



AGENDA  
of the  
SPECIAL MEETING OF COUNCIL  
WEDNESDAY 30 OCTOBER 2019

at

Murrindindi Shire Council  
Council Chamber  
Perkins Street  
Alexandra

6.00 pm

\*\* Audio recordings of all Council meetings are taken by Council's Governance Officers and published on Council's website. (Resolution of Council 23 January 2019)

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**1. PLEDGE AND RECONCILIATION STATEMENT****2. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE****3. DISCLOSURES OF INTEREST OR CONFLICT OF INTEREST****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 am on 30 October 2019, the Chief Executive Officer will call for a motion for appointment of a temporary Chairperson.

**Motion**

**That Councillor ..... be nominated as temporary Chairperson.**

**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. As this is the final year of the current Council's four year term, the election of the Mayor will be for a period of one year.

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.

**Motion**

**That Councillor ..... be elected as Mayor of Murrindindi Shire Council for the fourth year of the current Council term.**

**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)*.

**Motion**

**That Councillor ..... be elected as Deputy Mayor of Murrindindi Shire Council for fourth year of the current Council term.**

## **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 2019/20.

### **Motion**

**That Council appoint the following portfolio roles for the fourth year of the current Council term:**

- **Recreation and Youth – Cr**
- **Positive Ageing and Inclusion – Cr**
- **Land Use Planning – Cr**
- **Communication, Tourism and Events – Cr**
- **Infrastructure and Waste – Cr**
- **Environment – Cr**
- **Library Services – Cr**
- **Information Technology – Cr**
- **Corporate Services – Cr**
- **Early Learning and Community Planning – Cr**

### **Background**

At the Ordinary Meeting of Council on 27 March 2019, Council adopted a revised Portfolio Councillor Policy (refer Attachment 7)

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

Council can choose to change or discontinue 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 has indicated a preference for the following portfolio roles for the fourth year of the current Council term:

- Recreation and Youth
- Positive Ageing and Inclusion

- Land Use Planning
- Communication, Tourism and Events
- Infrastructure and Waste
- Environment
- Library Services
- Information Technology
- Corporate Services
- Early Learning and Community Planning

### **Council Plan/Strategies/Policies**

This matter is consistent with the *Council Plan 2017-2021 Our Promise* strategic objective 'we will all work in collaboration with our communities to deliver the best possible outcomes in all that we do'.

### **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.

### **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.

## **8. ADVISORY COMMITTEE AND OTHER APPOINTMENTS**

Attachment(s): Councillor Representative List 2019/20 (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.

### **Motion**

#### **That Council:**

- 1. appoints Councillors as Council's representatives to the listed committees and organisations for fourth year of the current Council term as contained within Attachment 8**
- 2. records the list of appointments for the fourth year of the current Council term 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 the composition of representatives on these committees have previously been adopted by 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 fourth year of the current Council term 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 strategic objective '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.

## **9. COUNCIL MEETING TIMETABLE - 2020**

### **Purpose**

This report is a proposed monthly timetable of Council meetings from January to December 2020.

### **Officer Recommendation**

**That the proposed schedule be confirmed and the requisite scheduling and advertising arrangement take place to inform the community of the 2020 meeting timetable:**

<b>Meeting Date</b>	<b>Venue</b>	<b>Time</b>
<b>Wednesday 22 January 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 26 February 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 25 March 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 22 April 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 27 May 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 24 June 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 22 July 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 26 August 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 23 September 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 28 October 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 4 November 2020</b> <i>Special meeting</i>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 25 November 2020</b>	<b>Yea - Council Chamber</b>	<b>6 pm</b>
<b>Wednesday 16 December 2020</b>	<b>Alexandra - Council Chamber</b>	<b>6 pm</b>

### **Background**

Council is able to determine its meeting 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 2020 meeting is proposed to be held on the third Wednesday of the month, as the fourth Wednesday is close to Christmas Day
- commencement time of ordinary meeting of Council is 6 pm unless otherwise notified.

The proposed meeting schedule for 2020 is shown below:

<b>Meeting Date</b>	<b>Venue</b>	<b>Time</b>
Wednesday 22 January 2020	Yea - Council Chamber	6 pm
Wednesday 26 February 2020	Alexandra - Council Chamber	6 pm
Wednesday 25 March 2020	Yea - Council Chamber	6 pm
Wednesday 22 April 2020	Alexandra - Council Chamber	6 pm
Wednesday 27 May 2020	Yea - Council Chamber	6 pm

Meeting Date	Venue	Time
Wednesday 24 June 2020	Alexandra - Council Chamber	6 pm
Wednesday 22 July 2020	Yea - Council Chamber	6 pm
Wednesday 26 August 2020	Alexandra - Council Chamber	6 pm
Wednesday 23 September 2020	Yea - Council Chamber	6 pm
Wednesday 28 October 2020	Alexandra - Council Chamber	6 pm
Wednesday 4 November 2020 <i>Special meeting *</i>	Alexandra - Council Chamber	6 pm
Wednesday 25 November 2020	Yea - Council Chamber	6 pm
Wednesday 16 December 2020	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/Policies**

This matter is consistent with the *Council Plan 2017-2021 Our Promise* strategy '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 newspapers and on Council's website to inform the community.