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MINUTES



Minutes of the Statutory meeting of the seventh Campaspe Shire Council, held in the Echuca Civic Centre, on Tuesday, 14 November 2017 commencing at 5:00pm.

PRESENT

Councillors: Adrian Weston, Daniel Mackrell, Kristen Munro, Vicki Neele, Neil Pankhurst, Leanne Pentreath, Annie Vickers, Leigh Wilson, John Zobec

OFFICERS

Jason Russell – Chief Executive Officer

Fleur Cousins – General Manager Corporate Services

Emma Dalton – General Manager Infrastructure Services

Paul McKenzie – General Manager Regulatory & Community Services

Keith Oberin – General Manager Economic & Community Development

Frank Crawley – Governance Manager

Sandra Ennis – Communications & Public Affairs Manager

Andrew Cowin – Corporate Strategy Manager

Kaye Mason – CEO Executive Assistant

Sharolyn Taylor – Council Support Officer

1. APOLOGIES

Nil.

2. OUTGOING MAYOR'S REFLECTIONS ON 2016/17 TERM

The outgoing Mayor, Councillor Adrian Weston, presented his report on the 2016/17 Mayoral term.

3. APPOINTMENT OF TEMPORARY CHAIRPERSON

Pursuant to the provisions of section 71(3)(a) of the *Local Government Act 1989* and section 16.4 of the *Meeting Procedure Local Law No.1*, the Chief Executive Officer shall act as Temporary Chairperson until the election of Mayor is concluded.

COUNCILLORS PENTREATH/ZOBEC

That Council nominate Jason Russell, Chief Executive Officer as Temporary Chairperson to oversee the:

- Fixing of annual Councillor remuneration
- Fixing of Mayors remuneration
- Nominations for the election of Mayor

CARRIED

4. FIXING OF ANNUAL COUNCILLOR REMUNERATION

(Section 74, Local Government Act 1989)

Fixing of allowance paid to Councillors for performing their duties range from \$10,033 - \$24,730 per annum.

Note: An amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

Note: The Minister for Local Government has not made a decision regarding any increases for this financial year. This may be done at a later date and will be reviewed when and if that does occur.

COUNCILLORS MUNRO/ZOBEC

That Council resolve that the Councillors allowance be set at \$24,730 per annum.

CARRIED

5. FIXING OF MAYOR'S REMUNERATION

(Section 74, Local Government Act 1989)

Fixing of allowance paid to the Mayor for performing duties up to a maximum of \$76,521 per annum.

Note: An amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

Note: The Minister for Local Government has not made a decision regarding any increases for this financial year. This may be done at a later date and will be reviewed when and if that does occur.

COUNCILLORS WILSON/MACKRELL

That Council resolve that the Mayor's allowance be set at \$76,521 per annum.

CARRIED

6. TERM OF THE MAYOR

Section 71(2) of the *Local Government Act 1989*, states that before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of two years. This decision must be made before the Mayor is elected. As in previous years the default term is for one year.

The term of office of Mayor will commence on 14 November 2017 upon appointment by Council and become vacant at 6:00am on the date of the 2018 Statutory Meeting.

COUNCILLORS WESTON/PANKHURST

That Council resolve that the Mayor be elected for a term of one year.

CARRIED

7. ELECTION OF MAYOR

The Chief Executive Officer will conduct the election of the Mayor. The Chief Executive Officer will ask whether there are any nominations. A councillor, addressing the Chief Executive Officer, will nominate a councillor who is present to be Mayor. The Nomination must be seconded. The councillor nominated will indicate whether the nomination is accepted.

The Chief Executive Officer must allow adequate time for nominations to be made and seconded.

If only one councillor is nominated and seconded as Mayor, the nominee will be duly elected and be invited by the Chief Executive Officer to take over the chairing of the meeting.

Procedure when more than one councillor is nominated

If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by a show of hands (unless Council has a resolved to conduct a secret ballot).

The Chief Executive Officer will announce the name of each candidate in turn and ask councillors who support that candidate to raise their hands. All councillors present at the meeting must vote but will be entitled to vote for only one of the candidates.

If there are only two candidates, the candidate with the greatest number of votes will be declared elected and invited by the Chief Executive Officer to take over the chairing of the meeting.

If there are more than two candidates, and no candidate outpolls the other, the candidate with the smallest number of votes will be eliminated and a further open vote will be held.

Additional open votes will be held until only two candidates remain when a final vote will be taken. The candidate with the greater number of votes will be declared elected and invited by the Chief Executive Officer to take over the chairing of the meeting.

Procedure for resolving ties for smallest number of votes.

If there is a tie for the smallest number of votes, and the combined total of the tied votes is less than the number of votes cast for the next lowest candidate, the candidates with the smallest number of votes will be eliminated.

If this does not apply, two open votes may be held and if two candidates remain tied for the smallest number of votes, the Chief Executive Officer will determine by lot which of those candidates will be eliminated from any further vote.

COUNCILLORS MUNRO/NEELE

That Cr Adrian Weston be nominated for the Office of Mayor.

CARRIED

8. INSTALLATION OF MAYOR

The Chief Executive Officer welcomed the elected Mayor, to the position as leader of the Council and asked him to assume the Chair of Office of Mayor.

Councillors offered their congratulations to the newly elected Mayor.

9. MEMORANDUM OF UNDERSTANDING BETWEEN THE MAYOR AND CEO

The memorandum of understanding between the Mayor of the Campaspe Shire Council and the Campaspe Shire Council CEO, Jason Russell sets out how the relationship between the two most crucial positions on the council will operate.

Although not required by legislation the Mayor and the CEO wish to publically place on record their commitment to be mutually respectful, and have a productive working relationship.

The incoming Mayor and the Chief Executive Officer, Jason Russell were invited to the lectern to sign the Memorandum of Understanding between the Mayor and CEO. Refer to Attachment 9.

10. INCOMING MAYORAL ADDRESS

The newly elected Mayor made a short statement of thanks in response to the Councillors' confidence and indicated his aspirations for the year in office.

11. TERM OF THE DEPUTY MAYOR

The position of a Deputy Mayor, whilst not specifically indicated within the *Local Government Act 1989*, has been a title used for many years with the notion that the Deputy Mayor would act for the Mayor should he not be able to act.

The following recommendation is placed before the Council for its consideration.

COUNCILLORS PANKHURST/WILSON

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

CARRIED

12. ELECTION OF DEPUTY MAYOR

The role of Deputy Mayor is to assist the Mayor in carrying out the duties associated with the position of Mayor in accordance with the *Local Government Act 1989* and Council's *Meeting Procedure - Local Law No.1*.

Remuneration for the Deputy Mayor remains at the level of which is available to a Councillor.

Nominations were invited for the office of Deputy Mayor.

The election process is the same as that noted for the Mayor.

COUNCILLORS MUNRO/VICKERS

That Cr Vicki Neele be nominated for the Office of Deputy Mayor.

CARRIED

13. INSTALLATION OF DEPUTY MAYOR

The Mayor welcomed the elected Deputy Mayor, to the position as deputy leader of the Council.

Councillors offered their congratulations to the newly elected Deputy Mayor.

14. RESPONSE FROM CHIEF EXECUTIVE OFFICER

The Chief Executive Officer responded to the incoming Mayor and Deputy Mayor.

15. ENDORSEMENT OF COUNCIL MEETING DATES

Council annually reviews Council meeting dates, times and venues to support communication with the community and Council staff efficiency.

COUNCILLORS PENTREATH/ZOBEC

That Council approve the following 2018 Council meeting dates, noting that meetings are held at 5:00pm in the Council Chambers, Echuca Civic Centre:

- 30 January 2018
- 20 February 2018
- 20 March 2018
- 17 April 2018
- 15 May 2018
- 26 June 2018
- 17 July 2018
- 21 August 2018
- 18 September 2018
- 16 October 2018
- 13 November 2018 – Statutory Meeting
- 20 November 2018
- 4 December 2018

CARRIED

16. COUNCILLOR APPOINTMENTS TO COMMITTEES AND OUTSIDE ORGANISATIONS

Author:

Sharolyn Taylor, Council Support Officer

Manager:

Governance Manager

1. Purpose

To appoint councillors to various committees and outside organisations.

2. COUNCILLORS WILSON/MUNRO

That Council appoint Councillors to nominated Committees as the Council representative as follows:

Committee	Councillor Representative
Councillor Portfolios	
Waste and renewables	Cr Leigh Wilson
Emergency Management	Cr Annie Vickers
Tourism and Arts	Cr Vicki Neele
Economic Development	Cr Daniel Mackrell
Planning and Building	Cr Neil Pankhurst
Health and Wellbeing	Cr Leanne Pentreath
Roads	Cr John Zobec
Youth and Early Years	Cr Kristen Munro
Natural Resource Management	Cr Adrian Weston
Sport and Recreation	Cr Leanne Pentreath
Council Sub-Committee	
Audit Committee	1. Cr Neil Pankhurst 2. Cr Leanne Pentreath
Industry Forum	
Municipal Association of Victoria	Mayor, Deputy Mayor (reserve)
Victorian Local Governance Association	Mayor, Deputy Mayor (reserve)
Murray River Group of Councils	Mayor, Deputy Mayor (reserve)
Loddon Campaspe Councils	Mayor, Deputy Mayor (reserve)
Rural Councils Victoria	Mayor, Deputy Mayor (reserve)
GV Neighbouring Councils	Mayor, Deputy Mayor (reserve)
GV Shepparton Bypass Group	Mayor, Deputy Mayor (reserve)

Committee	Councillor Representative
Board of Management	
Goulburn Valley Waste and Resource Recovery Group	Cr Leigh Wilson (appointed for 4 year term)
Echuca Moama & District Tourism Development Association	1. Cr Vicki Neele
Campaspe Cohuna Local Learning & Employment Network (CCLLEN)	1. Cr Kristen Munro
Rural Councils Victoria Board	CEO
Council Advisory Committee	
Echuca and District Livestock Exchange	In recess pending review of need
CEO Remuneration Advisory Committee	1. Cr Adrian Weston 2. Cr Leigh Wilson 3. Cr Leanne Pentreath 4. Cr Daniel Mackrell
External Advisory Committee	
Goulburn Broken Greenhouse Alliance	1. Cr Leigh Wilson
Municipal Emergency Management Planning Committee	1. Cr Annie Vickers
MAV Advisory Committees	
MAV Arts & Culture Committee <i>(optional)</i>	1. Cr Vicki Neele
MAV Emergency Management Reference Group <i>(optional)</i>	1. Cr Annie Vickers 2.
MAV Environment Committee <i>(optional)</i>	1. 2.
MAV Human Services Committee <i>(optional)</i>	1. 2.
MAV Multicultural Committee <i>(optional)</i>	1. 2.
MAV Planning Committee <i>(optional)</i>	1. 2.
MAV Transport & Infrastructure Committee <i>(optional)</i>	1. Cr Daniel Mackrell 2. Cr John Zobec

CARRIED**3. Conflict of Interest**

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest in regards to this matter

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian *Charter of Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer in so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

At the start of each term council is required to make appointments to various committees and outside organisations. Details of the committees and organisations and past council members are detailed below to assist council in determining the representatives.

Committee	Purpose	No. of members	No. of meetings, frequency	Location	Meeting start time	Duration	Remuneration	No. of reps
External Advisory Committees								
Goulburn Broken Greenhouse Alliance	Promote regional action on climate change.	8 councils and GBCMA	quarterly	Benalla	10:00am	2 hrs	Nil	1
Municipal Emergency Management Planning Committee	The Emergency Management Act 1986 states in Section 21(3) that "a municipal council must appoint a municipal emergency planning committee", with the function of the committee being to prepare a draft municipal emergency management plan for consideration by the municipal council. The Committee must give effect to any direction or guidelines issued by the Minister.	10 voting members, 3 non voting members	Three. February/ March, June/July, September /October. 3rd Monday of the month.	Echuca	3:00pm	2 hrs	Nil	1
Board of Management								
Echuca Moama & District Tourism Development Association	Regional tourism association responsible for marketing Echuca Moama both internally and externally.	8	7 - held every 6 weeks	Echuca	7.30am on a Thursday, but could change	2 hrs	Nil	1
Campaspe Cohuna Local Learning & Employment Network (CCLLEN)	Grouping of organisations and individuals interested and involved in the wellbeing, education, training and employment of young people. Core objective is to improve participation, engagement and attainment and transition outcomes for young people.	11 current CSC rep – Cr Munro	6 - first Monday of month (every second month)	Echuca	6:00pm	1hr	Nil	1

Committee	Purpose	No. of members	No. of meetings, frequency	Location	Meeting start time	Duration	Remuneration	No. of reps
Board of Management								
Rural Councils Victoria Board	alliance representing 38 rural Victorian councils, supporting and promoting sustainable, liveable and prosperous rural communities.	Current CSC rep - CEO	bi monthly	Melbourne	10:30am	2 hrs	Nil	1
Council Sub Committee								
Audit Committee	To assist council in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk management, the audit process and Council's process for monitoring compliance with legislation and the code of conduct.	5 consisting of 2 Crs and 3 independent members	bi monthly	Echuca	12:00pm	2hrs	nil	2
Council Advisory Committee								
Echuca and District Livestock Exchange	In recess pending review of need							
CEO Remuneration Advisory Committee	Is a new advisory committee to facilitate the annual CEO review	4	As required	Echuca	Varies	Varies	Nil	Up to four
MAV Advisory Committees								
Arts & Culture Committee	<ul style="list-style-type: none"> * To inform and progress arts & cultural policy issues impacting on local government as prioritised by the MAV. * To inform the MAV of councils' positions, issues and strategies identified in each region. * To support consultation with regional groupings of councils on current state-wide multicultural issues. * To participate in the formulation of MAV state-wide policy positions and campaigns. * To respond to out-of-session communications. 	EOI from councils. No more than two representatives from each council.	every 4 months	Melbourne	10:00am	2 hrs	Nil	up to two

Committee	Purpose	No. of members	No. of meetings & when	Location	Meeting start time	Duration	Remuneration	No. of reps
MAV Advisory Committees								
Emergency Management Reference Group	<p>* To inform and help progress MAV work on emergency management priorities identified by the sector in the MAV Strategic Plan, State Council resolutions and as nominated by the Board.</p> <p>* To inform the MAV's work on emergency management priority issues.</p> <p>* To advise the Committee of the current, priority emergency management issues and challenges within their municipality and/or region.</p> <p>* To participate in the formulation of MAV state-wide policy positions and campaigns.</p> <p>* To respond to out-of-session communications.</p>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two
Environment Committee	<p>* To inform and help progress MAV work on environment priorities identified by the sector in the MAV Strategic Plan, State Council resolutions and as nominated by the Board.* To inform the MAV's work on environment priority issues.* To advise the Committee of the current, priority environment issues and challenges within their municipality and/or region.* To participate in the formulation of MAV state-wide policy positions and campaigns.* To respond to out-of-session communications.</p>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two
Human Services Committee	<p>* To inform and progress strategic human services issues impacting on local government as prioritised by the MAV Strategic Plan.</p> <p>* To inform the MAV of councils' positions, issues and strategies identified in each region.</p> <p>* To support consultation with regional groupings of councils on current state-wide human services.</p> <p>* To participate in the formulation of MAV state-wide policy positions and campaigns.</p> <p>* To respond to out-of-session communications.</p>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two

Committee	Purpose	No. of members	No. of meetings, frequency	Location	Meeting start time	Duration	Remuneration	No. of reps
MAV Advisory Committees								
Multicultural Committee	* To inform and progress multicultural policy issues impacting on local government as prioritised by the MAV Strategic Plan.* To inform the MAV of councils' positions, issues and strategies identified in each region.* To support consultation with regional groupings of councils on current state-wide multicultural issues.* To participate in the formulation of MAV state-wide policy positions and campaigns.* To respond to out-of-session communications.	EOI from councils. No more than two representatives from each council.	every 4 months	Melbourne	10:00am	2 hrs	Nil	up to two
Planning Committee	* To engage member councils and inform and progress land use planning issues impacting on local government as prioritised by the MAV Strategic Plan and through State Council. * To inform the MAV's work on Planning priority issues. * To advise the Committee of the current, priority Planning issues and challenges within their municipality and/or region. * To participate in the formulation of MAV state-wide policy positions and campaigns. * To respond to out-of-session communications.	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two
Transport & Infrastructure Committee	* To inform and help progress MAV work on the transport and infrastructure priorities identified by the sector in the MAV Strategic Plan, State Council resolutions and as nominated by the Board.* To inform the MAV's work on transport and infrastructure priority issues* To advise the Group of the transport and infrastructure issues and challenges currently at play within their municipality and/or region.* To participate in the formulation of MAV state-wide policy positions and campaigns* To respond to out-of-session communications	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two

Previous Committee Members

Committee	Councillor Representative
Council Sub-Committee	
Audit Committee	1. Cr Daniel Mackrell 2. Cr Neil Pankhurst
Industry Forum	
Municipal Association of Victoria	Mayor, Deputy Mayor (reserve)
Victoria Local Governance Association	Mayor, Deputy Mayor (reserve)
Murray River Group of Councils	Mayor, Deputy Mayor (reserve)
Loddon Campaspe Councils	Mayor, Deputy Mayor (reserve)
Rural Councils Victoria	Mayor, Deputy Mayor (reserve)
GV Neighbouring Councils	Mayor, Deputy Mayor (reserve)
GV Shepparton Bypass Group	Mayor, Deputy Mayor (reserve)
Board of Management	
Goulburn Valley Waste and Resource Recovery Group	Cr Leigh Wilson
Echuca Moama & District Tourism Development Association	Cr Vicki Neele
Campaspe Cohuna Local Learning & Employment Network (CCLLEN)	Cr Kristen Munro
Rural Councils Victoria Board	CEO
Council Advisory Committee	
Echuca and District Livestock Exchange	<i>in recess</i>
External Advisory Committee	
Goulburn Broken Greenhouse Alliance	Cr Leigh Wilson
Municipal Emergency Management Planning Committee	Cr Annie Vickers
MAV Advisory Committees	
MAV Arts & Culture Committee	Cr Vicki Neele
MAV Emergency Management Reference Group	
MAV Environment Committee	
MAV Human Services Committee	
MAV Multicultural Committee	
MAV Planning Committee	
MAV Transport & Infrastructure Committee	Cr Daniel Mackrell, Cr John Zobec

7. Strategic Planning Environments

Strong and Engaged Communities: No impact

Resilient Economy: No impact

Healthy Environment: No impact

Balanced Services and Infrastructure: No impact

Responsible Management: Ensuring compliance with the Local Government Act is in accordance with Strategy 4 – enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility.

8. Consultation

Governance Manager, Councillors at the 17 October 2017 and 31 October 2017 Briefing Session.

9. Officer Comment

Once the nominations have been resolved the relevant organisations will be notified of council's representatives.

17. CLOSE OF THE SPECIAL COUNCIL MEETING

There being no further business, the meeting concluded at 5:42pm.


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CR ADRIAN WESTON

MAYOR