

MINUTES



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

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Thursday 21 November 2024

PRESENT:

<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr P Kennett</i>	<i>Chandler Ward</i>
<i>Cr C Duncan</i>	<i>Collier Ward</i>
<i>Cr R Williams</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr P Considine</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr S Pearce</i>	<i>Taylor Ward</i>
<i>Cr G Atwell</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Livability</i>
<i>Ms J Chalkley</i>	<i>Director – Connected Communities</i>
<i>Mr A Dowling</i>	<i>Manager, Governance and Risk</i>

THE MEETING WAS OPENED WITH A STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT

***“Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land. Today we meet on the traditional lands of the Wurundjeri Woi-wurrung people, and pay our respects to elders both past and present.*”**

Order of Business

1 Commencement Of Proceedings 4

2 Apologies..... 4

3 Election Of Mayor 4

4 Election Of Deputy Mayor..... 5

5 Appointment Of Committees..... 6

6 Noting Of Oaths Of Office 8

1 Commencement Of Proceedings

The meeting began at 7:01pm with a welcome by the Chief Executive Officer, Mr Bruce Dobson.

2 Apologies

Nil.

3 Election Of Mayor

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

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

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Williams

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 2024/25.

Councillor Baker nominated Councillor Cooper.

Councillor Atwell seconded the nomination.

There being no further nominations, the Chief Executive Officer declared Councillor Lisa Cooper elected to the position of Mayor of Knox City Council for 2024/25.

The Personal Assistant to the Mayor and Councillors, Eleonore Smith, placed the Mayoral Robes and Chain on Mayor Cooper. Mayor Cooper assumed the Chair.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Williams

That Council resolve, on behalf of Knox City Council and the residents of Knox, that a motion of appreciation be recorded to former Councillor, Jude Dwight, for her service to the community as Mayor in 2023/24.

CARRIED

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.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Pearce

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 2024/25.

Councillor Baker nominated Councillor Atwell.

Councillor Pearce seconded the nomination.

As the only nominated Councillor, the Mayor declared Councillor Glen Atwell to the position of Deputy Mayor of Knox City Council for the 2024/24 period.

5 Appointment Of Committees

SUMMARY

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 to the officers' report, effective from 21 November 2024 and until 30 November 2025 or Council resolves otherwise.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Pearce

That Councillors be appointed to the various committees as set out below, effective from 21 November 2024 and until 30 November 2025 or Council resolves otherwise:

Specific Purpose Committees		
Committee Names	Councillor	
Audit and Risk Committee	Cr Cooper Cr Pearce	
Transformation Governance Committee	Cr Cooper Cr Kennett Cr Duncan	
CEO Employment and Remuneration Committee	Cr Atwell Cr Cooper Cr Duncan Cr Kennett	Cr Lockwood Cr Pearce Cr Williams
Knox Community Awards Committee	Cr Atwell Cr Williams	
Council Advisory Committees		
Active Ageing Advisory Committee	Cr Baker Cr Considine	
Arts and Culture Committee	Cr Atwell Cr Lockwood	
Community Safety, Health and Wellbeing Advisory Committee	Cr Atwell	
Disability Advisory Committee	Cr Baker Cr Pearce	
Early Years Advisory Committee	Cr Considine	
Environment Advisory Committee	Cr Kennett Cr Lockwood	
Multicultural Advisory Committee	Cr Considine Cr Lockwood	

Specific Purpose Committees	
Committee Names	Councillor
Recreation and Leisure Committee	Cr Atwell Cr Kennett Cr Duncan
Youth Advisory Committee	Cr Williams
External Committees	
Eastern Alliance for Greenhouse Action	Cr Kennett
Eastern Region Group of Councils	C Cooper Cr Atwell
Knox Interfaith Network	The Chair of KMAC attends these meetings
Municipal Association of Victoria	Cr Lockwood Cr Pearce (sub)
Your Library	Cr Baker Cr Lockwood

CARRIED

6 Noting of Oaths of Office

SUMMARY

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 2024 Council elections.

RECOMMENDATION

That Council:

1. Note that during a ceremony held at the Knox Civic Centre on Monday 11 November 2024, the following Councillors took their oath or affirmation of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:
 - Councillor Peter Lockwood for Baird Ward;
 - Councillor Paige Kennett for Chandler Ward;
 - Councillor Chris Duncan for Collier Ward;
 - Councillor Robert Williams for Dinsdale Ward;
 - Councillor Meagan Baker for Dobson Ward;
 - Councillor Parisa Considine for Friberg Ward;
 - Councillor Lisa Cooper for Scott Ward;
 - Councillor Susan Pearce for Taylor Ward; and
 - Councillor Glen Atwell for Tirhatuan Ward.
2. Receive and note a copy of the Oaths and Affirmations of Office as set out in Attachment 1 to the Officers' report.

RESOLUTION

MOVED: Councillor Williams

SECONDED: Councillor Atwell

That Council:

1. **Note that during a ceremony held at the Knox Civic Centre on Monday 11 November 2024, the following Councillors took their oath or affirmation of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:**
 - **Councillor Peter Lockwood for Baird Ward;**
 - **Councillor Paige Kennett for Chandler Ward;**
 - **Councillor Chris Duncan for Collier Ward;**
 - **Councillor Robert Williams for Dinsdale Ward;**
 - **Councillor Meagan Baker for Dobson Ward;**
 - **Councillor Parisa Considine for Friberg Ward;**
 - **Councillor Lisa Cooper for Scott Ward;**
 - **Councillor Susan Pearce for Taylor Ward; and**
 - **Councillor Glen Atwell for Tirhatuan Ward.**
2. **Receive and note a copy of the Oaths and Affirmations of Office as set out in Attachment 1 to the Officers' report.**

CARRIED

MEETING CLOSED AT 7:40pm

Minutes of Meeting confirmed at the
Mid Month Meeting of Council
held on Monday, 9 December 2024

.....
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 Councillors to Committees

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Thursday 21 November 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

Order of Business

1 Commencement Of Proceedings3

2 Apologies3

3 Election Of Mayor3

4 Election Of Deputy Mayor3

5 Appointment Of Committees4

6 Noting Of Oaths Of Office10

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

Final Report Destination: Council
Paper Type: For Decision
Author: Head of Governance, Saskia Weerheim
Manager: Manager Governance and Risk, Andrew Dowling
Executive: Director, Customer and Performance, Greg Curcio

SUMMARY

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 to the officers' report, effective from 21 November 2024 and until 30 November 2025 or Council resolves otherwise.

1. DISCUSSION

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

Appointments for consideration are outlined in Attachment 1.

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.

2. 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 in certain circumstances; and Regulation 7(1) of the Local Government (Governance and Integrity) Regulations 2020 prescribes the following are relevant circumstances:

- 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.

3. CONFIDENTIALITY

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

Attachments

1. Attachment 1 - 2024/25 Committees List [5.1.1 - 4 pages]

2024-25 Committee Appointments for Consideration

Specific Purpose Committees		
Committee	No. of Councillor Appointments	Summary of Purpose
Audit and Risk Committee	Max 2	In accordance with the Local Government Act to support Council in discharging its oversight and accountability responsibilities related to: <ul style="list-style-type: none"> • Compliance with Council’s policies, procedures and governance principles; • Overarching governance principles; • Effectiveness of Council’s system of internal controls, including fraud and corruption prevention; • Council’s risk management framework; • Financial and performance reporting; • Internal audit and external audit functions; • Statutory and legislative compliance; and • Liaison between Council, Management and the external and internal auditors.
Transformation Governance Committee	Min: Mayor +1 Max: Mayor+2	Provides advice, guidance and recommendations on Customer and Performance Portfolio projects and programs, regarding strategic investment priorities, decision making responsibilities and items brought before the Committee
CEO Employment & Remuneration Committee	Min Mayor + 2 No Max	Undertakes confidential bi-annual reviews of the performance of the Chief Executive Officer against pre-determined performance criteria and key performance indicators and assesses the progress towards meeting these criteria, inclusive of making recommendations to Council on the remuneration review, and performance criteria.
Knox Community Awards Committee	Max. 2	The objectives of the Knox Community Awards Committee are to consider nominations and recommend annual award recipients.

Council Advisory Committees		
Committee	No. of Appointments	Summary of Purpose
Active Ageing Advisory Committee	Max 2	To facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan
Arts and Culture Committee	Min 2 Max 3	To facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan. To provide Council with strategic advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and cultural services in Knox, and the value of arts and culture in supporting community health and wellbeing. The Committee also provides Council with direct insight into the local needs, interests and trends in arts, culture and creative industry development in Knox.
Community Safety, Health and Wellbeing Advisory Committee	Min 1	To support the planning and implementation of evidence based and informed primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues. To facilitate stakeholder engagement of both the community and organisations, to understand, discuss, plan and implement proposed actions. This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.
Disability Advisory Committee	Min 1 Max 2	To promote disability awareness within Council and the wider community and assist Council in the development of policy and planning about issues of access and inclusion.
Early Years Advisory Committee	Min 1 Max 2	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.
Environment Advisory Committee	Min 1 2 Desirable No Max	To facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan. To inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.
Multicultural Advisory Committee	Max 2	To provide Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox. To facilitate stakeholder engagement which supports quality decision making and in turn, achievement of Council's goals and strategies within the Community and Council Plan 2017-2021.

Council Advisory Committees		
Committee	No. of Appointments	Summary of Purpose
Recreation and Leisure Committee	Min 1 Desirable 2 Max 3	<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>
Youth Advisory Committee	Max 2	<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 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</p>

External Committees		
Committee	No. of Appointments	Purpose
Eastern Alliance for Greenhouse Action	Max 1 + sub	A collaboration of eight Councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.
Eastern Region Group of Councils	Mayor + 1	A regional group of eastern councils (Knox, Manningham, Maroondah, Whitehorse and Yarra Ranges) that focuses on focus on shared priorities on behalf of the communities of the eastern region.
Knox Interfaith Network	Max 1	Provides a forum for participation across religious and cultural boundaries, the celebration of diversity, acceptance and sharing of culture.
Municipal Association of Victoria	Max 1 + sub	The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for councils. It offers councils a range of services and support. Each participating member council must appoint a delegate to exercise their membership rights.
Your Library Limited	Max 2	Your Library Limited (YLL) operate 14 library branches, 3 reading rooms, and an outreach service across Knox, Maroondah, and the Yarra Ranges. YLL is a not-for-profit company limited by guarantee and a registered charity. Each participating member council appoints two councillors from each of the member councils as directors of the company.

6 Noting of Oaths of Office

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Head of Governance, Saskia Weerheim
Manager:	Manager Governance & Risk, Andrew Dowling
Executive:	Director, Customer & Performance, Greg Curcio

SUMMARY

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 2024 Council elections.

RECOMMENDATION

That Council:

1. Note that during a ceremony held at the Knox Civic Centre on Monday 11 November 2024, the following Councillors took their oath or affirmation of office before the Chief Executive Officer in accordance with the requirements of Section 30 of the Local Government Act 2020:
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 - Councillor Parisa Considine for Friberg Ward;
 - Councillor Lisa Cooper for Scott Ward;
 - Councillor Susan Pearce for Taylor Ward; and
 - Councillor Glen Atwell for Tirhatuan Ward.
2. Receive and note a copy of the Oaths and Affirmations of Office as set out in Attachment 1 to the Officers' report.

1. CONFIDENTIALITY

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

ATTACHMENTS

1. 2024 Election - Oaths and Affirmations of Office [6.1.1 - 9 pages]



Oath of office

I, Peter Lockwood, 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature:

A handwritten signature in blue ink, appearing to be "P. Lockwood".

Name:

Peter Lockwood

Date:

11/11/24

Witnessed by the Chief Executive Officer

Signature:

A handwritten signature in blue ink, appearing to be "B. Dobson".

Name:

Bruce Dobson

Date:

11/11/24



Affirmation of office

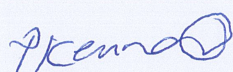
I, Paige Kennett, solemnly and sincerely declare and affirm that

I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature: 

Name: **Paige Kennett**

Date: 11/11/2024

Witnessed by the Chief Executive Officer

Signature: 

Name: **Bruce Dobson**

Date: 11/11/24



Affirmation of office

I, Chris Duncan, 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

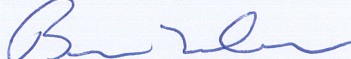
Signed before the Chief Executive Officer

Signature: 

Name: **Chris Duncan**

Date: 11/11/24

Witnessed by the Chief Executive Officer

Signature: 

Name: **Bruce Dobson**

Date: 11/11/24



Oath of office

I, Robert Williams, 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature:

A handwritten signature in blue ink, appearing to read "Robert Williams".

Name:

Robert Williams

11/11/24

Date:

Witnessed by the Chief Executive Officer

Signature:

A handwritten signature in blue ink, appearing to read "Bruce Dobson".

Name:

Bruce Dobson

Date:

11/11/24



Affirmation of office

I, Meagan Baker, 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature:

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

Name: **Meagan Baker**

Date: 11/11/24

Witnessed by the Chief Executive Officer

Signature:

A handwritten signature in blue ink, appearing to be "Bruce Dobson".

Name: **Bruce Dobson**

Date: 11/11/24



Oath of office

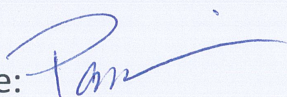
I, Parisa Considine, swear by Almighty God that

I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature: 

Name: **Parisa Considine**

Date: 11/11/2024

Witnessed by the Chief Executive Officer

Signature: 

Name: **Bruce Dobson**

Date: 11/11/24



Oath of office

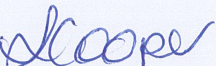
I, Lisa Cooper, swear by Almighty God that

I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature: 

Name: **Lisa Cooper**

Date: 11/11/24

Witnessed by the Chief Executive Officer

Signature: 

Name: **Bruce Dobson**

Date: 11/11/24



Oath of office

I, Susan 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature:

Name: **Susan Pearce**

Date: 11-11-2024

Witnessed by the Chief Executive Officer

Signature:

Name: **Bruce Dobson**

Date: 11/11/24



Affirmation of office

I, Glen Atwell, 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 Model Councillor Code of Conduct and uphold the standards of conduct set out in the Model 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.

Signed before the Chief Executive Officer

Signature:

Name: **Glen Atwell**

Date:

11/11/24

Witnessed by the Chief Executive Officer

Signature:

Name: **Bruce Dobson**

Date:

11/11/24