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# AGENDA



For a special meeting of the seventh Campaspe Shire Council to be held on Tuesday, 13 November 2018, commencing at 5:00pm at the Echuca Civic Centre.

## OPENING PRAYER

We pray to Almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

*Amen*

The Campaspe Shire Council acknowledges the traditional owners of the land upon which we meet and pay our respect to their elders both past and present.

## MEETING PROCEDURES

Please ensure that all mobiles are turned off or switched to silent.

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public.

## BUSINESS

### 1. APOLOGIES

### 2. OUTGOING MAYOR'S REFLECTIONS ON 2017/18 TERM

Outgoing Mayor, Councillor Adrian Weston, will present his report on the 2017/18 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.

#### Recommendation

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

- Term of the Mayor
- Nominations for the election of Mayor

### 4. 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 13 November 2018 upon appointment by Council and become vacant at 6:00am on the date of the 2019 Statutory Meeting.

#### Recommendation

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

## 5. 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.

### **Recommendation**

That Cr \_\_\_\_\_ be nominated for the Office of Mayor.

## 6. INSTALLATION OF MAYOR

The Chief Executive Officer welcomes the elected Mayor, to the position as leader of the Council and asks him/her to assume the Chair of Office of Mayor.

Councillors may also wish to offer their congratulations to the newly elected Mayor.

## 7. 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/she not be able to act.

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

### Recommendation:

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

## 8. 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 are to be invited for the office of Deputy Mayor.

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

### Recommendation

That Cr \_\_\_\_\_ be nominated for the Office of Deputy Mayor.

## 9. INSTALLATION OF DEPUTY MAYOR

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

Councillors may wish to offer their congratulations to the newly elected Deputy Mayor.

## 10. INCOMING MAYOR AND DEPUTY MAYOR ADDRESS

It is customary for the newly elected Mayor and Deputy Mayor to make a short statement of thanks in response to the Councillors' confidence and an indication of aspirations for the year in office.

## 11. MEMORANDUM OF UNDERSTANDING BETWEEN THE MAYOR AND CEO

This memorandum of understanding between the Campaspe Shire Council Mayor and CEO, Jason Russell of the 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 publicly 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 will in turn be invited to the lectern to sign the Memorandum of Understanding between the Mayor and CEO. Refer to Attachment 11.

## 12. ANNUAL COUNCILLOR REMUNERATION

*(Section 74, Local Government Act 1989)*

Fixing of allowance paid to Councillors for performing their duties range from \$10,700 - \$25,730 per annum. Note: An amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

The Minister for Local Government, the Hon Marlene Kairouz MP, has reviewed the limits and ranges of the current mayoral and councillor allowances, and has determined under section 73B of the *Local Government Act 1989* that these allowances be increased by an adjustment factor of 2.0% from 1 December 2018. The Minister has had regard to movements in remuneration of executives within the meaning of the *Public Administration Act 2004*.

Councils must therefore increase their current mayoral and councillor allowances by 2.0% from 1 December 2018, in accordance with section 73B(5) of the Local Government Act.

### Recommendation

**That Council note the Councillors allowance be set at \$25,730 per annum from 1 December 2018 as per the 2% increase announced by the Minister for Local Government.**

## 13. ANNUAL MAYOR REMUNERATION

*(Section 74, Local Government Act 1989)*

Fixing of allowance paid to the Mayor for performing duties up to a maximum of \$79,612 per annum. Note: An amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

The Minister for Local Government, the Hon Marlene Kairouz MP, has reviewed the limits and ranges of the current mayoral and councillor allowances, and has determined under section 73B of the *Local Government Act 1989* that these allowances be increased by an adjustment factor of 2.0% from 1 December 2018. The Minister has had regard to movements in remuneration of executives within the meaning of the *Public Administration Act 2004*.

Councils must therefore increase their current mayoral and councillor allowances by 2.0% from 1 December 2018, in accordance with section 73B(5) of the Local Government Act.

### Recommendation

**That Council note the Mayor's allowance be set at \$79,612 per annum from 1 December 2018 as per the 2% increase announced by the Minister for Local Government.**

## 14. ENDORSEMENT OF COUNCIL MEETING DATES

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

### Recommendation

That Council approve the following 2019 Council meeting dates, noting that meetings are held at 5:00pm in the Council Chambers, Echuca Civic Centre:

- 29 January 2019
- 19 February 2019
- 19 March 2019
- 16 April 2019
- 21 May 2019
- 25 June 2019
- 16 July 2019
- 20 August 2019
- 17 September 2019
- 15 October 2019
- 12 November 2019 – Statutory Meeting
- 19 November 2019
- 3 December 2019

# 15. 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. Recommendation**

That Council:

**1. Endorse the Purpose and Role of Councillors in relation to Portfolios:**

- **Purpose of Portfolios**

*The purpose of the portfolio model is to create collaboration with community and stakeholders and support the implementation of Council strategic directions aligned with the portfolio subject area and create opportunities for partnerships and innovation.*

- **Role of Portfolio Councillors**

*The Councillor’s role is to represent Council in that portfolio subject area, understanding the key issues and opportunities for Campaspe Shire. The Councillor is to attend external stakeholder meetings, be actively involved in progressing this area and report back to Council on key focus areas and issues for further consideration by Council.*

**2. Appoint Councillors to nominated Committees as the Council representative as follows:**

Committee	Councillor Representative
<b>Councillor Portfolios</b>	
Waste and renewables	
Emergency Management	
Tourism and Arts	
Economic Development	
Planning and Building	
Health and Wellbeing	
Roads	
Youth and Early Years	
Natural Resource Management	
Sport and Recreation	



Committee	Councillor Representative
<b>Council Sub-Committee</b>	
Audit Committee	1. 2.
<b>Industry Forum</b>	
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)
<b>Board of Management</b>	
Goulburn Valley Waste and Resource Recovery Group	Cr Leigh Wilson (appointed for 4 year term)
Echuca Moama & District Tourism Development Association	1.
Campaspe Cohuna Local Learning & Employment Network (CCLLEN)	1.
Rural Councils Victoria Board	CEO
<b>Council Advisory Committee</b>	
CEO Remuneration Advisory Committee	1. 2. 3. 4.
<b>External Advisory Committee</b>	
Goulburn Broken Greenhouse Alliance	1.
Municipal Emergency Management Planning Committee	1.
<b>MAV Advisory Committees</b>	
MAV Arts & Culture Committee (optional)	1. 2.
MAV Emergency Management Reference Group (optional)	1. 2.
MAV Environment Committee (optional)	1. 2.
MAV Human Services Committee (optional)	1. 2.
MAV Multicultural Committee (optional)	1. 2.

Committee	Councillor Representative
MAV Planning Committee (optional)	1. 2.
MAV Transport & Infrastructure Committee (optional)	1. 2.

### 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
<b>External Advisory Committees</b>								
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

Committee	Purpose	No. of members	No. of meetings, frequency	Location	Meeting start time	Duration	Remuneration	No. of reps
<b>Board of Management</b>								
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
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
<b>Council Sub Committee</b>								
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
<b>Council Advisory Committee</b>								
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

Committee	Purpose	No. of members	No. of meetings, frequency	Location	Meeting start time	Duration	Remuneration	No. of reps
<b>MAV Advisory Committees</b>								
Arts & Culture Committee	<ul style="list-style-type: none"> <li>* To inform and progress arts &amp; cultural policy issues impacting on local government as prioritised by the MAV.</li> <li>* To inform the MAV of councils' positions, issues and strategies identified in each region.</li> <li>* To support consultation with regional groupings of councils on current state-wide multicultural issues.</li> <li>* To participate in the formulation of MAV state-wide policy positions and campaigns.</li> <li>* To respond to out-of-session communications.</li> </ul>	EOI from councils. No more than two representatives from each council.	every 4 months	Melbourne	10:00am	2 hrs	Nil	up to two
Emergency Management Reference Group	<ul style="list-style-type: none"> <li>* 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.</li> <li>* To inform the MAV's work on emergency management priority issues.</li> <li>* To advise the Committee of the current, priority emergency management issues and challenges within their municipality and/or region.</li> <li>* To participate in the formulation of MAV state-wide policy positions and campaigns.</li> <li>* To respond to out-of-session communications.</li> </ul>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two
Environment Committee	<ul style="list-style-type: none"> <li>* 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.</li> </ul>	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
<b>MAV Advisory Committees</b>								
Human Services Committee	<ul style="list-style-type: none"> <li>* To inform and progress strategic human services issues impacting on local government as prioritised by the MAV Strategic Plan.</li> <li>* To inform the MAV of councils' positions, issues and strategies identified in each region.</li> <li>* To support consultation with regional groupings of councils on current state-wide human services.</li> <li>* To participate in the formulation of MAV state-wide policy positions and campaigns.</li> <li>* To respond to out-of-session communications.</li> </ul>	EOI from councils. No more than two representatives from each council.	quarterly	Melbourne	10:00am	2 hrs	Nil	up to two
Multicultural Committee	<ul style="list-style-type: none"> <li>* 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.</li> </ul>	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	<ul style="list-style-type: none"> <li>* 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.</li> <li>* To inform the MAV's work on Planning priority issues.</li> <li>* To advise the Committee of the current, priority Planning issues and challenges within their municipality and/or region.</li> <li>* To participate in the formulation of MAV state-wide policy positions and campaigns.</li> <li>* To respond to out-of-session communications.</li> </ul>	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
<b>MAV Advisory Committees</b>								
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
<b>Council Sub-Committee</b>	
Audit Committee	1. Cr Neil Pankhurst 2. Cr Leanne Pentreath
<b>Industry Forum</b>	
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)
<b>Board of Management</b>	
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
<b>Council Advisory Committee</b>	
CEO Remuneration Advisory Committee	1. Cr Adrian Weston 2. Cr Leigh Wilson 3. Cr Leanne Pentreath 4. Cr Daniel Mackrell

Committee	Councillor Representative
<b>External Advisory Committee</b>	
Goulburn Broken Greenhouse Alliance	Cr Leigh Wilson
Municipal Emergency Management Planning Committee	Cr Annie Vickers
<b>MAV Advisory Committees</b>	
MAV Arts & Culture Committee	Cr Vicki Neele
MAV Emergency Management Reference Group	Cr Annie Vickers
MAV Environment Committee	
MAV Human Services Committee	
MAV Multicultural Committee	
MAV Planning Committee	
MAV Transport & Infrastructure Committee	Cr Daniel Mackrell Cr John Zobec

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## 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.

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## 8. Consultation

Governance Manager, General Manager Corporate Services and Councillors at the 30 October 2018 Briefing Session.

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## 9. Officer Comment

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

# 16. CLOSE OF THE SPECIAL COUNCIL MEETING

Declare the special council meeting closed.

JASON RUSSELL

CHIEF EXECUTIVE OFFICER