to the Panel Hearing.

One of the key issues for the Planning Panel was whether both the revised DPO2 and the new DDO13 are appropriate controls for the Commercial Core. Scentre Group submitted that application of both the DDO13 and DPO2 is unnecessarily complicated. The Panel supported this view and believe that:

“ the additional application of DDO13 to the Westfield site unnecessarily complicates and duplicates the planning controls over the site and may not have the impact of facilitating major development. In the Panel’s view, a more structured and revised DPO2 can accommodate the built form outcomes sought by the Structure Plan and currently included in DDO13, in addition to providing the strategic framework for the consideration of planning permits.”

Council officers recommend that Council accept the Planning Panel recommendations; and do not apply the DDO13 to the Commercial Core; and instead adopt a revised DPO2 and Local Planning Policy to reflect the application of a single control to this precinct. As part of these revisions modifications have been made to address concerns regarding active interfaces along Burwood Highway; and the approach to height controls within the Commercial Core.

The Scentre Group submitted that retail developments such as the Westfield Mall (located west of Melbourne Street) are developed ‘*with floor to ceiling envelopes (allowing for services) in 5m increments*’. Consequently a 25 metre preferred height (as opposed to the 24m as exhibited) would be more appropriate for land generally west of Melbourne Street. This change is supported.

With regards to land in the Commercial Core east of Melbourne Street (away from the Mall towards ‘Knox Ozone’) there are considerably more development opportunities that would have a limited impact on neighbouring land uses (and have no sensitive interfaces). Future development within the Commercial Core would be in accordance with an approved Development Plan, which would have to be lodged and approved by Council prior to the issuing of Planning Permits.

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

In response officers recommend the preferred heights west of Melbourne Street be changed from 24m to 25m. For land east of Melbourne Street it is recommended that the local planning policy acknowledge that this part of the Commercial Core will support more intensive development and higher built form outcomes, and that in this part of the Commercial Core, the expectation is that preferred heights (identified in the Structure Plan) could be significantly exceeded.

2.4 **Strategic Development Site (609-621 Burwood Highway, Knoxfield)**

The majority of this site (19ha) was declared surplus to Government needs and sold in June 2016. The remainder, including much of the Burwood Highway frontage has been retained by the State Government and is occupied by DELWP. In August 2017 Development Victoria lodged a request with the State Government to rezone this site via the Fast Track Government Land Service (FTGLS) process. At the time of writing this report this process is scheduled to commence in October 2017 with the exhibition of the proposed amendment ('C160').

To date Council's position has been that the Structure Plan (which has included a Masterplan for this site) provides the basis for any submission to the FTGLS process.

Development Victoria made a lengthy and detailed submission to the draft structure plan and proposed planning scheme amendment. In addition, 47 submissions were received from Friends of Lake Knox Sanctuary (FOLKS) and another 12 individual submissions that raised concerns with this site. These submissions were primarily concerned about the future of the waterbody on this site, and development adjacent to the Wantirna Lea estate.

The Planning Panel report states:

"There is no dispute amongst the parties or the Panel that the site... is appropriately designated as a strategic development site. The land has been identified for several years as a development site and this has been acknowledged in many studies and documents, including... the Knox Housing Strategy 2015."

Therefore the primary issue considered by the Planning Panel was the level of planning control proposed to be applied to this site by Amendment C149.

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

In their submission, and at the Panel Hearing Development Victoria raised concerns that certain aspects of Amendment C149 were 'premature and ad hoc'. Development Victoria specifically requested that the Masterplan included in the exhibited Structure Plan should be removed. This view was supported by the Panel, who believed that the inclusion of the masterplan in the Structure Plan is premature as it has not been informed by any of the detailed studies and background investigations necessary to underpin the development of the land (including from relevant authorities such as Melbourne Water) and it has not been authorised by Development Victoria.

This report recommends that Council accept the Panel recommendation to remove the Masterplan from the Structure Plan. However, the Masterplan should continue to inform Council's position for the future rezoning of this site.

This is particularly important as the Masterplan highlights a number of important interface issues that need to be considered as part of the future development of this site. This includes the need to preserve options for future road links (to Parkhurst Drive and through to the signalised intersection on Burwood Highway).

This report recommends that Council does not accept Planning Panel Recommendation 4 b) which is to delete the application of the DDO13 from this site. This control includes objectives which are directly relevant to the future development of this site, such as:

- *To achieve landscaping that complements the vegetation character of Knox and complements key features unique to Knox Central, such as Blind Creek and Lewis Park.*
- *To ensure that the interface between new development and the Blind Creek corridor contributes to the activity, safety and amenity of the natural environment and open space corridor and is integrated with development.*

This control also includes preferred height controls for the site and setbacks for the Burwood Highway frontage.

This report recommends that Council does not accept Planning Panel Recommendation 6 b) which relates to the deletion of a strategy relating to the retention of the biological values of the existing water body in the local planning policy. This report recommends that Council retain the strategy in the local planning policy to continue to seek an outcome that retains the ecological values of the waterbody (without stipulating a specific approach to achieve this).

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

At the Planning Panel Hearing Development Victoria outlined issues associated with maintaining the dam on site, noting that *'better environmental outcomes could be achieved through the removal of this dam and construction of water bird habitat in the adjacent areas'*. Development Victoria have indicated that they intend to provide a water feature to provide for drainage of the site, as well as for amenity purposes. Amendment C160 (The Development Victoria Amendment being run by the FTGLS process) will include more detailed information on this matter.

2.5 Strategic Development Site, ongoing support for State Government (including emergency services)

As part of the implementation of the Knox Central Structure Plan the SES will relocate. Both the SES and Council have a preference that this be to the Strategic Development Site, co-located with the existing DELWP presence.

This report recommends a change to the vision for the Strategic Development Site (included in both the Structure Plan and the local planning policy) to emphasise this preference. This change is to add *'including for the use of emergency services'* to the existing vision. The specific reference to emergency services recognises that DELWP may expand their provision of emergency services on site, and also supports the relocation of the SES to this site.

2.6 Fast Track Government Land Service Process to rezone the Strategic Development Site

While directions for this site are provided in the Structure Plan, and the proposed local planning policy and DDO13 as outlined above, Amendment C149 will not rezone this site. The rezoning of the site will be undertaken via the FTGLS process. Part of this process involves consideration of the proposed rezoning by the Government Land Standing Advisory Committee. This is likely to occur in early December.

Because Council will not be the Planning Authority for the planning scheme amendment for this site it is important that Council establishes its preferred outcomes for the future development of this site. Therefore; it is recommended that Council's submission to the FTGLS process is based on the guidance provided in the Structure Plan, Amendment C149; and is informed by Council's Masterplan for this site (Appendix E) and the Preliminary Ecological Assessment of the Floodplain (as endorsed by Council on 27 March 2017).

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

2.7 Recommendation on the Panel Report Recommendations that Council should not accept.

As outlined in section 2.1 (above) there are three key areas where the Planning Panel did not agree with Council's position. In addition there are three recommendations *within the Panel report* that this report recommends Council does not accept. This section considers these three specific Panel Report recommendations and why Council should not accept them.

This report recommends that Council accept all of the Panel Recommendations; (with the exception of the following three recommendations discussed below). Refer to Appendix C for the recommended responses to all of the Planning Panel recommendations.

<p><i>Recommendation 4 (Design and Development Overlay Schedule 13)</i></p> <p><i>4 a) replace the word 'must' with 'should' to ensure that it is clear that it is a discretionary control.</i></p>	<p>Recommendation: Accept in part.</p> <p>The recommendation for references to 'must' and 'should' remain consistent with Council's post exhibition position.</p> <p>This is that is preferred heights provide guidance and 'should' be met; while setbacks 'must' be met (but could be varied subject to a planning permit being granted).</p>
<p><i>Recommendation 4 (Design and Development Overlay Schedule 13)</i></p> <p><i>4 b) delete application of Design and Development Overlay Schedule 13 from the land identified as the Strategic Development Site at 609 – 621 Burwood Highway, Knoxfield.</i></p>	<p>Recommendation: Do not accept</p> <p>This report recommends that Council adopts amendment C149 showing the DDO13 applying to this site.</p> <p>Given the strategic nature of this site it is important that Amendment C149 provide clarity and certainty as to the development outcomes sought for this site (refer to section 2.4)</p>
<p><i>Recommendation 6 (Clause 22.15)</i></p> <p><i>6 b) delete the first dot point "include retention of the biological values of the existing water body" under Strategies 'Development of the Strategic Development Site must:' in Objective 4.</i></p>	<p>Recommendation: Do not accept</p> <p>Given the strategic nature of this site it is important that Amendment C149 provide clarity and certainty as to the development outcomes sought for this site (refer to section 2.4).</p>

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

2.8 Amendment C150 (Planning Scheme re-write)

Amendment C150 to the Knox Planning Scheme proposes a significant restructure of the Knox Planning Scheme. This amendment was the subject of a Planning Panel in March 2017. Amendment C150 does not have an impact on the directions for Knox Central; however, the relevant content from Amendment C149 will need to be translated into the new structure proposed as part of Amendment C150, should this amendment be approved prior to the approval of C149.

2.9 Next steps

Once adopted Amendment C149 will be sent to the Minister for Planning for approval.

Following adoption of the Structure Plan, the Implementation Plan will inform the prioritisation of the actions contained in the Structure Plan. The Knox Central Structure Plan – Implementation Plan will:

- Identify statutory and non-statutory deliverables;
- identify Council and non-council opportunities, including community and business based strategies;
- identify opportunities for partnership and investment;
- include staging and priorities, with opportunities for catalyst projects;
- provide clear performance indicators to measure the progress of the Implementation Program.

Implementation of the Structure Plan will require collaboration and support from a number of stakeholders. While Council will lead and manage the implementation process, input and management may be required from other stakeholders including State Government agencies, the private sector and the local community. These stakeholders may provide funding, own relevant sites or manage related infrastructure.

Significant short term actions that have already commenced include, but are not limited to:

- Continuing the process of relocating the Knox City Council Operations Centre;
- Developing a Masterplan for the future civic precinct and Council's land holdings;

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

- Working with Development Victoria to “*achieve positive neighbourhood outcomes including a contribution of at least 5% of the total housing allotments as social housing (contribution to include dwelling and land), in accordance with the Knox Affordable Housing Action Plan*”;
- In partnership with Melbourne Water, develop a Master Plan for Lewis Park (and the Blind Creek corridor).

3. CONSULTATION

Public Exhibition of the draft Structure Plan and proposed planning scheme amendment occurred between 7 November and 16 December 2016. Approximately 2,200 owners and occupiers in and around the Activity Centre were notified by direct mail. Two drop-in sessions were held at Council on Tuesday 29 November. Approximately 100 people attended and the overall feedback from this event was positive. Council officers also attended a small number of meetings with landowners and interested parties to discuss particular sites.

The finalisation of the Structure Plan and amendment C149 has occurred in consultation with the Knox Central Advisory Committee and the Knox Central Directorate.

4. ENVIRONMENTAL/AMENITY ISSUES

The Knox Central Structure Plan has a particular focus on enhancing the environmental characteristics and values of the Activity Centre. In particular, it seeks to encourage greater activation of Lewis Park and the Blind Creek corridor, through appropriate development interfaces.

The Structure Plan encourages the enhancement of these elements through development of the Lewis Park Masterplan (and Blind Creek Corridor) in partnership with Melbourne Water.

The Structure Plan encourages development at a scale which is greater than any other area in Knox. In doing so it provides an area of significant change as part of Council’s strategy to support the ongoing character and amenity of Knox’s neighbourhood areas. The Structure Plan supports development that has regard to internal amenity for new dwellings and appropriate interfaces to sensitive residential areas.

2. **Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)**

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Knox Central Structure Plan was written by Council. Direct costs associated with the development and finalisation of the Structure Plan, and planning controls were \$223,500. The development the Structure Plan was supported by a number of expert studies (to a total of \$180,000). These included: heritage, transport, economic development, view line analysis, urban design and biodiversity. Other costs included: legal advice and peer review of planning controls (\$18,500); planning panel costs (\$18,000); and the notification and exhibition of amendment C149 (\$6,500).

The approval of Planning Scheme Amendment C149 will be accommodated within the existing budget of City Futures. The costs associated with this amendment is in the form of a statutory fee for Stage 4 - Minister Approval of Amendment. This will be \$231.10 (if submitted prior to 13 October 2017).

The development of a concept Master Plan for Lewis Park is funded within the 2017-18 budget.

Council's Long Term Financial Forecast includes the delivery of a range of actions included with the Knox Central Structure Plan to be delivered over the next 2-10 years.

Opportunities for funding to implement projects identified in the Structure Plan may exist through partnerships with a broad range of partners and State government agencies.

6. SOCIAL IMPLICATIONS

A key objective of the Structure Plan is to create an activity centre that is the social and cultural heart of Knox. It is envisaged that the Activity Centre will also attract visitors, residents and workers from across eastern Melbourne.

The provision of higher density housing options in Knox Central will contribute to housing diversity for the Knox community and will establish a local community in close proximity to the amenities and services located within the Activity Centre.

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

This recommendations within this report support a wide range of Strategies within the Knox Community and Council Plan 2017-2021, most relevantly:

- Strategy 1.3 Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

- Strategy 2.1 Plan for a diversity of housing in appropriate locations.
- Strategy 2.2 Encourage high quality sustainable design.
- Strategy 2.3 Support the delivery of a range of housing that addresses housing and living affordability needs.
- Strategy 3.1 Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.
- Strategy 3.2 Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places.
- Strategy 4.3 Maintain and manage the safety of the natural and built environment.
- Strategy 4.5 Support the provision of emergency services.

8. CONCLUSION

Knox Central is Knox's premier activity centre and has long been the strategic focus for intensification of activity and development in Knox. The Knox Central Structure Plan and Amendment C149 seek to support the change envisaged for Knox Central.

This report recommends that Council adopt The Knox Central Structure Plan, and Amendment C149 - subject to the changes outlined in this report.

This report also recommends that Council endorse the Masterplan for the Strategic Development Site (609-621 Burwood Highway, Knoxfield) for the purpose of informing Council's submission to the future rezoning of this site.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD
SECONDED: CR. MORTIMORE

That Council:

1. Adopt the Knox Central Structure Plan (Appendix A);
2. Note the Panel Report for Amendment C149 (Appendix B);
3. Endorse Appendix C (Recommended responses to the C149 Panel Report) as Council's response to the Planning Panel Report recommendations;
4. Adopt Amendment C149 to the Knox Planning Scheme in the form attached as Appendix D;
5. Submit the adopted Amendment C149 to the Minister for Planning for approval;
6. Authorise the Director - City Development to make any minor changes required to Amendment C149 documentation for approval by the Minister for Planning, provided these are consistent with the intent of the adopted Amendment;
7. Notify the submitters to Amendment C149 of Council's decision;
8. Endorse the Masterplan for the Strategic Development Site (609-621 Burwood Highway, Knoxfield) (Appendix E) for the purpose of informing Council's submission to the future rezoning of this site;
9. Authorise the Director – City Development to make a submission to the future rezoning of the 'Strategic Development Site (Corner Burwood Highway & Scoresby Road)' consistent with Council's endorsed position.

CARRIED

2. Amendment C149 – Knox Central Structure Plan – Consideration of Planning Panel Report (cont'd)

The following appendices have been distributed under separate cover:

Appendix A – Knox Central Structure Plan (Version 6)

Appendix B – Panel report for Knox Planning Scheme Amendment C149 Knox Central Structure Plan (19 July 2017)

Appendix C – Recommended responses to the C149 Panel Report

Appendix D – Amendment C149

Appendix E – Masterplan for the Strategic Development Site (609-621 Burwood Highway, Knoxfield)

Official Minutes of Knox City Council

ALL WARDS**3. EARLY YEARS ADVISORY COMMITTEE – EXTENSION OF MEMBERS AND CHANGE OF MEMBERSHIP**

SUMMARY: *Manager – Family and Children’s Services
Janine Brown*

The current two (2) year term of the Early Years Advisory Committee (EYAC) expires at the end of June 2018.

A number of recent vacant positions have arisen in the membership of the Committee. Due to the limited timeframe of the current EYAC term, it is proposed that the Committee continue with revised membership levels and that the term of three (3) Committee members who concluded their tenure in August 2017, be extended until the end of June 2018.

RECOMMENDATION

That Council

1. Approve the proposed membership of the Early Years Advisory Committee as listed in the confidential Appendix A until June 2018.
2. Thank the outgoing member for their contribution over the past two (2) years.

1. INTRODUCTION

The Early Years Advisory Committee (EYAC) was first endorsed by Council in November 2009 and was formally established in April 2010. The initial purpose of the EYAC was to provide advice to Council on the development and implementation of the Municipal Early Years Plan 2011 – 2015 (MEYP) and emerging issues affecting families and young children within the Knox municipality throughout the appointed term of Committee. This role continues in relation to the approved Knox Community and Council Plan 2017 – 2021.

Council approved a third term of the EYAC on 28 January 2014. At that meeting, the Terms of Reference (TOR) was also revised and a number of amendments were identified to assist with the functioning of the Committee.

In particular, it was identified that with the fast-changing National and State policy, legislative and funding environment and the commitment required to the Committee by both busy professionals and parents, the implementation of a rotating membership base was effective in retaining knowledge and momentum whilst still injecting new members and new viewpoints into the EYAC.

3. Early Years Advisory Committee - Extension of Members and Change of Membership (cont'd)

The current TOR require six (6) community representatives and four (4) professional representatives. In light of the limited timeframe of the current EYAC term and considering the work that Council is undertaking to review all Advisory Committees to Council, it is proposed that three (3) Committee members whose terms concluded in August 2017, extend their terms until June 2018 and the remaining vacancy be held over until the end of the EYAC term. (Confidential Appendix A).

2. DISCUSSION

2.1 Role of Committee

The current objectives of the EYAC are to:

1. Provide advice and recommendations to Council on the implementation of the Municipal Early Years Plan (MEYP) 2011-2015 and subsequently the Knox Community and Council Plan 2017-2021 including:
 - a. Agreed Priorities
 - b. The outgoing outcomes and achievements of the MEYP 2011-2015 and subsequently the Knox Community and Council Plan 2017-2021; and
 - c. Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on development and implementation of the MEYP and subsequently the Knox Community and Council Plan 2017-2021.
2. Provide advice to Council on emerging issues affecting families and children, and the related services within the Knox community;
3. Identify emerging key research, policy and legislative issue that might impact on the implementation of the MEYP 2011-2015 and subsequently the Knox Community and Council Plan 2017-2021; and
4. Consider advice and information made available through other Council advisory and community consultation processes related to families and children.
5. Council receives an annual report on the key discussion topics and achievements of the EYAC.

2.2 Council Advisory Committee Review

Council is currently undertaking a review of all of its Advisory Committees. This may have implications for the role and operations of EYAC in the future.

3. Early Years Advisory Committee - Extension of Members and Change of Membership (cont'd)

3. CONSULTATION

From a consultation perspective, members of the EYAC bring a range of viewpoints and advice to the Committee. Outgoing Committee Members have had the opportunity to contribute to a number of community engagement activities undertaken during the Committees term. These include the report on Council Municipal Early Years Plan, Community Health and Wellbeing Strategy 2013-2017, Open Space Plan and the Access and Equity Implementation Plan 2017-2022.

The two (2) community members and two (2) professional members whose terms conclude in August 2017 were contacted and one (1) community member and two (2) professional members have agreed to extend their membership until end of June 2018.

Councillors Lisa Cooper and Nicole Seymour have been consulted about the appointments.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual cost of the EYAC is approximately \$2,600 to cover catering, and administration costs in addition to approximately 8 hours in Officer time each month, which is provided in Council's operating budget. Coordination of the EYAC is the responsibility of the Family and Children's Services Department.

6. SOCIAL IMPLICATIONS

The establishment and continuation of the EYAC has been a positive step towards achieving greater engagement and a maintenance of respect for Knox's long and proud history of pioneering the way in supporting and providing early years services for its community. Research is clear that when a community places the child as a central concern in the context of the family, community and culture, significant and life-long benefits result for the community.

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

The appointment of community and professional representatives to Council Advisory Committee fosters an increased level of engagement with the community and encourages greater participation in local government.

3. Early Years Advisory Committee - Extension of Members and Change of Membership (cont'd)

The Knox Community and Council Plan sets a vision for the City of Knox and identifies our eight community and council goals that will drive Council activities over the next four years. The council goals, which are of particular relevance for children and families in Knox, include; 'We are safe and secure', 'We have a strong regional economy, local employment and learning opportunities', and 'We are healthy, happy and well', and 'We are inclusive, feel a sense of belonging and value our identity' and 'We have confidence in decision making'.

The Knox Community and Council Plan 2017-2021 describes an action "to develop an integrated life stage plan that merges the Municipal Early Years, Knox Youth Strategic Plan and the Healthy Ageing Plan and promotes the benefits of intergenerational connection". The Early Years Advisory Committee will play a significant role in the engagement and development of this plan from the Early Years perspective.

8. CONCLUSION

The outgoing members of the EYAC have played a key role in contributing to the objectives of the EYAC. Knox City Councils Municipal Early Years Plan 2011-2015 has provided a strong foundation for the work in relation to young children and their families in the Knox Community.

Therefore, approval is sought to extend three (3) members of the Committee with the remaining vacant position being held over until June 2018. This means the Early Years Advisory Committee will operate with five (5) community members and the four (4) professional members until June 2018.

3. Early Years Advisory Committee - Extension of Members and Change of Membership (cont'd)

COUNCIL RESOLUTION

MOVED: CR. COOPER

SECONDED: CR. SEYMOUR

That Council

- 1. Approve the proposed membership of the Early Years Advisory Committee as listed in the confidential Appendix A until June 2018.**
- 2. Thank the outgoing member for their contribution over the past two (2) years.**

CARRIED

Official Minutes of Knox City Council

3. Early Years Advisory Committee - Extension of Members and Change of Membership (cont'd)

Confidential Appendix A is circulated under separate cover.

Official Minutes of Knox City Council

ALL WARDS**4. AUSTRALIA DAY AWARDS COMMITTEE APPOINTMENTS FOR 2017/18 AND REVISED TERMS OF REFERENCE**

SUMMARY: *Acting Coordinator – Governance (Kirstin Ritchie)*

This report seeks to appoint Councillor representatives to the Australia Day Awards Committee for 2017/18 and presents a revised Terms of Reference for the Australia Day Awards Committee with a recommendation to endorse the committee Terms of Reference.

RECOMMENDATION

That Council

1. endorse the revised Terms of Reference for the Australia Day Awards Committee attached at Appendix A;
2. appoint Councillors _____, _____ and _____ on the Australia Day Awards Committee for the 2017/18 period;
3. invite the 2017 Australia Day Award recipients to participate on the Australia Day Local Awards Committee for 2017/18.
4. thank the community representatives for their assistance and participation on the Australia Day Awards Committee for 2016/17.

1. INTRODUCTION

The Knox local Australia Day Awards commenced in 1994 and are held in conjunction with the National Australia Day Council. The awards program provides Council with an opportunity to recognise individuals who have contributed admirably to enriching the fabric of our local community.

The Australia Day Awards Committee was established to consider nominations and elect award recipients in preparation for a civic celebration on Australia Day. The objective of the committee is to consider nominations and elect award recipients in the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Elder Citizen of the Year
- Volunteer of the Year
- Local Hero
-

The awards are presented to recipients at the Australia Day Breakfast held at the Civic Centre on 26 January. The awards ceremony provides an opportunity for award recipients both past and present to celebrate Australia Day and for Council to acknowledge the tremendous contributions of these truly inspirational community members.

4. Australia Day Awards Committee Councillor Appointments 2017/18 and Revised Terms of Reference (cont'd)

For the 2016/17 year, 15 people were nominated in recognition of their outstanding contributions to the community. The Knox Australia Day Awards committee is charged with the very difficult task of selecting one award recipient in each category. The award recipients for 2017 were:

- Ms Sandra Goodwin – Citizen of the year
- Miss Talia Ruighaver – Young Citizen of the Year
- Ms Zita Ragg – Elder Citizen of the Year
- Ms Sheelagh Howarth – Volunteer of the Year
- Mr Warwick Smith – Local Hero

A highlight of the awards ceremony is Council's participation in the Australia Day Ambassador program coordinated by the Australia Day Committee (Victoria). The program provides a unique opportunity to meet inspirational Australian achievers. This year Council was pleased to welcome Mr David Jacka OAM, a finalist for the Victorian Australian of the Year 2014.

A motorcycle accident in 1988 left David with high-level quadriplegia, and just six per cent of normal physical function. David competed at the 1996 Paralympic games in wheelchair rugby and is a well-respected aviator. As an educator, David aims to smash disability stereotypes by raising the public's expectations about what people with disabilities can achieve. At the event David gave an inspired address about his experiences and achievements.

The morning's celebrations concluded with a flag raising ceremony and singing of the national anthem.

Special thanks are extended to the 2017 Australia Day Awards Committee for their participation and support of this important program:

- Cr Peter Lockwood – Chairperson
- Cr Jackson Taylor
- Cr Nicole Seymour
- Ms Helen and Mr Daniel Sefton – Citizen of the Year 2016
- Ms Anne Boyd – Volunteer of the Year 2016
- Ms Isabella Fias – Young Citizen of the Year 2016
- Mr John McLeod AFSM – Local Hero 2016
- Ms Beryl Owers – Elder Citizen of the Year 2016

4. Australia Day Awards Committee Councillor Appointments 2017/18 and Revised Terms of Reference (cont'd)

2. DISCUSSION

2.1 Terms of Reference

The current Terms of Reference for the committee were adopted by Council on 20 September 2016 for a period of four years. Staff having undertaken a desktop review and, considering feedback from the 2016 committee, propose the addition of a new award category of Environmentalist of the Year.

It has been noted that, in previous years nominations have been received where an individual has demonstrated significant dedication to the natural environment. Their achievements, however, do not clearly align with the eligibility criteria of the existing award categories.

The proposed eligibility criteria for the Environmentalist of the Year would be – For residents of Knox whose actions and ideas have had a significant positive impact on the natural environment.

The proposed change, outlined in Appendix A, aligns with the Council Committees Policy, endorsed by Council in 2014. Staff propose that the remainder of the Terms of Reference remain unchanged as they have served the committee well.

2.2 Appointment of Councillor Representatives

Council resolved at its meeting on 24 October 2006 to appoint Councillor representatives to the Australia Day Awards Committee prior to the annual Statutory Meeting held in November. This enables various administrative tasks to be undertaken prior to the Christmas and New Year period when many of Council's suppliers are closed. This report seeks the appointment of three Councillors to the Australia Day Awards Committee for the 2017/18 period.

3. CONSULTATION

Council has previously resolved to appoint the Australia Day Award Committee members outside the regular committee appointments process. No additional consultation has been undertaken in relation to this report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with the preparation of this report.

The introduction of an environmentalist award category seeks to recognise those members in Knox Community who have demonstrated a contribution to the environment.

4. Australia Day Awards Committee Councillor Appointments 2017/18 and Revised Terms of Reference (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council's Australia Day activities are funded as a component of the civic functions annual budget.

6. SOCIAL IMPLICATIONS

The Australia Day awards program provides Council and the community with an opportunity to acknowledge those people who work tirelessly helping others and in building a more connected community.

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

The appointment of Councillor and community representatives to Council committees meets the following objectives under the Knox Council and Community Plan.

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

Strategy 7.3 Strengthen community connections.

Strategy 7.4 Promote and celebrate the contribution of our volunteers.

Goal 8 – We have confidence in decision making.

Strategy 8.2 – Enable the community to participate in a wide range of engagement activities.

8. CONCLUSION

It is recommended that Council appoint three Councillors to the Australia Day Local Awards Committee for the 2017/18 period and amend the Terms of Reference to introduce an additional award category of Environmentalist of the year.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

4. Australia Day Awards Committee Councillor Appointments 2017/18 and Revised Terms of Reference (cont'd)

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. MORTIMORE

That Council

1. endorse the revised Terms of Reference for the Australia Day Awards Committee attached at Appendix A;
2. appoint Councillors Holland, Keogh and Lockwood on the Australia Day Awards Committee for the 2017/18 period;
3. invite the 2017 Australia Day Award recipients to participate on the Australia Day Local Awards Committee for 2017/18.
4. thank the community representatives for their assistance and participation on the Australia Day Awards Committee for 2016/17.

CARRIED

TERMS OF REFERENCE

Appendix A



AUSTRALIA DAY AWARDS COMMITTEE

Directorate	Corporate Development
Responsible Officer	Coordinator Governance
Committee Type	Specific Purpose
Approval Date:	9 October 2017
Review Date:	9 October 2021

1. PURPOSE

The purpose of the Australia Day Awards Committee is to acknowledge outstanding individuals who have made a valuable contribution to the Knox community through an annual awards program.

2. OBJECTIVES

- 2.1 The Australia Day Local Awards are held in conjunction with the Victorian Australia Day Committee. The objective of Council's Committee is to consider nominations and select annual award recipients in the following categories:

CITIZEN OF THE YEAR

For residents of Knox who could be described as role models in the community, who have given selflessly of themselves to others.

YOUNG CITIZEN OF THE YEAR

For residents of Knox who are under 25 years of age on 26 January in the year the award is being presented and who have made an outstanding contribution to their community or school.

VOLUNTEER OF THE YEAR

For residents of Knox who have given of themselves in a voluntary role.

LOCAL HERO

For residents of Knox who have performed an heroic act or made a singular outstanding achievement in the community.

ELDER CITIZEN OF THE YEAR

For residents of Knox aged 65 and over who have made a significant contribution to the community or are an inspirational role model.

ENVIRONMENTALIST OF THE YEAR

For residents of Knox whose actions and ideas have had a significant positive impact on the natural environment.

- 2.2** The Committee may, through consensus, elect:
- not to select an award recipient in a particular category; and/or
 - consider a nominee in a category other than that for which they have been nominated.
- 2.3** Awards are presented to recipients at the Australia Day Local Awards event held annually at the Civic Centre on 26 January. Council staff will coordinate the presentation of the awards in conjunction with the Committee.
- 2.4** The Committee is expected to meet up to three times between October and January.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership of the Australia Day Local Awards Committee is as follows:

- **3 Councillor(s)** – appointed annually by Council
- **Current Australia Day Local Awards Recipients** – current award recipients are invited to participate on the selection panel for the following years award recipients.

The Mayor is, by virtue of the Office, ex officio a 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 Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Governance staff provide support and assistance to the Committee as required.

4. AUTHORITY AND DECISION MAKING

The Committee has the capacity to make a decision/s in relation to the objectives outlined in section 2 of this Terms of Reference.

In making decisions, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make decisions outside the agreed scope detailed in its Terms of Reference.

5. MEETING PROCEDURES

Meetings are to be held at a time and place determined by the Australia Day Local Awards Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Staff are authorised to disclose award recipients to third parties in order to plan for the Australia Day Awards Breakfast ceremony.

Meetings will:

- 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 respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis

6. CHAIR

The position of Chairperson shall be appointed annually at the first meeting of the Committee.

Where there is one Councillor representative on the Committee that Councillor stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

A Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Chairperson must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Committee to be kept.

The minutes of a meeting of a Specific Purpose Committee must

- (a) contain details of the proceedings and outcomes reached
- (b) be clearly expressed
- (c) be self-explanatory
- (d) in relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair and then formally endorsed at the subsequent meeting.

Due to the nature and role of this Committee, minutes shall remain confidential.

8. VOTING

In selecting the award recipients, Councillors and community members have voting rights. In the event of an equality of votes, the Committee must achieve consensus through discussion and further consideration of the nominees.

Staff provide support and advice to the Committee only and have no voting rights.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of 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 this Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned, or is likely to be considered or discussed, the community member must disclose the interest to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. 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 minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance and Innovation within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

A report will be presented annually to Council seeking nomination of Councillor representatives to the Australia Day Local Awards Committee. This report will provide an overview of the outcomes of the Committee's achievements for the year.

11. ADMINISTRATION SUPPORT

Administration support is provided to the Australia Day Local Awards Committee by the Governance Team.

12. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee 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. SUNSET CLAUSE

The Terms of Reference will be reviewed within 4 years of the date of adoption.

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.

5. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil.

6. SUPPLEMENTARY ITEMS

Nil.

7. URGENT BUSINESS**7.1 URGENT BUSINESS**

Nil.

7.2 CALL UP ITEMS

Nil.

MEETING CLOSED AT 7.02PM

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on
Monday, 23 October 2017

.....
Chairperson