



# COUNCIL MINUTES

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**SPECIAL (STATUTORY) MEETING  
WEDNESDAY 5 NOVEMBER 2014  
COUNCIL CHAMBERS, LEONGATHA  
COMMENCED AT 10.30AM**

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

**OFFICERS:**

Mr Tim Tamlin	Chief Executive Officer
Anthony Seabrook	Director Engineering Services
Jan Martin	Director Community Services
June Ernst	Director Corporate Services
Bryan Sword	Director Development Services
Luke Anthony	Manager Governance Services
Natasha Berry	Governance Officer
Heather Williams	Council Support 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 WEDNESDAY 5 NOVEMBER 2014 COUNCIL CHAMBERS, LEONGATHA COMMENCED AT 10.30AM**

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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 Councillors and people in the public 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 from the Victorian Electoral Commission, who has been appointed by the Chief Executive Officer to act as the Returning Officer.**

### **A.2 OPENING PRAYER – TEMPORARY CHAIR (CEO)**

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 – TEMPORARY CHAIR (CEO)**

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](http://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
<b>Direct Interest</b>		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.
<b>Indirect Interest</b>	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.

**Nil**

## **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](http://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).

## **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**

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**Cr Fawcett addressed Council with end of term comments regarding his term as Mayor, his comments included:**

- **Successful performance as demonstrated by recent achievements in securing commitment funding for Great Southern Rail Trail, Leongatha Heavy Vehicle By-pass and Korumburra Integrated Children’s Centre.**
  - **Formed a community driven Rating Strategy Committee to review and reform rate differentials.**
  - **Passed a responsible budget that meets community needs.**
  - **Retained the Chief Executive Officer for a further 5 years reaffirming commitment to a strong organisation; stable, capable of meeting the needs and services of our community.**
  - **Social Media presence through page on FaceBook.**
  - **Introduction of ‘Our Say’ community engagement tool to inform and provide direction for the forthcoming budget.**
  - **Important process is the setting of annual budget; the setting of the rates we pay, the services delivered and the infrastructure the community uses and enjoys. The Budget affects the lives of all in our community. Over the last 5 years there has been genuine concern over rate levels and noted that any future productivity savings should be used towards rate relief. There will be difficult decisions between Community and Council regarding future service and infrastructure levels.**
  - **Thanked the CEO and the Executive Team for provision of sound advice and respect displayed towards Councillors.**
  - **Thanked former Deputy Mayor, Cr Jeanette Harding for support and sound advice and thanked Councillors in working towards promoting the community of South Gippsland.**
  - **Special thank you to Lauren Rundle, Executive Officer to CEO and Mayor for her outstanding support and wise counsel.**
  - **Thanked both his wife and business partner for supporting significance absences.**
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**Cr Harding addressed Council by thanking the former Mayor, Cr Fawcett for representing the South Gippsland Shire point of view with dignity and noted the respect you have gained locally, with neighbouring Shires and with the Municipal Association of Victoria (MAV). Cr Harding further, thanked Cr Fawcett for his kind and wise advice and patience.**  
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## **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 2015, or 2016 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 the Minister for Local Government on 24 December 2013 and currently funded in annual budgets. These allowances are:

- Mayoral allowance \$71,058 per annum; and
- Councillor allowance \$22,965 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 Hutchinson-Brooks**

**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 and 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 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 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 2015, or 2016 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 the Minister for Local Government on 24 December 2013 and currently funded in annual budgets. These allowances are:

- Mayoral allowance \$71,058 per annum; and
- Councillor allowance \$22,965 per annum.

### **RISK FACTORS**

Nil

### **RECOMMENDATION**

That Council proceed to elect a Mayor of the South Gippsland Shire Council for the 2014-2015 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, 89 and 90 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 was nominated by Cr Fawcett.**

**Cr Harding accepted the nomination.**

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

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

**This result was confirmed by the Returning Officer.**

**The Mayor, Cr Harding assumed the Chair and continued with the order of business of the Meeting.**

### **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, 2012 – 2013 and 2013 – 2014 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 Kennedy**

**SECONDED: Cr Hill**

**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, 89 and 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 2015, or 2016 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 2014-2015 term.

### **STAFF CONFLICT OF INTEREST**

Nil

## **ELECTION OF DEPUTY MAYOR**

### **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, 89 and 90 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 DEPUTY MAYOR**

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

#### **NOMINATIONS FOR ELECTION OF DEPUTY MAYOR**

**The Mayor, Cr Harding called for nominations.**

**Cr Brunt nominated Cr Hutchinson-Brooks.**

**Cr Hutchinson-Brooks accepted the nomination.**

**Cr Hill nominated Cr McEwen.**

**Cr McEwen accepted the nomination.**

**The Mayor called for further nominations for Deputy Mayor and there were none forthcoming.**

**The Mayor invited the nominees to speak in support of their nominations.**

**Councillors Hutchinson-Brooks and McEwen spoke in support of their nominations.**

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

**Councillors Hutchinson-Brooks, Brunt, Newton, Davies, Fawcett and Harding voted for Cr Hutchinson-Brooks.**

**Councillors Hill, Kennedy and McEwen voted for Cr McEwen.**

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

**The Mayor declared Cr Hutchinson-Brooks duly elected Deputy Mayor of South Gippsland Shire Council and congratulated Cr Hutchinson-Brooks on his election.**

**The Mayor, Cr Harding addressed Council.**

**The Deputy Mayor, Cr Hutchinson-Brooks 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 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 5 November 2014 until the scheduled Special (Statutory) Meeting of 2015.

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 Special (Section 86) Committees
- 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.

At the 6 November 2013, Statutory Meeting, Council resolved to extend the membership of the Chief Executive Officer Review Committee from three to four Councillor members.

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 5 November 2014 until the scheduled Special (Statutory) Meeting of 2015.

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

Further, following deliberation by Council, it is proposed to reduce the membership of the Chief Executive Officer Review Committee by returning it to three Councillor members rather than four, to streamline the review process.

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. Reduce the membership of the Chief Executive Officer Review Committee from four to three Councillor members, consisting of the Mayor, Deputy Mayor and one other Councillor;
2. Appoint Councillors to Committees for a term commencing 5 November 2014 until the Special (Statutory) Meeting of 2015 to elect the Mayor, as per the finalised schedule found at Attachment 1; and
3. 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 Newton**

**SECONDED: Cr Fawcett**

**THAT COUNCIL:**

1. **REDUCE THE MEMBERSHIP OF THE CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE FROM FOUR TO THREE COUNCILLOR MEMBERS, CONSISTING OF THE MAYOR, DEPUTY MAYOR AND ONE OTHER COUNCILLOR;**

**CARRIED UNANIMOUSLY**

**MOVED: Cr Kennedy**

**SECONDED: Cr Hill**

2. **APPOINT COUNCILLORS TO COMMITTEES FOR A TERM COMMENCING 5 NOVEMBER 2014 UNTIL THE SPECIAL (STATUTORY) MEETING OF 2015 TO ELECT THE MAYOR, AS PER THE FINALISED SCHEDULE FOUND AT ATTACHMENT 1; AND**
3. **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	For Appointment	2014/15 Appointment
<b>Access and Inclusion Advisory Committee (AIC)</b>	2 Councillors	Councillor Newton Councillor Brunt
<b>Audit Committee</b>	Mayor and 1 Councillor	Mayor Councillor Davies
<b>Australia Day Awards</b>	Mayor, Deputy Mayor and 1 Councillor	Mayor Deputy Mayor Councillor Davies
<b>Chief Executive Officer Review Committee</b>	Mayor, Deputy Mayor and 1 Councillor	Mayor Deputy Mayor Councillor Fawcett
<b>Combined Pools Advisory Committee</b>	3 Councillor	Councillor Hill Councillor Davies Councillor Brunt
<b>Leongatha Memorial Hall Advisory Committee</b>	1 Councillor	In recess
<b>Municipal Fire Management Planning Committee</b>	1 Councillor	Councillor Hutchinson – Brooks
<b>Mossvale Park Advisory Committee</b>	1 Councillor	Councillor Hill
<b>Municipal Public Health and Wellbeing Plan</b>	2 Councillors	Committee will reconvene in 2016 to develop a new plan.
<b>South Gippsland Swimming Pool and Sports Hub (SPLASH) Advisory Committee</b>	1 Councillor and 1 Substitute	Councillor Brunt (Substitute – Councillor Hutchinson - Brooks)
<b>South Gippsland Youth Council</b>	1 Councillor and 1 Substitute	Councillor McEwen (Substitute – Councillor Davies )
<b>Toora Railway Reserve Park Advisory Committee</b>	1 Councillor	Councillor Harding



Internal Committees	For Appointment	2014/15 Appointment
<b>Economic Development and Tourism Steering Committee</b>	6 Councillors	Councillor Hutchinson-Brooks Councillor Davies Councillor McEwen Councillor Harding Councillor Hill Councillor Kennedy
<b>Review of Caravan Parks Steering Committee</b>	9 Councillors	All Councillors
<b>Financial Sustainability Steering Committee</b>	9 Councillors	All Councillors
<b>Korumburra Round Table Steering</b>	3 Councillors	Councillor McEwen Councillor Newton Councillor Brunt
<b>Social Community Infrastructure Steering Committee</b>	6 Councillors	Councillor Davies Councillor McEwen Councillor Brunt Councillor Fawcett Councillor Hill Councillor Kennedy
<b>Municipal Emergency Management Planning Committee</b>	1 Councillor	Councillor Hutchinson - Brooks
<b>Recreation Advisory Committee</b>	1 Councillor and 1 Substitute	Councillor Davies (Substitute – Councillor McEwen)
<b>Port Welshpool Marina</b>	4 Councillors	Councillor Harding Councillor Davies Councillor Fawcett Councillor Brunt
<b>T P Taylor Reserve Special Committee</b>	1 Councillor	Councillor Davies
<b>John Terrill Park Special Committee</b>	1 Councillor	Councillor Hutchinson - Brooks
<b>Walter J Tuck Special Committee</b>	1 Councillor	Councillor Hill
<b>Foster Showgrounds Special Committee</b>	1 Councillor	Councillor Davies
<b>Foster War Memorial Special Committee</b>	1 Councillor	Councillor Davies

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<b>Internal Committees</b>	<b>For Appointment</b>	<b>2014/15 Appointment</b>
<b>Korumburra Recreation Reserve Special Committee</b>	1 Councillor	Councillor Newton
<b>Meeniyah Sports Stadium Special Committee</b>	1 Councillor	Councillor Newton
<b>Leongatha Courthouse Special Committee</b>	1 Councillor	Councillor Hutchinson – Brooks
<b>Stockyard Gallery Special Committee</b>	1 Councillor	Councillor Davies
<b>Allambee South Community Hall Special Committee</b>	1 Councillor	Councillor Hill

External Committees	For Appointment	14/15 Appointment
<b>Gippsland Regional Waste Management Group (GRWVG)</b> – statutory appointment by Department of Environment and Primary Industry (DEPI)	1 Councillor	Councillor McEwen
<b>Gippsland Local Government Waste Forum</b>	1 Councillor	Councillor McEwen
<b>Leongatha Recreation Reserve Committee</b>	1 Councillor	Councillor Fawcett
<b>Municipal Association of Victoria (MAV) Environment Committee</b>	1 Councillor	Councillor Kennedy
<b>Prom Country Regional Tourism Committee</b>	2 Councillors (1 vote for Council)	Councillor Harding Councillor Davies
<b>Municipal Association of Victoria (MAV)</b>	Mayor and Deputy as Substitute	Mayor (Substitute – Deputy Mayor)
<b>South East Australian Transport Strategy Inc. (SEATS)</b>	1 Councillor and 1 substitute	Councillor Harding (Substitute – Councillor Kennedy)
<b>West Gippsland Regional Library Board</b>	1 Councillor and 1 Substitute	Councillor Newton (Substitute – Councillor Davies)
<b>Gippsland Local Government Network (GLGN)</b>	Mayor and Deputy as Substitute	Mayor (Substitute – Deputy Mayor)
<b>Advancing Country Towns Lower Tarwin Valley Steering Committee</b>	1 Councillor	Councillor McEwen
<b>South Gippsland Community Weeds Taskforce</b>	2 Councillors	Councillor Newton Councillor Hill
<b>Great Southern Rail Trail Committee of Management</b> – statutory appointment by DEPI	1 Councillor	Councillor Davies
<b>Leongatha Education Precinct (LEP) - Governance Board</b>	1 Councillor	Councillor Hutchinson – Brooks
<b>Regional Aboriginal Justice Advisory Committee (RAJAC) Gippsland Region</b>	1 Councillor and 1 Substitute	Councillor Kennedy (Substitute – Councillor Davies)

<b>External Committees</b>	<b>For Appointment</b>	<b>14/15 Appointment</b>
<b>Roadsafe Gippsland</b>	1 Councillor	Councillor Harding
<b>Port Welshpool Long Jetty Redevelopment Project Control Group</b>	1 Councillor	Councillor Harding
<b>South West Gippsland Transport Users</b>	3 Councillors	Councillor McEwen Councillor Harding Councillor Brunt
<b>Coastal Agency Liaison Group</b>	2 Councillors	Councillor Harding Councillor Davies
<b>Tarwin Lower Recreation Reserve Committee – statutory appointment by DEPI</b>	1 Councillors	Councillor Kennedy
<b>Rural Finance Counselling Service</b>	1 Councillor	Councillor Newton
<b>Municipal Association of Victoria (MAV) Planning Committee</b>	1 Councillor	Councillor Hutchinson – Brooks
<b>MAV Transport and Infrastructure Committee</b>	1 Councillor and 1 Substitute	Councillor McEwen (Substitute – Councillor Harding)
<b>Tarwin Valley Development Group Committee</b>	1 Councillor	Councillor McEwen
<b>Alliance of Councils for Rail Freight Development</b>	2 Councillors	Councillor McEwen Councillor Harding

## **SECTION C – MEETING CLOSED**

### **NEXT MEETING**

The next Ordinary Council Meeting open to the public will be held on Wednesday, 26 November 2014 commencing at 2pm in the Council Chambers, Leongatha.

**The Meeting closed at 11.24am.**

**CONFIRMED:.....**

**CR HARDING – MAYOR**

**Date:.....**