



# Cardinia

**MINUTES OF ANNUAL STATUTORY MEETING**

**MONDAY, 11 NOVEMBER 2019**

## MINUTES OF ANNUAL STATUTORY MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 11 November 2019  
The meeting commenced at 7.01pm

**PRESENT:** Councillors Michael Schilling, Carol Ryan, Jodie Owen, Collin Ross, Ray Brown, Jeff Springfield, Leticia Wilmot, Brett Owen, Cr Graeme Moore

Messrs Carol Jeffs (CEO), Peter Benazic (GMIE), Tracey Parker (GMLC), Jenny Scicluna (GMCPP), Doug Evans (MG)

The Chief Executive Officer acting as Temporary Chairman and Returning Officer opened the meeting at 7pm.

### ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

The Cardinia Shire Council respectfully acknowledged that we are on the traditional land of the Bunurong and Wurundjeri people.

**APOLOGIES:**  
Tom McQualter (EMCEO)

**DECLARATION OF PECUNIARY AND OTHER INTERESTS**  
Nil.

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## **1 ELECTION OF THE MAYOR**

FILE REFERENCE INT1982134

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Doug Evans

### **RECOMMENDATION**

That Council proceed to elect the Mayor in accordance with the Meeting Procedure Local Law to serve until the Council Election in October 2020.

### **Attachments**

Nil

### **EXECUTIVE SUMMARY**

To elect a Councillor to the position of Mayor.

### **BACKGROUND**

The procedures to be followed for Election of the Mayor are set out in the Council's Meeting Procedure Local Law, Local Law No 19, as follows:

#### **72. Procedure for election of Mayor**

- 72.1 Councillors must elect a Councillor to be the Mayor.
- 72.2 The Mayor is to be elected at the Annual Statutory Meeting, and held:
  - 72.2.1 after the fourth Saturday in October but not later than 30 November in each year;  
or
  - 72.2.2 as soon as possible after there occurs a vacancy in the office of the Mayor.
- 72.3 Any Councillor is eligible for election or re-election to the office of Mayor.
- 72.4 Until the Mayor is elected, the Chief Executive Officer will be the temporary Chairperson and Returning Officer of the meeting at which the election of Mayor is to be conducted but will have no voting rights.
- 72.5 The election of Mayor is to be in accordance with the following procedure:
  - 72.5.1 The Returning Officer must invite nominations for the office of Mayor.
  - 72.5.2 If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected.
  - 72.5.3 If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote by show of hands for one of the candidates.
  - 72.5.4 If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected.

- 72.5.5 If no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by a further show of hands. This procedure shall continue until one of the candidates has an absolute majority.
- 72.5.6 In the event of two or more candidates having an equality of votes and one of them having to be declared:
- 72.5.6.1 a defeated candidate; or
  - 72.5.6.2 duly elected
- the result must be determined by lot.
- 72.5.7 If a lot is conducted, the Returning Officer has the conduct of the lot.

## CONCLUSION

Council is required to elect a Mayor for the coming year to serve until the Council Election in October 2020.

## **1 ELECTION OF THE MAYOR**

The CEO called for nominations for the Office of Mayor.

Cr L Wilmot nominated **Cr J Springfield** seconded by Cr M Schilling

Cr C Ross nominated **Cr C Ryan** seconded by Cr R Brown

Crs J Springfield and C Ryan spoke to their nominations.

The Returning Officer then put the nominations to a vote, following which Cr J Springfield was duly declared elected as Mayor.

The previous Mayor Cr Graeme Moore then assisting Cr J Springfield to adorn the Mayoral robes of Office and Cr J Springfield then took the Chair.

The Mayor then thanked his colleague for electing him to the position advising that it was proud occasion and then congratulated the outgoing Mayor Cr Graeme Moore for his term of Office.

Cr J Springfield thanked family and friends for their support and advised that he was looking forward to the coming 12 months

The Mayor then presented the former Mayor Cr Moore him with a portfolio of remembrances of his term of office.

## **2 ELECTION OF THE DEPUTY MAYOR**

FILE REFERENCE INT1982135

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Doug Evans

### **RECOMMENDATION**

That Cr Graeme Moore be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Council Election in October 2020.

### **Attachments**

Nil

### **EXECUTIVE SUMMARY**

Council has adopted a policy to elect a Deputy Mayor to assist the newly elected Mayor during their term of Office and to deputise for the Mayor should he or she be unavailable. The Policy also stipulates that where the immediate past Mayor is a sitting Councillor, then that Councillor be the Deputy Mayor for the same term of office as held by the Mayor.

### **BACKGROUND**

The Policy adopted for the position of Deputy Mayor stipulates as follows:

That Council adopt as policy the annual appointment of a Deputy Mayor to support the Mayoral role and where the immediate past Mayor is a sitting Councillor, then that Councillor be the Deputy Mayor for the same term of office as held by the Mayor.

The role of the Deputy Mayor shall be as follows:

- Attend social and other engagements at the request of the Mayor.
- Communicate with the media in the Mayor's official absence.
- Lead Council deputations when requested by the Mayor.
- Chair public meetings when requested by the Mayor.
- Preside at Citizenship Ceremonies in the Mayor's absence, in accordance with Section 27 of the Australian Citizenship Act (2007).
- Assist the Mayor generally in the carrying out of his/her duties as requested by the Mayor from time to time.
- Be available (where the immediate past Mayor is the Deputy Mayor) to provide general advice on the office of Mayor to the Mayor.
- To act as provided in the Local Government Act 1989, i.e. Chairing Council meetings in the Mayor's absence, noting that a vote must be taken to elect a temporary Chairperson.

Provided that the role and duties of the Deputy Mayor shall not compromise the traditional roles of Ward Councillors in representing the Mayor at activities within their Ward.

### **POLICY IMPLICATIONS**

Appointing a Deputy Mayor is in accordance with the adopted policy of the Council.

**RELEVANCE TO COUNCIL PLAN**

Nil.

**CONSULTATION/COMMUNICATION**

Nil.

**FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial or resource implications of appointing a Deputy Mayor as the role does not attract an additional allowance over and above the Councillor allowance payable.

**CONCLUSION**

It is appropriate for the Council elect a Deputy Mayor to assist the Mayor during their term of office. In accordance with the adopted Policy it is appropriate for Cr Graeme Moore, as the immediate past Mayor, to be elected to this position.

## **2 ELECTION OF THE DEPUTY MAYOR**

Moved Cr R Brown Seconded Cr C Ross

That Cr Graeme Moore be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Council Election in October 2020.

Cd.



### **3 APPOINTMENT OF DELEGATES**

FILE REFERENCE INT1982138

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Doug Evans

#### **RECOMMENDATION**

That Council proceed to make appointments of Councillors as representatives and delegates to the various groups and organisations as detailed below:

<b>Committee / Organisation</b>	<b>Delegate/s</b>
Audit Committee	Crs Brett Owen & Ray Brown
Australia Day Reference Group	Crs Brett Owen, Graeme Moore and Collin Ross
Arts and Culture Reference Group	Crs Leticia Wilmot, Michael Schilling and Jeff Springfield
CALD Advisory Group	Crs Leticia Wilmot and Michael Schilling
Cardinia Access & Inclusion Advisory Committee	Crs Brett Owen and Michael Schilling
Casey Cardinia Foundation	Cr Brett Owen
Casey Cardinia Library Corporation	Crs Jodie Owen with Cr Ray Brown as substitute
Casey Cardinia Local History Reference Group	Crs Carol Ryan and Brett Owen
Chief Executive Officer Employment Matters Committee	Mayor of the day and previous two Mayors
Communities That Care	Cr Carol Ryan
Emerald Lake Park Advisory Committee	Cr Jeff Springfield
Grants Evaluation Committee	Crs Carol Ryan, Ray Brown and Brett Owen
Interface Councils	Mayor of the day with Deputy Mayor as substitute
International Safer Cities Steering Committee	Crs Jodie Owen and Carol Ryan
Metropolitan Local Government Waste Forum	Cr Collin Ross
Motorsports Clubs Steering Committee	Crs Brett Owen and Ray Brown.
Municipal Association of Victoria	Mayor of the day with Deputy Mayor as substitute
Mt Shamrock Quarry Extension Environmental Review Committee	Cr Jeff Springfield
National Growth Area Alliance	Mayor of the day with Deputy mayor as substitute
PB Ronald Trust	Cr Graeme Moore
South East Councils Climate Change Alliance	Cr Michael Schilling
South East Melbourne Group of Councils	Mayor of the day with Deputy Mayor as substitute
Social & Affordable Housing Partnership	Cr Leticia Wilmot (Chair) and Cr Ross
Together We Can Round Table	Crs Leticia Wilmot and Carol Ryan
Tourism Board	Cr Leticia Wilmot
Town Planning Committee	Committee of the whole Council
Victorian Local Governance Association	Mayor of the day with Deputy Mayor as substitute

Westernport Catchment Implementation Committee	Cr Ray Brown
Western Port Biosphere Councillor liaison committee	Cr Ray Brown
Yallock Drainage Advisory Committee to Melbourne Water	Cr Ray Brown
Youth Strategy Reference Group	Crs Carol Ryan and Michael Schilling with Cr Ray Brown as substitute

### Attachments

Nil

### EXECUTIVE SUMMARY

To appoint representatives and delegates to various committees and organisations for the forthcoming year.

### BACKGROUND

Councillor representation is required for a number of internal and external committees and other organisations.

The delegates appointed made by the Council in November 2018 were as follows:

Committee/ Organisation	Delegates
Audit Committee	Crs Brett Owen & Ray Brown
Australia Day Reference Group	Crs Brett Owen, Graeme Moore and Collin Ross
Arts and Culture Reference Group	Crs Leticia Wilmot, Michael Schilling and Jeff Springfield
CALD Advisory Group	Crs Leticia Wilmot and Michael Schilling
Cardinia Access & Inclusion Advisory Committee	Crs Brett Owen and Michael Schilling
Casey Cardinia Foundation	Cr Brett Owen
Casey Cardinia Library Corporation	Crs Jodie Owen with Cr Ray Brown as substitute
Casey Cardinia Local History Reference Group	Crs Carol Ryan and Brett Owen
Chief Executive Appraisal Committee	Mayor of the day and previous two Mayors
Communities That Care	Cr Carol Ryan
Emerald Lake Park Advisory Committee	Cr Jeff Springfield
Grants Evaluation Committee	Crs Carol Ryan, Ray Brown and Jeff Springfield
Herb Thomas Memorial Trust	Cr Graeme Moore
Interface Councils	Mayor of the day
International Safer Cities Steering Committee	Crs Jodie Owen and Carol Ryan
Metropolitan Local Government Waste Forum	Cr Collin Ross
Municipal Association of Victoria	Mayor of the day
Mt Shamrock Quarry Extension Environmental Review Committee	Cr Jeff Springfield
National Growth Area Alliance	Mayor of the day
PB Ronald Trust	Cr Graeme Moore
South East Metropolitan Mayors and CEO's Group	Mayor of the day

Tourism Board	Cr Leticia Wilmot
Town Planning Committee	Committee of the whole Council
Victorian Local Governance Association	Mayor of the day with Cr Ross as substitute
Westernport Catchment Implementation Committee	Cr Ray Brown
Western Port Biosphere Councillor liaison committee	Cr Ray Brown
Yallock Drainage Advisory Committee to Melbourne Water	Cr Ray Brown
Youth Strategy Reference Group	Crs Carol Ryan and Michael Schilling with Cr Ray Brown as substitute

## CONCLUSION

It is appropriate for Council to confirm the appointment of representatives and delegates to the various groups and organisations as detailed above.

### 3 APPOINTMENT OF DELEGATES

Moved Cr B Owen Seconded Cr C Ryan

That Council proceed to make appointments of Councillors as representatives and delegates to the various groups and organisations as detailed below:

<b>Committee / Organisation</b>	<b>Delegate/s</b>
Audit Committee	Crs Brett Owen & Ray Brown
Australia Day Reference Group	Crs Brett Owen, Graeme Moore and Collin Ross
Arts and Culture Reference Group	Crs Leticia Wilmot, Michael Schilling and Jeff Springfield
CALD Advisory Group	Crs Leticia Wilmot and Michael Schilling
Cardinia Access & Inclusion Advisory Committee	Crs Brett Owen and Michael Schilling
Casey Cardinia Foundation	Cr Brett Owen
Casey Cardinia Library Corporation	Crs Jodie Owen with Cr Ray Brown as substitute
Casey Cardinia Local History Reference Group	Crs Carol Ryan and Brett Owen
Chief Executive Officer Employment Matters Committee	Mayor of the day and previous two Mayors
Communities That Care	Cr Carol Ryan
Emerald Lake Park Advisory Committee	Cr Jeff Springfield
Grants Evaluation Committee	Crs Carol Ryan, Ray Brown and Brett Owen
Interface Councils	Mayor of the day with Deputy Mayor as substitute
International Safer Cities Steering Committee	Crs Jodie Owen and Carol Ryan
Metropolitan Local Government Waste Forum	Cr Collin Ross
Motorsports Clubs Steering Committee	Crs Brett Owen and Ray Brown.
Municipal Association of Victoria	Mayor of the day with Deputy Mayor as substitute
Mt Shamrock Quarry Extension Environmental Review Committee	Cr Jeff Springfield
National Growth Area Alliance	Mayor of the day with Deputy mayor as substitute
PB Ronald Trust	Cr Graeme Moore
South East Councils Climate Change Alliance	Cr Michael Schilling
South East Melbourne Group of Councils	Mayor of the day with Deputy Mayor as substitute
Social & Affordable Housing Partnership	Cr Leticia Wilmot (Chair) and Cr Ross
Together We Can Round Table	Crs Leticia Wilmot and Carol Ryan
Tourism Board	Cr Leticia Wilmot
Town Planning Committee	Committee of the whole Council
Victorian Local Governance Association	Mayor of the day with Deputy Mayor as substitute
Westernport Catchment Implementation Committee	Cr Ray Brown
Western Port Biosphere Councillor liaison committee	Cr Ray Brown

Yallock Drainage Advisory Committee to Melbourne Water	Cr Ray Brown
Youth Strategy Reference Group	Crs Carol Ryan and Michael Schilling with Cr Ray Brown as substitute

Cd.

## **4 COUNCIL MEETING CYCLE**

FILE REFERENCE INT1982136

RESPONSIBLE GENERAL MANAGER Carol Jeffs

AUTHOR Doug Evans

### **RECOMMENDATION**

That the following meeting timetable for 2020 be adopted with all meetings to commence at 7pm to be held in the Council Chamber, Civic Centre, Siding Avenue Officer, unless otherwise notified

<b>Town Planning Committee</b>	<b>General Council</b>
January No Meetings	
3 February	17 February
2 March	16 March
6 April	Tuesday 14 April – Draft Budget 20 April
4 May	18 May
1 June	15 June
6 July	20 July
3 August	17 August
7 September	21 September
No meetings in October during Election Period	
November No Meeting	
	Statutory Council Meeting 16 November General Meeting 23 November
7 December	14 December

### **Attachments**

Nil

### **EXECUTIVE SUMMARY**

To consider a schedule of meetings for the forthcoming year.

### **BACKGROUND**

Council needs to set a schedule of meetings for 2020.

It is recommended that the same meeting and briefing protocol of convening a Town Planning Committee meeting on the first Monday of each month and a General Council meeting on the third Monday of each month with briefing sessions on Mondays be continued for the coming year.

The exception to this schedule is the suggestion to hold a Council Meeting on Tuesday 14 April (Monday 13 April being Easter Monday) to consider the draft budget and Council Plan prior to releasing these documents for community input.

Additionally as 2020 is a Council Election year it is proposed that no meetings be held during the Election Period that commences on Tuesday 22 September and concludes on Election Day being Saturday October 24.

## **CONCLUSION**

It is appropriate for Council to settle on a preferred Meeting and Briefing cycle for 2020 and it is recommended that the same meeting and briefing protocol previously adopted be continued, except for a Meeting to be held on Tuesday 14 April for the purpose of considering the draft Budget and Council Plan and no meetings be held in October due to the Election Period.

## 4 COUNCIL MEETING CYCLE

Moved Cr J Owen Seconded Cr M Schilling

That the following meeting timetable for 2020 be adopted with all meetings to commence at 7pm to be held in the Council Chamber, Civic Centre, Siding Avenue Officer, unless otherwise notified

Town Planning Committee	General Council
January No Meetings	
3 February	17 February
2 March	16 March
6 April	Tuesday 14 April – Draft Budget 20 April
4 May	18 May
1 June	15 June
6 July	20 July
3 August	17 August
7 September	21 September
No meetings in October during Election Period	
November No Meeting	
	Statutory Council Meeting 16 November General Meeting 23 November
7 December	14 December

Cd.

Meeting closed at 7.19 pm

Minutes Confirmed  
Chairman