



South Gippsland
Shire Council

Come for the beauty, Stay for the lifestyle

COUNCIL MINUTES

**SPECIAL (STATUTORY) MEETING
WEDNESDAY 6 NOVEMBER 2013
COUNCIL CHAMBERS, LEONGATHA
COMMENCED AT 2.30PM**

ELECTION OF MAYOR, DEPUTY MAYOR AND COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

Mr Tim Tamlin, Chief Executive Officer presided over the Meeting in the role of Temporary Chair in accordance with Clause 7 of South Gippsland Shire Council Local Law No.3 2010 until after the election of the Mayor.

PRESENT:

Councillors: Nigel Hutchinson-Brooks, Kieran Kennedy, Mohya Davies, James Fawcett, Jeanette Harding, Robert Newton, Lorraine Brunt, Andrew McEwen and Don Hill.

OFFICERS:

| | |
|--------------------------|--------------------------------------|
| Tim Tamlin | Chief Executive Officer |
| Anthony Seabrook | Director Engineering Services |
| Jan Martin | Director Community Services |
| Phil Stone | Director Development Services |
| June Ernst | Director Corporate Services |
| Luke Anthony | Manager Governance Services |
| David Roche | Governance Coordinator |
| Natasha Berry | Governance Officer |
| Christian Stefani | Manager Customer Relations |

MISSION

To effectively plan and provide for the social, built, economic and natural environments that ensure the future wellbeing of South Gippsland Communities.

SOUTH GIPPSLAND SHIRE COUNCIL

SPECIAL (STATUTORY) MEETING OF COUNCIL WEDNESDAY 6 NOVEMBER 2012 COUNCIL CHAMBERS, LEONGATHA COMMENCED AT 2.30PM

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Tim Tamlin
Chief Executive Officer

SECTION A - PRELIMINARY MATTERS

A.1 WELCOME BY TEMPORARY CHAIR

Mr Tim Tamlin, Chief Executive Officer, welcomed all Councillors and the gallery to the Special (Statutory) Meeting of Council.

It was noted that the Chief Executive Officer presides as Temporary Chair at the Meeting until the Mayor is elected as provided for in Local Law No 3. 2010 – Processes of Municipal Government – Clauses 6 and 7.

The Temporary Chair advised that the election of the Mayor, and if resolved by Council, a Deputy Mayor, will be supervised by Ms Sheryl Bruce, Returning Officer, an experienced Victorian Electoral Commission official, who has been appointed by the Chief Executive Officer to act as the Returning Officer.

A.2 OPENING PRAYER – MR TIM TAMLIN

We pray to God to guide us so that the thoughts we have and the decisions we make this day, are in the best interests of the people of the South Gippsland Shire.

Amen

A.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS – MR TIM TAMLIN

The South Gippsland Shire Council respectfully acknowledges the Traditional Custodians of this Land, Elders past and present, their Spirits and Ancestors.

A.4 APOLOGIES

Nil

A.5 REQUESTS FOR LEAVE OF ABSENCE

NIL

A.6 DECLARATION OF CONFLICT OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a direct or an indirect interest is now considered to be a conflict of interest. Conflict of interest legislation is in sections 77A, 77B, 78, 78A-D and 79 of the Local Government Act 1989. This legislation can be obtained by contacting the Council's Governance Services Department or by accessing the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au. An interest may be by close association, financial, conflicting duties or receipt of gifts.

If a Councillor or staff member discloses any interest in an item discussed at any Council Meeting (whether they attend or not) they must:

- Complete a disclosure of interest form prior to the Meeting (forms are available from the Organisational Development Department – Governance).
- Advise the Chair of the interest immediately before the particular item is considered (if attending the Meeting).
- Leave the Council Chamber or Meeting room while the item is being discussed and during any vote taken (if attending the Meeting).

The Councillor or staff member will be advised to return to the Council Chamber or Meeting room immediately after the item has been considered and the vote is complete.

Councillors should check the Minutes of the Council Meeting to ensure their disclosure is recorded accurately.

Councillors are not required to disclose conflict of interest in relation to matters only considered at Meetings they do not attend.

Detailed information is available in Conflict of Interest in *A Guide for Councillors June 2011*.

| Type of Interest | | Example of Circumstance |
|--------------------------|-----------------------------|---|
| Direct Interest | | Reasonably likely that your benefits, obligations, opportunities or circumstances will be directly altered. Reasonably likely to receive a direct benefit or loss measurable in money. Reasonably likely that your residential amenity will be directly affected. |
| Indirect Interest | Close Association | A member of your family has a direct interest or an indirect interest. A relative has a direct interest. A member of your household has a direct interest. |
| | Indirect financial Interest | Likely to receive a benefit or loss, measurable in money, resulting from a change to another person's interest. Holding shares in a company or body that has a direct interest (subject to threshold) When a person with a direct interest owes money to you. |
| | Conflict of Duty | Manager or member of the governing body of an organisation with a direct interest. Trustee for a person with a direct interest. Past dealings in relation to the matter as duty to another person or body. |
| | Applicable Gift | Gifts valued at \$500 in previous 5 years. Election donations valued at or above \$500 in previous 5 years. Gifts other than election campaign donations that were received more than 12 months before a person became a Councillor are exempt. |
| | Party to the Matter | Initiated or became party to civil proceedings in relation to the matter. |

Privacy

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

Council undertakes audio recordings of Council Meetings as a contribution to good governance and accuracy of minutes. An audio recording of this meeting is being made for the purpose of verifying the accuracy of minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, and subpoena or by any other law such as the Freedom of Information Act 1982. It should be noted that other people present at the meeting may be recording the meeting and Council has limited power to regulate this. Council has developed a policy to regulate recordings, "Sound Recording of Council Meetings". A copy of this policy is located on Council's website www.southgippsland.vic.gov.au. Further information or a copy of the policy or can be obtained by contacting Council's Organisational Development Department (Governance).

Nil

A.7 DECLARATION OF CONFLICT OF INTEREST FOR STAFF

Sections 80B and 80C of the Local Government Act 1989 require members of Council staff who have delegated functions and /or provide advice to Council or a Special Committee to disclose conflicts of interest. If Council staff have written, provided information/advice or approved a Council Report and have a conflict of interest it is the responsibility of that staff member to disclose the interest. Guidance to identifying and disclosing a conflict of interest is contained in Department of Planning and Community Development in '*Conflict of Interest A Guide for Council staff*', October 2011.

Nil

A.8 END OF TERM REMARKS – MAYOR AND DEPUTY MAYOR

Cr Kennedy addressed Council with end of term comments regarding his term as Mayor, including the ground work in establishing the short, medium and long term directions of Council.

Cr Hutchinson-Brooks addressed Council with end of term comments regarding his term as Deputy Mayor, his comments included:

- **Congratulating Cr Kennedy in his role as Mayor and noted his diligence in attending Council days.**
 - **Highlighting the honour of being able to represent Council by attending the recent National Police Remembrance Day in Moe.**
 - **Noting Council’s difficult agenda and that some elements take time to change, including the development of a zero-based budgeting model and application.**
 - **Impressing that this is a cohesive Council and that even though Councillors may not agree on particular issues at the end of the day they remain a working team.**
-

SECTION B – COUNCIL REPORTS

B.1 DETERMINATION OF TERM OF MAYOR

Corporate Services Directorate

EXECUTIVE SUMMARY

Section 71 of the Local Government Act 1989 (the Act) requires that Councillors must elect a Councillor to be the Mayor of the Council at a meeting of Council that is open to the public.

Specifically Section 71 (2) states:

Before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of 2 years.

Whilst Councillors may resolve to elect the Mayor for a period of two years, it is recommended that Council continue with the precedent of electing the Mayor for a one year term.

LEGISLATIVE/ACTION PLANS/STRATEGIES / POLICIES

Local Government Act (the Act) 1989, Section 71, 89

Local Law No.3 2010 - Processes of Municipal Government (Meeting Procedures and Common Seal) – Clause 6, 7

INTERNAL POLICIES/STRATEGIES/DOCUMENTS

COUNCIL PLAN

| | | |
|--------------|-------|--|
| Outcome: | 4.0 | A Leading Organisation |
| Objective: | 4.2 | Pursue best practice in organisational development and operations of the organisation. |
| Strategy No: | 4.2.3 | We will make informed decisions and provide opportunities for the community to participate in the decision making process. |

CONSULTATION

Councillors have considered this report prior to this Special (Statutory) Meeting.

REPORT

Background

Council may, before electing a Mayor, resolve to elect a Mayor for two years.

Council's Local Law No 3. 2010 Clause 6 (d) also states that:

Council may resolve to elect the Mayor for a term of two years at the Special Meeting of Council prior to nominations being called for by the Temporary Chair. If no such resolution is passed the term of the Mayor remains at one year.

The term of office of Mayor will commence today upon appointment by Council and become vacant at 6 a.m. on the day of the Special (Statutory Meeting) scheduled to elect the next Mayor in 2014, or 2015 if a two year term is adopted, in accordance with Section 72 of the Act.

Any Councillor is eligible for election or re-election to the office of Mayor under section 72 of the Act.

Options

Council may elect a Mayor for a one or two year term. Outlined below are some considerations for each option.

- **One year Mayoral term:** enables flexibility and provides an opportunity for the Mayoral workload to be distributed across Councillors during the four year Council term.
- **Two year Mayoral term:** provides for stability of office for a longer period.

Proposal

That Council elect the Mayor for a term of one year.

FINANCIAL CONSIDERATIONS

The Councillors are paid an annual allowance to assist them in performing their duties. The Mayor has a higher allowance to cover the increased workload experienced with this role.

Mayoral and Councillor Allowances were set by Council on 24 April 2013 and currently funded in annual budgets. These allowances are:

- Mayoral allowance \$69,325 per annum; and
- Councillor allowance \$22,405 per annum.

RISK FACTORS

Nil

RECOMMENDATION

That Council elect the Mayor for a term of one year in accordance with section 71 (2) of the Local Government Act 1989.

STAFF DISCLOSURE OF INTEREST

Nil

MOVED: Cr Kennedy

SECONDED: Cr Newton

THAT COUNCIL ELECT THE MAYOR FOR A TERM OF ONE YEAR IN ACCORDANCE WITH SECTION 71 (2) OF THE LOCAL GOVERNMENT ACT 1989.

CARRIED UNANIMOUSLY

B.2 ELECTION OF MAYOR

Corporate Services Directorate

EXECUTIVE SUMMARY

Section 71 of the Local Government Act (the Act) 1989, states that the Mayor is to be elected by Councillors at a meeting that is open to the public.

The purpose of this report is to facilitate the election of the Mayor.

The term of office of Mayor will commence today upon appointment by Council and become vacant following the conclusion of the term adopted today by Council in Item B.1 Determination of Term of Mayor.

LEGISLATIVE/ ACTION PLANS/STRATEGIES/POLICIES

Local Government Act 1989, Section 71, 89

Local Law No.3 2010 - Processes of Municipal Government (Meeting Procedures and Common Seal) – Clause 6, 7

INTERNAL POLICIES/STRATEGIES/DOCUMENTS

COUNCIL PLAN

| | | |
|--------------|-------|--|
| Outcome: | 4.0 | A Leading Organisation |
| Objective: | 4.2 | Pursue best practice in organisational development and operations of the organisation. |
| Strategy No: | 4.2.3 | We will make informed decisions and provide opportunities for the community to participate in the decision making process. |

CONSULTATION

Councillors have considered this report prior to this Special (Statutory) Meeting.

REPORT

Background

The Chief Executive Officer presides as Temporary Chair at the Meeting until the Mayor is elected as provided for in Council's Local Law No. 3 2010 – Clause 6 and 7.

The election of the Mayor will be supervised by Sheryl Bruce, Returning Officer from the Victorian Electoral Commission, appointed by the Chief Executive Officer to act as the Returning Officer.

Section 89 of the Act requires a meeting that is open to members of the public and must not be in secret, therefore the voting method for the election is to be undertaken by a show of hands. With the exception of the voting method, the general provisions of Council's Local Law No 3. 2010 regarding the election of Mayor and counting of votes apply.

Section 71 of the Act requires the election of Mayor is to take place after the fourth Saturday in October but no later than 30 November each year.

The term of office of Mayor will commence today upon appointment by Council and become vacant at 6 a.m. on the day of the Special (Statutory) Meeting scheduled to elect the next Mayor in 2014, or 2015 if Council adopted a two year term in Item B.1 Determination of Term of Mayor, in accordance with Section 72 of the Act.

The role of the Mayor, as defined in Section 73 of the Act, is to take precedence at all municipal proceedings within the municipal district and the Mayor must take the chair at all meetings of the Council at which he or she is present.

Proposal

For Council to elect a Mayor for the term adopted in Item B.1.

FINANCIAL CONSIDERATIONS

Mayoral and Councillor allowances were set by Council on 24 April 2013 and are currently funded in annual budgets. These allowances are:

- Mayoral allowance \$69,325 per annum; and
- Councillor allowance \$22,405 per annum.

RISK FACTORS

Nil

RECOMMENDATION

That Council proceed to elect a Mayor of the South Gippsland Shire Council for the 2013-2014 term.

STAFF CONFLICT OF INTEREST

Nil

ELECTION

1. CALL FOR NOMINATIONS AND ACCEPTANCE OF NOMINATIONS

The Chief Executive Officer, presiding as Temporary Chair, will explain the nomination and voting process and then call for nominations and confirm acceptance of nominations.

Section 90 of the Act requires that voting be carried out by a show of hands. With the exception of the voting method, the general provisions of Council's Local Law No 3. 2010 regarding the election of Mayor and Deputy Mayor and counting of votes will apply which include:

- That nominations may be made by any Councillor for any Councillor;
- Nominations may be submitted in writing prior to this meeting;
- Councillors can nominate themselves;
- Nominations do not require a seconder;
- Nominees will be asked to clearly indicate their acceptance of the nomination;
- Any candidate can withdraw their candidature at any time during the election;
- The Chair will call for final nominations and upon receiving no further nominations will declare nominations closed; and
- If the Chair receives only one nomination, they will advise that unless there are further nominations, nominations will be declared closed and the only candidate declared duly elected.

2. VERBAL PRESENTATION BY CANDIDATES

Each candidate (if there is more than one) will be offered an opportunity to address the other Councillors for up to 5 minutes in support of their candidature.

3. TEMPORARY CHAIRPERSON TO CONDUCT THE ELECTION

If there is more than one candidate, the Chief Executive Officer, as Temporary Chair, will conduct the election, which will be supervised by Returning Officer, Sheryl Bruce.

The election will be conducted in accordance with Section 71 and 89 of the Act and Council's Local Law No 3. Clauses 6 and 7. The process is conducted until a candidate receives an absolute majority of the votes, which if either eight or nine Councillors are present, is five votes.

4. DECLARATION OF RESULT

Once the Chief Executive Officer determines an absolute majority of votes has been received by a single candidate, he will confirm the result with the Returning Officer and declare the results. The results will be recorded in the minutes of the Special (Statutory) Meeting.

5. ADDRESS BY NEWLY ELECTED MAYOR

The newly elected Mayor will take the Chair of the Special (Statutory) Meeting and briefly address the Meeting if they desire, prior to proceeding to the next item.

NOMINATIONS FOR ELECTION OF MAYOR

The Temporary Chairperson called for nominations.

Cr Jeanette Harding nominated Cr Kieran Kennedy.

Cr Kennedy accepted the nomination.

Cr Fawcett nominated himself.

The Temporary Chairperson called for further nominations for Mayor and there were none forthcoming.

Crs Kennedy and Fawcett spoke in support of their nominations.

The Temporary Chairperson asked the Councillors to vote, the result of which was:

Crs Kennedy, Hill, Harding, McEwen voted for Cr Kennedy.

Crs Davies, Fawcett, Hutchinson-Brooks, Newton and Brunt voted for Cr Fawcett.

The Temporary Chairperson declared Cr James Fawcett duly elected Mayor of South Gippsland Shire Council and congratulated Cr Fawcett on his election.

The result of the vote was confirmed by the Returning Officer.

The Mayor, Cr Fawcett assumed the Chair and addressed Council.

B.3 DECISION TO ELECT A DEPUTY MAYOR

Corporate Services Directorate

EXECUTIVE SUMMARY

Councillors are required to elect a Mayor of the Council as required under Section 71 of the Local Government Act 1989.

Council's Local Law No 3. 2010 also provides for the election of a Deputy Mayor if desired by Council.

This report recommends that Council elect a Deputy Mayor for a one year term. A one year term is recommended to Council, even if a two year term is decided for the Mayor, to allow an increased opportunity for Councillors to nominate for this role as both a development opportunity and to share the associated workload.

LEGISLATIVE / ACTION PLANS / STRATEGIES / POLICIES

Local Government Act 1989, Section 71, 90

Local Law No.3 2010 - Processes of Municipal Government (Meeting Procedures and Common Seal) – Clause 6, 7

INTERNAL POLICIES / STRATEGIES / DOCUMENTS

COUNCIL PLAN

| | | |
|--------------|-------|--|
| Outcome: | 4.0 | A Leading Organisation |
| Objective: | 4.2 | Pursue best practice in organisational development and operations of the organisation. |
| Strategy No: | 4.2.3 | We will make informed decisions and provide opportunities for the community to participate in the decision making process. |

CONSULTATION

Councillors have considered this report prior to this Special (Statutory) Meeting.

REPORT

Background

Council's Local Law No 3. 2010 provides for the election of a Deputy Mayor. This role is to deputise for the Mayor in providing a leadership and formal representational presence at civic, ceremonial and public engagements; and chair Council Meetings on occasions when the Mayor is unable to do so.

Council has traditionally elected a Deputy Mayor. For the 2010 - 2011, 2011 – 2012 and 2012 – 2013 terms Council determined to elect a Deputy Mayor.

Proposal

That Council elect a Deputy Mayor for a one year term to deputise for the Mayor.

FINANCIAL CONSIDERATIONS

Councillor allowances are currently funded in annual budgets. No additional allowance is paid to a Deputy Mayor beyond the Councillor allowance.

RISK FACTORS

Nil

RECOMMENDATION

That Council elect a Deputy Mayor for a one year term, to deputise for the Mayor.

STAFF CONFLICT OF INTEREST

Nil

MOVED: Cr Newton

SECONDED: Cr Kennedy

THAT COUNCIL ELECT A DEPUTY MAYOR FOR A ONE YEAR TERM, TO DEPUTISE FOR THE MAYOR.

CARRIED UNANIMOUSLY

B.4 ELECTION OF DEPUTY MAYOR

Corporate Services Directorate

EXECUTIVE SUMMARY

The purpose of this report is to facilitate the election of Deputy Mayor, if Council decides to elect a Deputy Mayor in Item B.3 - Decision to Elect a Deputy Mayor. The term of Deputy Mayor will also have been determined in item B.3 - Decision to Elect a Deputy Mayor.

The election of Deputy Mayor will be chaired by the newly elected Mayor in accordance with Council's Local Law No. 3 2010 Clauses 6 and 7.

The election of the Deputy Mayor will be supervised by Sheryl Bruce, Returning Officer from the Victorian Electoral Commission, to act as the Returning Officer.

LEGISLATIVE/ ACTION PLANS/STRATEGIES/POLICIES

Local Government Act (the Act) 1989, Section 71, 90

Local Law No.3 2010 - Processes of Municipal Government (Meeting Procedures and Common Seal) – Clause 6, 7

INTERNAL POLICIES/STRATEGIES/DOCUMENTS

COUNCIL PLAN

| | | |
|--------------|-------|--|
| Outcome: | 4.0 | A Leading Organisation |
| Objective: | 4.2 | Pursue best practice in organisational development and operations of the organisation. |
| Strategy No: | 4.2.3 | We will make informed decisions and provide opportunities for the community to participate in the decision making process. |

CONSULTATION

Councillors have considered this report prior to this Special (Statutory) Meeting.

REPORT

Background

The election of the Deputy Mayor will be chaired by the newly elected Mayor and supervised by Sheryl Bruce, Returning Officer from the Victorian Electoral Commission, acting as the Returning Officer.

Section 89 of the Local Government Act (the Act) 1989 requires that a meeting that is open to members of the public and must not be in secret, therefore the voting method for the election is to be undertaken by a show of hands. With the exception of the voting method, the general provisions of Council's Local Law 3. 2010 regarding the election of Deputy Mayor and the counting of votes apply.

The term of Deputy Mayor will commence today upon appointment by Council and become vacant at 6am on the day of the Special (Statutory) Meeting in 2014, or 2015 if Council adopts a two year term in Item B.3 Decision to Elect a Deputy Mayor.

Proposal

For Council to elect a Deputy Mayor for the term adopted in Item B.3 Decision to Elect a Deputy Mayor.

FINANCIAL CONSIDERATIONS

Councillor allowances are currently funded in annual budgets. No additional allowance is paid to a Deputy Mayor beyond the Councillor allowance.

RISK FACTORS

Nil

RECOMMENDATION

That Council proceed to elect a Deputy Mayor of the South Gippsland Shire Council for the 2013-2014 term.

STAFF CONFLICT OF INTEREST

Nil

ELECTION

1. CALL FOR NOMINATIONS AND ACCEPTANCE OF NOMINATIONS

The Mayor, presiding as Chair, will explain the nomination and voting process and then call for nominations and confirm acceptance of nominations.

Section 90 of the Act requires that voting be carried out by a show of hands. With the exception of the voting method, the general provisions of Council's Local Law No 3. 2010 regarding the election of Mayor and Deputy Mayor and counting of votes will apply which include:

- That nominations may be made by any Councillor for any Councillor;
- Nominations may be submitted in writing prior to this meeting;
- Councillors can nominate themselves;

- Nominations do not require a seconder;
- Nominees will be asked to clearly indicate their acceptance of the nomination;
- Any candidate can withdraw their candidature at any time during the election;
- The Chair will call for final nominations and upon receiving no further nominations will declare nominations closed; and
- If the Chair receives only one nomination, they will advise that unless there are further nominations, nominations will be declared closed and the only candidate declared duly elected.

2. VERBAL PRESENTATION BY CANDIDATES

Each candidate (if there is more than one) will be offered an opportunity to address the Mayor and other Councillors for up to 5 minutes in support of their candidature.

3. MAYOR TO CONDUCT THE ELECTION

If there is more than one candidate, the Mayor will conduct the election, which will be supervised by Returning Officer, Sheryl Bruce.

The election will be conducted in accordance with Section 71 and 89 of the Act and Council's Local Law No 3. 2010 Clauses 6 and 7. The process is conducted until a candidate receives an absolute majority of the votes, which if either eight or nine Councillors are present, is five (5) votes.

4. DECLARATION OF RESULT

Once the Mayor determines an absolute majority of votes has been received by a single candidate, they will confirm the result with the Returning Officer and declare the results. The results will be recorded in the minutes of the Special (Statutory) Meeting.

5. ADDRESS BY NEWLY ELECTED MAYOR

The Mayor will then invite the newly elected Deputy Mayor to briefly address Special (Statutory) Meeting if they desire, prior to proceeding to the next item.

NOMINATIONS FOR ELECTION OF DEPUTY MAYOR

The Mayor called for nominations.

Cr Kennedy nominated Cr Harding.

Cr Harding accepted the nomination.

Cr Hutchinson-Brooks nominated Cr Davies.

Cr Davies accepted the nomination.

Crs Harding and Davies spoke in support of their nominations.

The Mayor asked the Councillors to vote, the result of which was:

Crs Hill, Kennedy, Brunt, McEwen and Harding voted for Cr Harding.

Crs Davies, Hutchinson-Brooks, Fawcett and Newton voted for Cr Davies.

The Mayor declared Cr Jeanette Harding duly elected Deputy Mayor of South Gippsland Shire Council and congratulated Cr Harding on her election.

The result of the vote was confirmed by the Returning Officer.

The Deputy Mayor, Cr Harding addressed Council.

B.5 COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

Corporate Services Directorate

EXECUTIVE SUMMARY

Council has traditionally appointed Councillors to a range of Internal and External Committees and Project Groups for the period of one year.

These appointments are reviewed annually at each Special (Statutory) Meeting of Council to ensure appropriate representation and contribution. This Report provides a schedule (refer Attachment 1) of the recommended appointments of Councillors to Committees for the period commencing 6 November 2013 until the scheduled Special (Statutory) Meeting of 2014. If a Council Meeting is not required to elect a Mayor in 2014, the appointments will remain until otherwise determined by Council.

Appointment to these Committees ensures Council is represented and involved in key discussion and planning both with the community, and at state and federal levels.

The Committees include:

- Council Internal Advisory and Steering Committees
- Council Internal Project Control Groups
- External Community Based Committees
- Peak Local Government Bodies
- Industry Bodies

Document pertaining to this Council Report

- **Attachment 1** - list of internal and external committees and recommended appointments

LEGISLATIVE / ACTION PLANS / STRATEGIES / POLICIES

Local Government Act 1989, section 3D, section 139

COUNCIL PLAN

| | | |
|-----------------|-------|--|
| Strategic Goal: | 4.0 | A Leading Organisation. |
| Outcome: | 4.2 | Pursue best practice in organisational development and operations of the organisation. |
| Strategy No: | 4.2.3 | We will make informed decisions and provide opportunities for the community to participate in the decision making process. |

CONSULTATION

Councillors have considered and discussed this report and potential appointments to Committees prior to this Special (Statutory) Meeting. The Committees are those which were relevant at the time of discussion and can be reviewed as required throughout the year.

REPORT

Background

Council has traditionally appointed Councillors to provide leadership, advocacy, support and active engagement with the community and to have access to strategic advice and information.

During the year Council may nominate to form internal Council Committees or receive additional requests for representation on external Committees.

Proposal

It is proposed that Council appoint Councillors to Committees, including Advisory Committees, for the term commencing 6 November 2013 until the scheduled Special (Statutory) Meeting of 2014.

Councillors may decide to make amendments prior to adopting the schedule in **Attachment 1**.

Councillors may consider additional requests for representation on Committees throughout the year; it is recommended that appointments be referred to Council for adoption.

FINANCIAL CONSIDERATIONS

Funds are allocated in current and forward budgets where appropriate for membership fees and any subscriptions required as part of the memberships.

RISK FACTORS

The investment of Councillor time and resources returns positive outcomes and opportunities for Council and the community through access to strategic information, and Councillors providing advocacy and leadership for the advantage of the community.

RECOMMENDATION

That Council:

1. Appoint Councillors to Committees for a term commencing 6 November 2013 until the Special (Statutory) Meeting of 2014 to elect the Mayor, as per the finalised schedule found at Attachment 1;
2. Consider future appointments to new Committees or changes to Committee appointments made in Attachment 1, and that any required changes be reported to Council for adoption.

STAFF CONFLICT OF INTEREST

Nil

MOVED: Cr McEwen

SECONDED: Cr Kennedy

THAT THE CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE BE EXTENDED TO FOUR (4) COUNCILLOR MEMBERS.

CARRIED

For: Crs Hutchinson-Brooks, Hill, McEwen, Newton and Kennedy.

Against: Crs Brunt, Davies Harding and Fawcett.

Cr Kennedy left the Meeting at 3.26pm.

Cr Kennedy returned to the Meeting at 3.27pm.

An informal vote was taken to determine the representation on the Combined Pools Advisory Committee. Councillors Davies, Brunt and Hill requested to be represented on this Committee however the vacancy is for two (2) Councillors.

As a result of the informal vote Crs Brunt and Hill were nominated to represent Council on the Combined Pools Advisory Committee.

MOVED: Cr Newton

SECONDED: Cr Hill

THAT COUNCIL:

- 1. APPOINT COUNCILLORS TO COMMITTEES FOR A TERM COMMENCING 6 NOVEMBER 2013 UNTIL THE SPECIAL (STATUTORY) MEETING OF 2014 TO ELECT THE MAYOR, AS PER THE FINALISED SCHEDULE FOUND AT ATTACHMENT 1;**
- 2. CONSIDER FUTURE APPOINTMENTS TO NEW COMMITTEES OR CHANGES TO COMMITTEE APPOINTMENTS MADE IN ATTACHMENT 1, AND THAT ANY REQUIRED CHANGES BE REPORTED TO COUNCIL FOR ADOPTION.**

CARRIED UNANIMOUSLY

Attachment 1

Schedule of Councillor Appointments to Committees

| Internal Committees / Project Control Groups | For Appointment | 2013/14 Appointment |
|---|---------------------------------------|---|
| Access and Inclusion Advisory Committee (AIC) | 2 Councillors | Councillor Newton Councillor Brunt Councillor Kennedy (substitute) |
| Audit Committee | Mayor and 1 Councillor | Mayor, Councillor Fawcett Councillor Davies |
| Australia Day Awards | Mayor, Deputy Mayor and 1 Councillor | Mayor, Councillor Fawcett Deputy Mayor, Councillor Harding Councillor Davies |
| Chief Executive Officer Review Committee | Mayor, Deputy Mayor and 2 Councillors | Mayor, Councillor Fawcett Deputy Mayor, Councillor Harding Councillors Hill and Hutchinson-Brooks |
| Combined Pools Advisory Committee | 2 Councillors | Councillor Brunt Councillor Hill |
| Leongatha Memorial Hall Advisory Committee | 1 Councillor | To be considered following review of the Committee. |
| Municipal Fire Management Planning Committee | 1 Councillor | Councillor Hutchinson-Brooks |
| Mossvale Park Advisory Committee | 1 Councillor | Councillor Hill |
| South Gippsland Swimming Pool and Sports Hub (SPLASH) Advisory Committee | 1 Councillor and 1 Substitute | Councillor Brunt Councillor Fawcett (substitute) |
| South Gippsland Youth Council | 1 Councillor and 1 Substitute | Councillor McEwen Councillor Davies (substitute) |
| Toora Railway Reserve Park Advisory Committee | 1 Councillor | Councillor Harding |
| Economic Development and Tourism Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 4 Councillors | Councillor Hutchinson-Brooks Councillor Davies Councillor McEwen Councillor Harding |

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| Review of Caravan Parks Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 6 Councillors | Councillor Harding Councillor Davies Councillor McEwen Councillor Fawcett Councillor Hutchinson-Brooks Councillor Hill |
| Community Engagement and Evolving Vision Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 9 Councillors | All Councillors |
| Financial Sustainability Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 9 Councillors | All Councillors |
| Korumburra Round Table Steering (Committee Membership Previously Confirmed via Terms of Reference) | 3 Councillors | Councillor McEwen Councillor Newton Councillor Brunt |
| Rating Strategy Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 3 Councillors | Mayor, Councillor Fawcett Councillor Brunt Councillor Hill |
| Social Community Infrastructure Steering Committee (Committee Membership Previously Confirmed via Terms of Reference) | 5 Councillors | Councillor Davies Councillor McEwen Councillor Brunt Councillor Fawcett Councillor Hill |
| Korumburra Town Centre Framework Plan | 3 Councillors | Councillor Brunt Councillor Newton Councillor McEwen |
| Municipal Emergency Management Planning Committee | 1 Councillor | Councillor Hutchinson-Brooks |
| Recreation Advisory Committee | 1 Councillor and 1 Substitute | Councillor Davies Councillor McEwen (substitute) |
| Port Welshpool Marina | 4 Councillors | Councillor Harding Councillor Davies Councillor Fawcett Councillor Brunt |

| External Committees | For Appointment | 13/14 Appointment |
|--|-----------------------------------|---|
| Australian Wide Rural Road Group | 1 Councillor | Councillor Davies Councillor Harding (substitute) |
| Gippsland Regional Waste Management Group (GRWMG) | 1 Councillor | Councillor McEwen |
| Leongatha Recreation Reserve Committee | 1 Councillor | Councillor Fawcett |
| Municipal Association of Victoria (MAV) Environment Committee | 1 Councillor | Councillor Kennedy |
| Prom Country Regional Tourism Committee | 1 Councillor | Councillor Harding |
| Municipal Association of Victoria (MAV) | Mayor and Deputy as Substitute | Mayor Fawcett (Substitute – Deputy Mayor, Cr Harding) |
| South East Australian Transport Strategy Inc. (SEATS) | 1 Councillor | Councillor Harding Councillor Davies (substitute) |
| West Gippsland Regional Library Board | 1 Councillor and 1 Substitute | Councillor Newton Councillor Davies (substitute) |
| Gippsland Local Government Network (GLGN) | Mayor and Deputy as Substitute | Mayor, Cr Fawcett (Substitute – Deputy Mayor, Cr Harding) |
| Advancing Country Towns Lower Tarwin Valley Steering Committee | 1 Councillor | Councillor McEwen |
| South Gippsland Community Weeds Taskforce | 2 Councillors | Councillor Newton Councillor Hill |
| Great Southern Rail Trail Committee of Management | 1 Councillor and 1 Substitute | Councillor Davies Councillor Harding (substitute) |
| Leongatha Education Precinct (LEP) - Governance Board | 1 Councillor | Councillor Hutchinson- Brooks |
| Regional Aboriginal Justice Advisory Committee (RAJAC) Gippsland Region | 1 Councillor | Councillor Kennedy Councillor Davies (substitute) |

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| Roadsafe Gippsland | 1 Councillor | Councillor Newton |
| Port Welshpool Long Jetty Redevelopment Project Control Group | 1 Councillor | Councillor Harding |
| South West Gippsland Transport Users | 3 Councillors | Councillor McEwen Councillor Harding Councillor Brunt |
| Coastal Agency Liaison Group | 2 Councillors | Councillor Harding Councillor Davies |
| Tarwin Lower Recreation Reserve Committee | 1 Councillor | Councillor Kennedy |
| Rural Finance Counselling Service | 1 Councillor | Councillor Newton |
| Municipal Association of Victoria (MAV) Planning Committee | 1 Councillor | Councillor Hutchinson-Brooks |
| MAV Transport and Infrastructure Committee | 1 Councillor | Councillor McEwen Councillor Harding (substitute) |
| Tarwin Valley Development Group Committee | 1 Councillor | Councillor McEwen |
| Alliance of Councils for Rail Freight Development | 1 Councillor, 1 substitute | Councillor McEwen Councillor Harding (substitute) |

SECTION C – MEETING CLOSED

NEXT MEETING

The next Ordinary Council Meeting open to the public will be held on Wednesday, 27 November 2013 commencing at 2pm in the Council Chambers, Leongatha.

The Meeting closed at 3.39pm.

CONFIRMED:.....

CR JAMES FAWCETT – MAYOR

Date:.....