



AGENDA
of the
SPECIAL MEETING OF COUNCIL
to be held on
WEDNESDAY 1 NOVEMBER 2017
in the
ALEXANDRA COUNCIL CHAMBER
commencing at
6.00 pm

INDEX

1. PLEDGE AND RECONCILIATION STATEMENT.....2

2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE2

3. APPOINTMENT OF TEMPORARY CHAIRPERSON2

4. ELECTION OF MAYOR2

5. ELECTION OF DEPUTY MAYOR.....2

6. APPOINTMENT OF PORTFOLIO RESPONSIBILITIES.....3

7. ADVISORY COMMITTEE AND OTHER APPOINTMENTS4

8. APPOINTMENT OF TRUSTEES OF THE YEA CEMETERY TRUST5

9. COUNCIL MEETING TIMETABLE - 20186

The Acting Chief Executive Officer will formally open the meeting.

1. PLEDGE AND RECONCILIATION STATEMENT

2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

3. APPOINTMENT OF TEMPORARY CHAIRPERSON

Under the provisions of the *Local Government Act 1989*, the Mayor of the municipality must take the chair of all meetings of the Council at which she or he is present. As the Mayoral position became vacant at 6.00am on 1 November 2017, the Acting Chief Executive Officer will call for a motion for appointment of a temporary Chairperson.

Officer Recommendation

That Councillor be nominated as temporary Chairperson.

4. ELECTION OF MAYOR

Section 71 of the *Local Government Act 1989* provides for the election of the Mayor after the fourth Saturday in October and no later than 30 November each year.

Before the election of the Mayor, Council may resolve to elect a Mayor for a term of two years.

The Acting Chairperson will call for nominations and if there is only one nomination received, then that Councillor is declared elected as Mayor.

In the event of there being more than one nomination, the Acting Chairperson will conduct an election. The election will be conducted in accordance with Section 14 of Council's *Governance Local Law No.2, 2014*.

The election is to be conducted by show of hands. Once declared, the elected Mayor will take the Chair and preside over the remainder of the meeting.

Officer Recommendation

That Councillor be elected as Mayor of Murrindindi Shire Council for 2017/2018 (or 2017-2019).

5. ELECTION OF DEPUTY MAYOR

The process of election of the Deputy Mayor will take place in accordance with the provisions of Section 15 of Council's *Governance Local Law No.2 (incorporating Meeting Procedure)*.

Officer Recommendation

That Councillor be elected as Deputy Mayor of Murrindindi Shire Council for 2017-2018 (or 2017-2019).

6. APPOINTMENT OF PORTFOLIO RESPONSIBILITIES

Attachment(s): *Portfolio Councillor Policy (refer Attachment 6)*

Purpose

This report provides the opportunity for Council to appoint Councillors to portfolio roles for 2017/18. It is appropriate for this Council, to consider the purpose and implementation of Councillor Portfolios.

Officer Recommendation

That Council appoint the following portfolio roles for 2017/18:

- **Land Use Planning – Cr**
- **Economic Development – Cr**
- **Corporate and Customer Services – Cr**
- **Community Services – Cr**
- **Natural Environment and Climate Change – Cr**
- **Infrastructure and Waste – Cr**

Background

Council has in the past appointed Councillors to portfolio roles as a means of strengthening its governance arrangements and enhancing its consultation practices.

Since 2014 the portfolio roles have been as follows:

- Land Use Planning
- Economic Development
- Corporate and Customer Services
- Community Services
- Natural Environment and Climate Change
- Infrastructure and Waste.

Council can choose to change these roles at any time.

Discussion

The appointment of Councillors to portfolio roles has the capacity to enhance Council's governance practices by enabling Councillors to have a greater understanding of, and input into, strategic and policy development on portfolio issues. This enables Councillors to:

- advocate on strategic and policy issues to both the community and across government sectors
- represent Council on local, regional or state bodies of relevance to the portfolio
- be appointed as Chair of a relevant Council committee unless legislative provisions provide otherwise.

It is recognised that by undertaking a portfolio role, the organisation has an important function in supporting that Portfolio Councillor through regular briefings and the provision of memberships, publications, training and/or conference attendance where appropriate.

Council Plan/Strategies/Polices

This matter is consistent with the Council Plan 2017-2021 Our Promise – “We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do”.

Council is governed by its Portfolio Councillor Policy adopted at the 28 June 2017 Ordinary Meeting of Council to enable Councillors to gain a broader experience of portfolio roles. Councillors will generally not represent a portfolio for more than two years (refer to *Attachment 6*).

Relevant Legislation

Council is obliged under the *Local Government Act 1989* to review its practices and ensure that they are consistent with good governance principles.

Financial Implications and Risk

There are no financial implications.

Conflict of Interest

There are no declared conflicts of interest by Council officers in the preparation of this report.

Community and Stakeholder Consultation

Consultation was not required for this matter.

7. ADVISORY COMMITTEE AND OTHER APPOINTMENTS

Attachment(s): *Councillor Representative List 2017/18 (refer Attachment 7)*

Purpose

This report is to enable Council to make the appointment of Councillors as delegates to various internal committees and external bodies in compliance with *the Local Government Act 1989*.

Appointment of Councillors to committees provides an opportunity for open and responsive communication between Councillors and local community groups and Local Government organisations.

Officer Recommendation

That Council:

- 1. Appoints Councillors as Council’s representatives to the listed committees and organisations for 2017/18 as contained within *Attachment 7*.**
- 2. Records the list of appointments for 2017/18 in the minutes of this meeting.**

Background

Council needs to determine each year which Councillor(s) or senior staff it wishes to appoint as its formal delegate committee representative to a range of internal and external bodies. This assists in the progress of the committees’ objectives of both community engagement and good governance. Most appointments are for a one year term, but for some others it may be for a longer period of time.

Discussion

Under the *Local Government Act 1989*, (Section 86), the Council may establish one or more special committees made up of any combination of Councillors, Council staff and community members. Council has established a range of such committees which provide day to day management of local sites and facilities.

Instruments of Delegations and a 'model' Committee Charter along with the composition of representatives on these committees have previously been adopted by Council. Council is required to review its delegations to these committees within 12 months of the general election which was undertaken at the September 2017 Ordinary Meeting of Council.

In addition, Council may establish advisory committees to provide advice to Council on specific subjects (eg. the Municipal Emergency Management Committee and Environment Advisory Committee). Council also has a requirement under section 139 of the *Act* to establish an Audit Advisory Committee.

Councillors are often requested or required to represent Council (as delegate) on committees or boards formed by other organisations and these are subject to formal Council approval processes. These range from state wide committees, through to regional or sub regional committees that support a particular program or activity.

Attached to this report is the list of committees and organisations for which Council has current appointments (refer *Attachment 7*). The list has been divided into those which are Council committees and those external bodies with which Council has a relationship. It is suggested that Council nominate appointees to these committees and bodies for the 2017/18 year and these appointments will be recorded in the Minutes of this meeting.

Council Plan/Strategies/Policies

This matter is consistent with the Council Plan 2017-2021 Our Promise – “We will all work in collaboration with our communities to deliver the best possible outcomes in all that we do”.

Relevant Legislation

Local Government Act 1989 – Section 86

Financial Implications and Risk:

There are no financial or budget implications associated with this report. However, Council pays a membership fee to Local Government peak bodies such as Municipal Association of Victoria and the Victorian Local Governance Association.

Conflict of Interest:

There are no declared conflicts of interest by Council officers in the preparation of this report.

Community and Stakeholder Consultation

Consultation was not required for this matter.

8. APPOINTMENT OF TRUSTEES OF THE YEA CEMETERY TRUST

The Yea Cemetery is located in the township of Yea and is administered by all Councillors as Trustees of the Yea Cemetery Trust.

Officer Recommendation:

That all Councillors be appointed as Trustees of the Yea Cemetery Trust for 2017/18.

9. COUNCIL MEETING TIMETABLE - 2018

Purpose

This report is a proposed monthly timetable of Council meetings from January to December 2018.

Officer Recommendation:

That the proposed schedule be confirmed and the requisite scheduling and advertising arrangement take place to inform the community of the 2018 meeting timetable:

Meeting Date	Venue	Time
Wednesday 24 January 2018	Yea Council Chamber	6 pm
Wednesday 28 February 2018	Alexandra Council Chamber	6 pm
Wednesday 28 March 2018	Yea Council Chamber	6 pm
Tuesday 24 April 2018	Alexandra Council Chamber	6 pm
Wednesday 23 May 2018	Yea Council Chamber	6 pm
Wednesday 27 June 2018	Alexandra Council Chamber	6 pm
Wednesday 25 July 2018	Yea Council Chamber	6 pm
Wednesday 22 August 2018	Alexandra Council Chamber	6 pm
Wednesday 26 September 2018	Yea Council Chamber	6 pm
Wednesday 24 October 2018	Alexandra Council Chamber	6 pm
Wednesday 31 October 2018 <i>Special meeting</i>	Alexandra Council Chamber	6 pm
Wednesday 28 November 2018	Yea Council Chamber	6 pm
Wednesday 19 December 2018	Alexandra Council Chamber	6 pm

Background

Council is able to determine its ordinary meeting of Council schedule. Currently ordinary meetings are held monthly on the fourth Wednesday evening of every month commencing at 6 pm.

Discussion

A review of the Council meeting timetable provides the opportunity for Councillors to consider how increased community participating in Council meetings can be encouraged. By conducting the Council meetings in the evening, greater community participation may be encouraged.

The arrangements for the meeting cycle proposed are as follows:

- Meetings to occur monthly on the fourth Wednesday unless otherwise notified
- The April 2018 meeting is proposed to be held on the Tuesday prior to the fourth Wednesday. The public holiday on 25 April is not considered to be suitable for Councillors, officers or community members
- The December 2018 meeting is proposed to be held on the third Wednesday of the month, as the fourth Wednesday falls on 27 December 2017
- The commencement time of ordinary meeting of Council is 6 pm unless otherwise notified.

The proposed meeting schedule for 2018 is shown below:

Meeting Date	Venue	Time
Wednesday 24 January 2018	Yea Council Chamber	6 pm
Wednesday 28 February 2018	Alexandra Council Chamber	6 pm
Wednesday 28 March 2018	Yea Council Chamber	6 pm
Tuesday 24 April 2018	Alexandra Council Chamber	6 pm
Wednesday 23 May 2018	Yea Council Chamber	6 pm
Wednesday 27 June 2018	Alexandra Council Chamber	6 pm
Wednesday 25 July 2018	Yea Council Chamber	6 pm
Wednesday 22 August 2018	Alexandra Council Chamber	6 pm
Wednesday 26 September 2018	Yea Council Chamber	6 pm
Wednesday 24 October 2018	Alexandra Council Chamber	6 pm
Wednesday 31 October 2018 <i>Special meeting</i>	Alexandra Council Chamber	6 pm
Wednesday 28 November 2018	Yea Council Chamber	6 pm
Wednesday 19 December 2018	Alexandra Council Chamber	6 pm

Should Councillors determine that it is preferable for the ordinary meetings of Council to continue to be held in the evening, it is appropriate for Councillors to identify the most convenient day for these meetings. It is not unusual for Councils to change their meeting days to reflect any pre-commitments which Councillors may have.

A special meeting of Council is held each year to elect a Mayor, review Council committee representations, and determine the meeting schedule for the following year. As per section 71 of the *Local Government Act*, the Councillors must elect the Mayor at an open meeting of Council that occurs after the fourth Saturday of October, but not later than 30 November each year.

Council Plan/Strategies/Polices

This matter is consistent with the Council Plan 2017-2021 Our Promise – “Expand our communication and two-way engagement with the community”.

Relevant Legislation

Local Government Act 1989

Financial Implications and Risk

There are no significant financial implications associated with this report.

Conflict of Interest

There are no declared conflicts of interest by Council officers in the preparation of this report.

Community and Stakeholder Consultation

Once Council has determined the preferred meeting schedule, it will be advertised in Council's statutory newspapers and on Council's website to inform the community.