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Minutes



Minutes of the open section of the seventh Campaspe Shire Special Council Meeting (Statutory Meeting) held on Tuesday, 12 November 2019, commencing at 500pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors	Officers
Cr Adrian Weston Cr Vicki Neele Cr Kristen Munro Cr Neil Pankhurst Cr Leanne Pentreath Cr Annie Vickers Cr Leigh Wilson Cr John Zobec	Declan Moore – Chief Executive Officer Fleur Cousins – General Manager Corporate Services Jason Deller – General Manager Infrastructure Services Paul McKenzie – General Manager Regulatory and Community Services Keith Oberin – General Manager Economic and Community Development Frank Crawley – Governance Manager Sandra Ennis – Communications Manager Sharolyn Taylor – Council Support Officer

Business

Temporary Chairperson

In accordance with clause 16.4 of the Local Law No. 1 Meeting Procedures 2018 the Chief Executive Officer will be Temporary Chairperson of the meeting until the Mayor is elected and assumes the Chair.

1. Apologies

Apologies

Cr Daniel Mackrell who has an approved leave of absence from 7 – 15 November 2019

2. Outgoing Mayor's Reflections on 2018/19 Term

Outgoing Mayor, Councillor Adrian Weston, presented his report on the 2018/19 Mayoral term.

3. 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. As this is the last year of Council's four (4) year term the Mayoral term can only be for one (1) year.

The term of office of Mayor will commence on 12 November 2019 upon appointment by Council and become vacant at 6:00am on the date of the Council Election, currently forecast for Saturday, 24 October 2020

COUNCILLORS NEELE / ZOBEC

That Council resolve that the Mayoral term be from 12 November 2019 until 6:00am on the 2020 Council Election day.

CARRIED

4. 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 for the position of 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 VICKERS / ZOBEC

That voting be by show of hands

CARRIED

NOMINATIONS

COUNCILLORS ZOBEC / VICKERS -

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

There being no further nominations, Cr Weston was duly elected Mayor of Campaspe Shire Council for the 2019/20 term.

5. Installation of Mayor

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

6. 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. As this is the last year of Council's four (4) year term the Deputy Mayor term can only be for one (1) year.

COUNCILLORS ZOBEC / VICKERS

That Council resolve that the Deputy Mayor term will be from 12 November 2019 until 6:00am on the 2020 Council Election day.

CARRIED

7. 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.

NOMINATIONS

COUNCILLORS VICKERS / MUNRO - That Councillor Vicki Neele be nominated for the Office of Deputy Mayor.

COUNCILLORS PANKHURST / WILSON - That Councillor Daniel Mackrell be nominated for the Office of Deputy Mayor.

COUNCILLORS PANKHURST / NEELE

That voting to be by show of hands

CARRIED

Councillor Vicki Neele received the majority of votes and was duly declared Deputy Mayor for the 2019/20 term.

8. Installation of Deputy Mayor

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

9. Incoming Mayor and Deputy Mayor Address

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

10. Memorandum of Understanding Between the Mayor and CEO

This memorandum of understanding between the Campaspe Shire Council Mayor and CEO, Declan Moore 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, Declan Moore will in turn be invited to the lectern to sign the Memorandum of Understanding between the Mayor and CEO. Refer to Attachment 10.

COUNCILLORS MUNRO / NEELE

That the Memorandum of Understanding between the Mayor and CEO be noted.

CARRIED

11. Memorandum of Understanding Between Councillors on Adopted Values

This memorandum of understanding between Campaspe Shire Councillors on the adopted values of the Council details how the values will be actioned during the remaining term of the Council.

Although not required by legislation Councillors wish to publicly place on record their commitment to be mutually respectful and have a productive working relationship.

Councillors will in turn be invited to the lectern to sign the Memorandum of Understanding between Councillors. Refer to Attachment 11.

COUNCILLORS MUNRO / VICKERS

That the Memorandum of Understanding between the Councillors on Adopted Values be noted.

CARRIED

12. 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 VICKERS / ZOBEC

That Council approve the following 2020 Council meeting dates, noting that meetings are held at 5:00pm in the Council Chambers, Echuca Civic Centre:

- **28 January 2020**
- **18 February 2020**
- **17 March 2020**
- **21 April 2020**
- **19 May 2020**
- **23 June 2020**
- **21 July 2020**
- **18 August 2020**
- **15 September 2020**
- **20 October 2020**
- **17 November 2020**
- **8 December 2020**

CARRIED

13. 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 VICKERS / ZOBEC

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

Committee	Councillor Representative
Councillor Portfolios	
Healthy Environment	1. Cr Leigh Wilson 2. Cr Annie Vickers
Resilient Economy	1. Cr Vicki Neele 2. Cr Daniel Mackrell
Balanced Services and Infrastructure	1. Cr Neil Pankhurst 2. Cr John Zobec
Strong and Engaged Communities	1. Cr Leanne Pentreath 2. Cr Kristen Munro
Responsible Management	1. Cr Adrian Weston
Council Advisory Committee	
Audit and Risk Committee	1. Cr Leanne Pentreath 2. Cr John Zobec
CEO Performance and Remuneration Advisory Committee	1. Cr Adrian Weston 2. Cr Leigh Wilson 3. Cr Leanne Pentreath 4. Cr Annie Vickers

Committee	Councillor Representative
Industry Forum	
Municipal Association of Victoria	1. Cr Annie Vickers 2. Mayor (reserve)
Murray River Group of Councils	1. Mayor 2. Deputy Mayor (reserve)
Loddon Campaspe Councils	1. Mayor 2. Deputy Mayor (reserve)
Rural Councils Victoria	1. Cr Neil Pankhurst 2. Mayor (reserve)
GV Shepparton Bypass Group	1. Cr Neil Pankhurst 2. Cr John Zobec
Senior Combined Partners	1. Mayor 2. Deputy Mayor (reserve)
Board of Management	
Goulburn Valley Waste and Resource Recovery Group	Cr Leigh Wilson (appointed 4 year term)
Echuca Moama & District Tourism Development Association	1. Cr Vicki Neele
Campaspe Cohuna Local Learning & Employment Network (CCLLEN)	1. Cr Kristen Munro
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>	Nil
MAV Environment Committee <i>(optional)</i>	Nil
MAV Human Services Committee <i>(optional)</i>	Nil
MAV Multicultural Committee <i>(optional)</i>	Nil
MAV Planning Committee <i>(optional)</i>	Nil
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	Member No's	Meeting frequency	Location	Meeting Times	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	5.30pm Thursday subject to change	2 hrs	Nil	1

Committee	Purpose	Member No's	Meeting frequency	Location	Meeting Times	Duration	Remuneration	No. of reps
Board of Management								
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	6 - first Monday of month (every second month)	Echuca	6:00pm	1hr	Nil	1
Council Advisory Committee								
Audit and Risk 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 - 2 Crs and 3 independent members	bi monthly	Echuca	12:00pm	2hrs	nil	2
CEO Performance and Remuneration Advisory Committee	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	Member No's	Meeting frequency	Location	Meeting Times	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.</p> <p>* To inform the MAV's work on environment priority issues.</p> <p>* To advise the Committee of the current, priority environment 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

Committee	Purpose	Member No's	Meeting frequency	Location	Meeting Times	Duration	Remuneration	No. of reps
MAV Advisory Committees								
Human Services Committee	<ul style="list-style-type: none"> * To inform and progress strategic human services 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 human services. * 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
Multicultural Committee	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * 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

Committee	Purpose	Member No's	Meeting frequency	Location	Meeting Times	Duration	Remuneration	No. of reps
MAV Advisory Committees								
Transport & Infrastructure Committee	<ul style="list-style-type: none"> * 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

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 1989* 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 and Councillors at the 15 October 2019 Briefing Session.

9. Officer Comment

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

14. Meeting Close

There being no further business, the Special Council meeting closed at 5:35pm.



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Cr Adrian Weston

Mayor