



MINUTES
of the
SPECIAL MEETING OF COUNCIL
WEDNESDAY 31 OCTOBER 2018

at

Murrindindi Shire Council
Council Chamber
Perkins Street
Alexandra

6.00 pm

INDEX

1.	PLEDGE AND RECONCILIATION STATEMENT.....	2
2.	APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE	2
3.	DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST	2
4.	APPOINTMENT OF TEMPORARY CHAIRPERSON	2
5.	ELECTION OF MAYOR	3
6.	ELECTION OF DEPUTY MAYOR.....	4
7.	APPOINTMENT OF PORTFOLIO RESPONSIBILITIES.....	5
8.	ADVISORY COMMITTEE AND OTHER APPOINTMENTS.....	6
9.	APPOINTMENT OF TRUSTEES OF THE YEA CEMETERY TRUST	9
10.	COUNCIL MEETING TIMETABLE - 2019	9

The Chief Executive Officer formally opened the meeting.

1. PLEDGE AND RECONCILIATION STATEMENT

The meeting was opened with all Councillors declaring the following Pledge:

“As the Councillors democratically elected to represent our community as the Murrindindi Shire Council we are committed to working together in the best interests of the people who live in our municipality, who conduct business here and those who visit.

We would like to acknowledge the traditional custodians of the land on which we are gathered and pay my respects to the past and present elders”.

2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

That Council accept the apologies of Cr E Lording.

RESOLUTION:

Cr C Bisset / Cr S McAulay

That Council accept the apologies of Cr E Lording.

CARRIED

Present:

Councillors C Bisset, S McAulay, R Bowles, J Ashe, L Dunscombe, M Rae

In attendance:

Chief Executive Officer: Craig Lloyd

Director Corporate and Shared Services: Michael Chesworth

Director Assets and Development: Stuart McConnell

Manager Customer Experience: Jacqui Rabel

Manager Development Services: Shivaun Brown

Manager Community Wellbeing: Naomi McNamara

Coordinator Governance and Performance: Tara Carter

Communications Coordinator: Amy Dainton

Governance Officer: Audrey Kyval

3. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST

Nil

4. 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 6.00 am on 31 October 2018, the Chief Executive Officer will call for a motion for appointment of a temporary Chairperson.

Officer Recommendation

That Councillor be nominated as temporary Chairperson.

Cr C Bisset nominated Cr J Ashe for the position of temporary Chairperson.

Cr J Ashe accepted the nomination.

RESOLUTION:

Cr C Bisset / Cr S McAulay

That Councillor Jackie Ashe be nominated as temporary Chairperson.

CARRIED

The Chief Executive Officer declared Cr J Ashe the temporary Chairperson.

Cr J Ashe assumed the Chair.

5. 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 one or 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 2018-2019 (or 2018-2020).

Cr M Rae nominated Cr S McAulay for the position of Mayor of Murrindindi Shire Council for 2018-2019

Cr S McAulay accepted the nomination.

There were no further nominations.

RESOLUTION:

Cr M Rae / Cr C Bisset

That Councillor Sandice McAulay be elected as Mayor of Murrindindi Shire Council for 2018-2019

CARRIED

The Acting Chairperson declared Cr S McAulay the Mayor of the Murrindindi Shire Council for 2018-2019.

Cr C Bisset presented Cr S McAulay with the Mayoral Chain and a gift.

Cr S McAulay acknowledged her position of Mayor:

"I would like to say how honoured I am, that my fellow Councillors have nominated and entrusted me with this position of Mayor for 2018-19.

It has already been a great privilege working with such a cohesive and passionate team for the past two years.

We have individually and as a whole demonstrated our commitment to the values as outlined in our code of conduct being:

- collaboration
- stewardship
- equity and fairness
- respect
- accountability
- honesty and
- leadership.

We have chosen these particular values to better serve our 42 diverse communities as well as the whole of Murrindindi Shire Council.

I once again commit here tonight, to carrying out the duties of Mayor with these shared values.

I would like to take this opportunity tonight to acknowledge Cr Bisset in her role of Mayor and the great legacy that she has left after two highly successful years.

In these first two years we have seen the development of the Council Plan that was the result of significant collaboration between Council and the Murrindindi community. This Plan continues to set the direction for Council's work.

We as Council will continue to focus not on our individual differences but on our shared goals and vision in order to strive for the best outcomes for the people in the Murrindindi Shire."

Cr S McAulay presented Cr C Bisset with a gift.

Cr S McAulay assumed the Chair for the remainder of the meeting.

6. 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 2018/2019 (or 2018-2020).

Cr C Bisset nominated Cr L Dunscombe for the position of Deputy Mayor of Murrindindi Shire Council for 2018-2019.

Cr L Dunscombe accepted the nomination.

There were no further nominations.

RESOLUTION:**Cr C Bisset / Cr J Ashe****That Councillor Leigh Dunscombe be elected as Deputy Mayor of Murrindindi Shire Council for 2018-2019.****CARRIED**

The Mayor declared Cr L Dunscombe the Deputy Mayor of Murrindindi Shire Council for 2018-2019.

Cr L Dunscombe mentioned that his is truly honoured to be Deputy Mayor and commended Cr C Bisset and Cr S McAulay for their leadership over the last two years.

7. APPOINTMENT OF PORTFOLIO RESPONSIBILITIES

Attachment(s): *Portfolio Councillor Policy (refer Attachment 7)*

Purpose

This report provides the opportunity for Council to appoint Councillors to portfolio roles for 2018/19.

Officer Recommendation

That Council appoint the following portfolio roles for 2018/19:

- 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.

Discussion

The appointment of Councillors to portfolio roles has the capacity to provide Councillors with the opportunity to have a greater understanding of, and input into, strategic and policy development on portfolio issues.

It is also recognised that Council has no obligation to establish Councillor portfolios, and can resolve to change or discontinue these roles at any time.

On the basis that portfolios are continued, it is recognised that 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/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”.

To support the function of Councillor portfolios Council has a Councillor Portfolio Policy last adopted at the 28 June 2017 Ordinary Meeting of Council. Councillors will generally not represent a portfolio for more than two years (refer to *Attachment 7*).

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. There is no statutory requirement for councillor portfolios to be established.

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.

RESOLUTION:

Cr R Bowles / Cr L Dunscombe

That Council:

1. **suspend the use of Portfolio roles for a 12 month period**
2. **revisit the need for Portfolio roles at the end of the 12 months or sooner if desired by Councillors.**

CARRIED

8. ADVISORY COMMITTEE AND OTHER APPOINTMENTS

Attachment(s): *Councillor Representative List 2018-2019 (refer Attachment 8)*

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* (the *Act*).

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 2018 to 2019 as contained within *Attachment 8*
2. records the list of appointments for 2018 to 2019 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 *Act*, (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 24 October 2018 Ordinary Meeting of Council.

In addition, Council may establish advisory committees to provide advice to Council on specific subjects (e.g. the Municipal Emergency Management 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 8*). 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 2018 to 2019 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.

RESOLUTION:

Cr L Dunscombe / Cr R Bowles

That Council:

1. **appoints Councillors as Council's representatives to the listed committees and organisations for 2018 to 2019 as contained within *Attachment 8***

2. records the list of appointments for 2018 to 2019 in the minutes of this meeting.

COUNCIL COMMITTEES - Special Committees	
Committee Name	2018-2019
Audit Advisory Committee	Cr M Rae Cr S McAulay Cr L Dunscombe
Chief Executive Officer Performance Review Sub-Committee	All Councillors
Municipal Emergency Management Planning Committee	Cr S McAulay

COUNCIL COMMITTEES - Section 86 Committees of Management	
Committee Name	2018-2019
Buxton Recreation Reserve Committee of Management	Cr S McAulay
Eildon Alliance Boat Ramp Committee of Management	Cr J Ashe
Eildon Community Resource Centre Committee of Management	Cr J Ashe
Gallipoli Park Precinct Committee of Management	Cr S McAulay
Glenburn Community Centre Committee of Management	Cr E Lording
Kinglake Memorial Reserve Committee of Management (in recess)	In recess
Mount Pleasant Reserve Committee of Management (in recess)	In recess
Strath Creek Reserves & Hall Committee of Management	Cr R Bowles
Yea Pioneer Reserve Committee of Management	Cr R Bowles
Yea Saleyards Committee of Management	Cr C Bisset Cr R Bowles (alternate)
Yea Showgrounds & Recreation Reserve Committee of Management	Cr R Bowles
Yea Wetlands Committee of Management	Cr R Bowles

COUNCIL COMMITTEES - Trust	
Committee Name	2018-2019
Yea Cemetery Trust	All Councillors

EXTERNAL COMMITTEES - Department of Environment, Land, Water and Planning (DELWP)	
Committees of Management	
Committee Name	2018-2019
Alexandra Racecourse & Recreation Reserve Committee of Management	Cr M Rae
Alexandra Showgrounds & Recreation Reserve Committee of Management	Cr M Rae
Flowerdale Community Hall Reserve Committee Inc.	Cr E Lording
Murrindindi Scenic Reserve Committee of Management	Cr C Bisset
Steavenson Falls Scenic Reserve Committee of Management	Cr C Bisset

EXTERNAL COMMITTEES - Other	
Committee Name	2018-2019
Central Ranges Local Learning & Employment Network (CRLLEN)	Cr C Bisset Cr E Lording (alternate)
Flowerdale Community House Inc.	Cr E Lording Manager Community Wellbeing
Goulburn Broken Greenhouse Alliance	Cr R Bowles Coordinator Environmental Sustainability
Goulburn River Valley Tourism Board	Director Assets and Development
Goulburn Valley Waste & Resource Recovery Local Government Forum	Cr L Dunscombe Cr J Ashe (alternate)
Municipal Association of Victoria (MAV) Delegate	Cr S McAulay Cr L Dunscombe (alternate)
Municipal Association of Victoria (MAV) – Planning Committee	Cr M Rae
Rural Councils Victoria (RCV)	Cr C Bisset

CARRIED**9. 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 2018/19.

RESOLUTION:

Cr M Rae / Cr R Bowles

That all Councillors be appointed as Trustees of the Yea Cemetery Trust for 2018/19.

CARRIED**10. COUNCIL MEETING TIMETABLE - 2019****Purpose**

This report is a proposed monthly timetable of Council meetings from January to December 2019.

Officer Recommendation:

That the proposed schedule be confirmed and the requisite scheduling and advertising arrangement take place to inform the community of the 2019 meeting timetable:

Meeting Date	Venue	Time
Wednesday 23 January 2019	Yea Council Chamber	6 pm
Wednesday 27 February 2019	Alexandra Council Chamber	6 pm
Wednesday 27 March 2019	Yea Council Chamber	6 pm
Wednesday 24 April 2019	Alexandra Council Chamber	6 pm
Wednesday 22 May 2019	Yea Council Chamber	6 pm
Wednesday 26 June 2019	Alexandra Council Chamber	6 pm
Wednesday 24 July 2019	Yea Council Chamber	6 pm
Wednesday 28 August 2019	Alexandra Council Chamber	6 pm
Wednesday 25 September 2019	Yea Council Chamber	6 pm
Wednesday 23 October 2019	Alexandra Council Chamber	6 pm
Wednesday 30 October 2019 <i>Special meeting</i>	Alexandra Council Chamber	6 pm
Wednesday 27 November 2019	Yea Council Chamber	6 pm
Wednesday 18 December 2019	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
- December 2019 meeting is proposed to be held on the third Wednesday of the month, as the fourth Wednesday falls on 25 December 2019
- commencement time of ordinary meeting of Council is 6 pm unless otherwise notified.

The proposed meeting schedule for 2019 is shown below:

Meeting Date	Venue	Time
Wednesday 23 January 2019	Yea Council Chamber	6 pm
Wednesday 27 February 2019	Alexandra Council Chamber	6 pm
Wednesday 27 March 2019	Yea Council Chamber	6 pm
Wednesday 24 April 2019	Alexandra Council Chamber	6 pm
Wednesday 22 May 2019	Yea Council Chamber	6 pm
Wednesday 26 June 2019	Alexandra Council Chamber	6 pm
Wednesday 24 July 2019	Yea Council Chamber	6 pm
Wednesday 28 August 2019	Alexandra Council Chamber	6 pm
Wednesday 25 September 2019	Yea Council Chamber	6 pm
Wednesday 23 October 2019	Alexandra Council Chamber	6 pm

Meeting Date	Venue	Time
Wednesday 30 October 2019 <i>Special meeting</i>	Alexandra Council Chamber	6 pm
Wednesday 27 November 2019	Yea Council Chamber	6 pm
Wednesday 18 December 2019	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.

RESOLUTION:

Cr M Rae / Cr C Bisset

That the proposed schedule be confirmed and the requisite scheduling and advertising arrangement take place to inform the community of the 2019 meeting timetable:

Meeting Date	Venue	Time
Wednesday 23 January 2019	Yea Council Chamber	6 pm
Wednesday 27 February 2019	Alexandra Council Chamber	6 pm
Wednesday 27 March 2019	Yea Council Chamber	6 pm
Wednesday 24 April 2019	Alexandra Council Chamber	6 pm
Wednesday 22 May 2019	Yea Council Chamber	6 pm
Wednesday 26 June 2019	Alexandra Council Chamber	6 pm
Wednesday 24 July 2019	Yea Council Chamber	6 pm
Wednesday 28 August 2019	Alexandra Council Chamber	6 pm
Wednesday 25 September 2019	Yea Council Chamber	6 pm
Wednesday 23 October 2019	Alexandra Council Chamber	6 pm
Wednesday 30 October 2019 <i>Special meeting</i>	Alexandra Council Chamber	6 pm
Wednesday 27 November 2019	Yea Council Chamber	6 pm

Meeting Date	Venue	Time
Wednesday 18 December 2019	Alexandra Council Chamber	6 pm

CARRIED

There being no further items of Business, the Chairperson declared the meeting closed at 6.16pm.

CONFIRMED THIS

28 NOVEMBER 2018

CHAIRPERSON

A. McAlway