



# Cardinia

**MINUTES OF ANNUAL STATUTORY MEETING**

**MONDAY, 14 NOVEMBER 2016**

## MINUTES OF ANNUAL STATUTORY MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 14 November 2016  
The meeting commenced at 7pm

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

Messrs Garry McQuillan (CEO), Mike Ellis (GMAS), Derek Madden (GMCS),  
Andrew Paxton (GMPD), Jenny Scicluna (GMCWB), Doug Evans (MG)

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

**APOLOGIES:**  
Nil

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

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## **1 ELECTION OF THE MAYOR**

FILE REFERENCE INT1683943

RESPONSIBLE GENERAL MANAGER Garry McQuillan

AUTHOR Doug Evans

### **RECOMMENDATION**

That Council proceed to elect the Mayor in accordance with the Meeting Procedure Local Law to serve until the Statutory Council Meeting to be held on Monday 30 October 2017.

### **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 16, 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 Statutory Council Meeting to be held on 30 October 2017

## **1 ELECTION OF THE MAYOR**

Moved Cr L Wilmot Seconded Cr J Owen

That Cr Brett Owen be elected Mayor.

There being no further nominations the Returning Officer declared Cr Brett Owen elected as Mayor

The Mayor then thanked his colleagues for electing him as mayor and also thanked the electors of Ranges Ward in electing him for a further term. The Mayor then thanked his family for their support and assistance.

The mayor then spoke of his aspirations for his term of Office.

## **2 ELECTION OF DEPUTY MAYOR**

FILE REFERENCE INT1683945

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Doug Evans

### **RECOMMENDATION**

That Cr Jodie Owen be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Statutory Council Meeting to be held on 30 October 2017

### **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

**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 Jodie Owen as the immediate past Mayor to be elected to this position

## **2 ELECTION OF DEPUTY MAYOR**

Moved Cr G Moore Seconded Cr R Brown

That Cr Jodie Owen be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Statutory Council Meeting in 2017.

Cd.



### **3 MAYOR AND COUNCILLORS ALLOWANCES**

**FILE REFERENCE** INT1683947

**RESPONSIBLE GENERAL MANAGER** Derek Madden

**AUTHOR** Doug Evans

#### **RECOMMENDATION**

**That Council:**

- 1. propose to retain the Mayor and Councillor allowances at the maximum level as published in the Victorian Government Gazette so that the Mayoral allowance will be set at \$74,655 per annum and the Councillor allowance \$24,127 per annum and call for public submissions on this proposal, and**
- 2. Adopt the Councillor Expenses and Entitlements Policy as attached.**

#### **Attachments**

- 1 Councillor Expenses and Entitlements Policy 9 Pages

#### **EXECUTIVE SUMMARY**

Under the provisions of Section 74(1) of the Local Government Act 1989 Council is required to review and determine the level of Councillor and Mayoral allowances within 6 months of a general election. Additionally Section 74(4) of the Act provides for the right for persons to make a submission in respect of such a review.

Additionally under the provisions of Section 75B of the Act Council must adopt and maintain a policy in relation to reimbursement of expenses for Councillors.

#### **BACKGROUND**

Under the Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances Cardinia is classified as a Category 2 Council.

The level of allowances payable for the various categories of Councils set in accordance with this Policy Statement were included in a notice published in the Victorian Government Gazette on 26 November 2015, this notice increased the allowance by an amount of 2.5% as follows:

	Councillor Min/Max	Mayor Up to
Category 1	\$8,121 - \$19,350	\$57,812
Category 2	\$10,033 - \$24,127	\$74,655
Category 3	\$12,065 – \$28,907	\$92,333

An amount equivalent to the superannuation guarantee (currently 9.5%) is payable in addition to these amounts.

## **POLICY IMPLICATIONS**

Council is required to adopt and maintain a policy in relation to the reimbursement of expenses incurred by Councillors in undertaking their duties as a Councillor.

Council has accordingly adopted the Councillor Expenses and Entitlements Policy and it is suggested that this policy be reaffirmed.

The Policy established expense entitlements for Councillors in relation to reimbursement of out of pocket expenses incurred in performing duties as a councillor, support entitlements to allow councillors to effectively carry out their duties and support to councillors to upgrade their skills.

The Policy provides for travel expenses provides for reimbursement of travel expenses, child care expenses, provision of computer equipment and mobile phones, stationery and protective clothing if required and \$3,000 per annum for professional development.

## **RELEVANCE TO COUNCIL PLAN**

Nil

## **CONSULTATION/COMMUNICATION**

The review and determination of the level of allowances payable must be subject to a public submission process under the provisions of Section 223 of the Local Government Act. This will require the public advertising of Councils proposal to retain the level of allowances at the maximum level and allow 28 days for the receipt of public submissions and then to consider any submissions received.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The 2016 – 17 Budget has included sufficient funds to retain the Mayor and Councillors allowances at the exiting levels and for reimbursement of Councillor expenses as detailed in the Policy.

## **CONCLUSION**

Council is required to review and determine the level of Councillor and Mayoral allowances within six months of an election but is not in a position to increase the levels beyond those set by the Minister for Local Government.

It is considered fair and reasonable to retain the level of allowances at the maximum level allowable for a Category 2 Council being \$24,127 per annum for Councillors and \$74,655 for the Mayor. If these allowances are set they will be the allowances payable for the balance of the term of the current Council.

Council is only able to amend the allowances in the future if the Minister undertakes a review of the categories of Councils and amends these or increases the level of allowances having

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regard to movements in the levels of remuneration of executives within the meaning of the Public Administration Act 2004, as detailed in the Policy Statement.



# Councillor Expenses and Entitlements Policy

## **Councillor Expenses and Entitlements Policy**

### **1.0 OBJECTIVE**

To establish the expense entitlements for a Councillor in relation to:

- reimbursement or pre payment of out of pocket expenses incurred while performing duties as a Councillor,
- support entitlements that will be provided to Councillors to allow them to effectively carry out their duties, and
- support available to Councillors for upgrading their skills during their term of office.

### **2.0 BACKGROUND**

These guidelines give a broad overview of how Council can provide assistance to its Councillors in carrying out their functions. It cannot prescribe for every possible situation that may arise.

The Local Government Act 1989 (Section 75) provides for the reimbursement of out of pocket expenses incurred while performing the duties as a Councillor.

The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is necessary because it is supplemental or incidental to or consequent of the exercise of Council functions.

Where this criteria is satisfied and a Councillor has incurred an out of pocket expense this will be reimbursed by Council.

### **3.0 EXPENSES**

#### **3.1 Travelling Expenses**

Travelling expenses will be paid to Councillors at the Local Government Award rate under the following circumstances:

- To attend Ordinary and Special Council Meetings and meetings of Committees of Council.
- To attend formal briefing sessions and civic or ceremonial functions convened by the Council or Mayor.
- To attend meetings scheduled by Council or the Mayor.
- To attend meetings necessary for the Councillor to exercise a delegation given by Council.
- To attend a meeting, function or other official role attended as a representative of the Council or Mayor.
- To attend meetings of a group, organisation or statutory authority to which the Councillor has been appointed Council delegate. The reimbursement by Council is to be diminished by however much the body pays travelling expenses directly.

- To attend meetings of any Council appointed Committee or any incorporated charity or community organisation. This excludes any social events, unless with prior approval of the Mayor.
- To attend to inspect a street, property or area (or to discuss with any person) any matter affecting or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor.
- To attend meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council, the Chief Executive Officer or Mayor.
- When Councillors are travelling interstate, the mode of transport is to be determined on the advice of the Chief Executive Officer based on the most cost effective form of transport.
- Claims are to be submitted at a frequency convenient to the Councillor, but not less than once per quarter.

### 3.2 **Mayoral Vehicle**

In addition to the Mayoral allowance the Mayor of the day will be provided with a fully maintained vehicle for his/her use to assist in performing their duties during their term of Office together with a fuel card.

If the Mayor of the day wishes to take the vehicle interstate, other than on official council business where the Mayor has been appointed to represent the Council, the approval of the Council must be sought and received prior to such interstate travel.

If the Councillor duly elected as Mayor, chooses not to avail themselves of the Mayoral Vehicle or Fuel Card then the Councillor would be allowed to claim travelling expenses as prescribe in Clause 3.1.

### 3.3 **Conferences and Seminars**

Councillors appointed by Council to attend conferences and seminars shall have all reasonable expenses for travelling, transport, accommodations, registration fees and meals relating to the conference / seminar paid by Council.

Councillors wishing to make their own arrangements for transport or accommodation shall have the cheaper amount equivalent to the cost of the most economic reasonable form of transport and to the value of a standard room rate at a convenient motel, or the cost of these alternative arrangements paid by Council, as determined by the Chief Executive Officer.

Attendance at any seminar, conference or civic function by a Councillor's spouse / partner shall be at the expense of the Councillor except where prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor; and attendance by a Councillor's spouse / partner is considered to be necessary or appropriate.

Councillors are entitled to have paid by Council, or reimbursed, the reasonable costs and expenses of their spouse or partner attending functions held by Council; or functions held by other Victorian municipalities where there is an

agreed expectation of partners attending, i.e. spouse / partner of the Councillor is specified on the invitation.

If a Councillor accepts an invitation to attend a function where this is a cost to the Council and the Councillor does not attend the function the Councillor will be required to reimburse the cost associated.

### **3.4 Child Care Expenses**

The Council will reimburse the cost of childcare expenses incurred by Councillors for their immediate family necessarily incurred under the following circumstances:

- To attend Ordinary and Special Council Meetings and meetings of Committees of Council.
- To attend formal briefing sessions and civic or ceremonial functions convened by the Council or Mayor.
- To attend meetings scheduled by Council or the Mayor.
- To attend meetings necessary for the Councillor to exercise a delegation given by Council.
- To attend a meeting, function or other official role attended as a representative of the Council or Mayor.
- To attend meetings of a group, organisation or statutory authority to which the Councillor has been appointed Council delegate. The reimbursement by Council is to be diminished by however much the body pays travelling expenses directly.
- To attend meetings of any Council appointed Committee or any incorporated charity or community organisation. This excludes any social events, unless with prior approval of the Mayor.
- To attend meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council, the Chief Executive Officer or Mayor.
- Claims are to be submitted at a frequency convenient to the Councillor, but not less than once per quarter.
- Each childcare expense claimed shall be substantiated by a receipt from the caregiver showing the dates and times care was provided, and the Councillor shall show why the care was needed on each occasion.
- Childcare costs are not eligible for reimbursement if paid for child caring by a person who normally or regularly lives with the Councillor.

### **3.5 Other Expenditure**

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the Councillors, except where Council resolves otherwise.

### **3.6 Facilities and Equipment**

Councillors will be provided with the following equipment: to allow them to effectively carry out their duties:

- Tablet computer
- mobile phone;
- Printer is required

the Council will pay all connection fees, rental charges and all Council business call charges. Councillors will be responsible for all personal related charges.

Where Council support equipment is not available Councillors must make alternative arrangements with the Council prior to any claims for personal expenses in communications.

### **3.7 Stationery**

The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

The stationery may include, but not necessarily be limited to, paper, business cards, writing implements, diaries, writing pad/books, computer discs and paper, envelopes and the like.

### **3.8 Apparel**

In accordance with accepted Health and Safety Regulations, Council shall, upon request, lend Councillors protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to safety equipment, wet weather pants and pullover, gumboots, winter jacket and/or hat, as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for specific item/s.

### **3.9 Professional Development**

To provide support to Councillors for upgrading their skills during their term of office an amount of \$3,000 will be provided annually in Council budgets. This allocation may be expended by Councillors, but must firstly submit to the Chief Executive Officer details of the proposed expenditure in the form attached, including:

- Course proposed
- Estimate of Costs
- Purpose of attendance

Programs that qualify for expenditure under this program include:-

- Seminars, conferences
- Undergraduate and post graduate studies
- Short courses
- Study tours



Provided that these relate to the areas of local government activity, leadership, governance in the context of the role of Councillor, or enhance the personal skills of the individual to undertake the role

Where any such program involves overseas travel a Council resolution will be required. Where a Councillor forecasts expenditure beyond the allowance provided, additional funds may be provided by resolution of Council.

#### **4. GENERAL PROVISIONS**

The following general provisions apply to this policy wherever appropriate to determine the amount of out of pocket expenses that will be reimbursed to Councillors:

- that travel must be undertaken as quickly as possible and by the shortest route possible;
- that any time occupied in other than authorised Council business is not to be included in the calculation of any expenses to be paid;
- wherever possible and practicable a Councillor should seek prior Council approval before attending an activity for the purpose of making payments in relation to any expenses incurred;
- where travel is by flight, the standard form of travel will be economy class;
- claims will only be paid on the basis of the actual form of transport used and in the form of reasonable allowances towards or reimbursement of necessary out of pocket expenses.

#### **5. RECEIPTS & INVOICES**

In order that the Council related expenses can be identified Councillors are to provide to the Manager Governance detailed invoices and fully accredited receipts for any expenses incurred. The expenses will, unless authorised by the Chief Executive Officer or Mayor, be paid in arrears.

## CLAIM FOR TRAVELLING EXPENSES

Councillor: \_\_\_\_\_

Date of Claim: \_\_\_\_/\_\_\_\_/\_\_\_\_

Vehicle Type (please  appropriate box):

- More than 4 cylinders or 35 power mass units (pmu) and over (113.346 ¢ per km)
- 4 cylinders & less or less than 35 power mass units (pmu) (93.414 ¢ per km)

Councillors are entitled to claim a car allowance for travel to attend Council Meetings and meetings where they are the Council appointed nominee and in accordance with Council Policy.

### PARTICULARS OF CLAIM

Date	Purpose	Parties attended	Destination or locality	Distance travelled – return journey
<b>TOTAL:</b>				

I certify that the above expenses have been incurred in accordance with the Councillor Expense Entitlements Policy

\_\_\_\_\_  
Signature of Councillor

\_\_\_\_\_  
Approved by Manager Governance

**\* Payment will only be made when all details are completed**

FINANCE USE ONLY	
Supplier No.	_____
Ledger No.	1-00260-2033
_____ kms @ _____ c per km	
= \$ _____	NO GST

Resident name	
Location/address	
Reason for meeting/issue	
Action taken	

Resident name	
Location/address	
Reason for meeting/issue	
Action taken	

Resident name	
Location/address	
Reason for meeting/issue	
Action taken	

Resident name	
Location/address	
Reason for meeting/issue	
Action taken	

\* Delete if not required

# CLAIM FOR "OUT OF POCKET" EXPENSES

Councillor: \_\_\_\_\_

Date of Claim: \_\_\_/\_\_\_/\_\_\_

Please ensure all relevant invoices and receipts are attached to your claim.

## PARTICULARS OF CLAIM

DATE	DETAILS	AMOUNT
		<b>TOTAL:</b>

I certify that the above expenses have been incurred in accordance with the Councillor Expense & Entitlements Policy

\_\_\_\_\_  
Signature of Councillor

\_\_\_\_\_  
Approved by Manager Governance  
\* Payment will only be made when all details are completed

<b>FINANCE USE ONLY</b>
Supplier No. _____
Ledger No. 1-00260-2033

**Please complete when meeting with resident/s**

## COUNCILLOR PROFESSIONAL DEVELOPMENT NOTIFICATION OF PROPOSED EXPENDITURE

Councillor: \_\_\_\_\_

Proposed Course: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details:

Estimated Cost	\$	R *	PP *
Travel			
Accommodation			
Course fees			
Car Hire			
Taxi			
Meals			
Other			
<b>Total</b>			

\* Method of Payment, Reimbursement (R)  
Pre Payment (PP)

Please  select appropriate option.

Administration

Entered in Register	
Payment Authorised	

Date of Claim: \_\_\_/\_\_\_/\_\_\_

### **3 MAYOR AND COUNCILLORS ALLOWANCES**

Moved Cr J Owen Seconded Cr L Wilmot

**That Council:**

- 1. propose to retain the Mayor and Councillor allowances at the maximum level as published in the Victorian Government Gazette so that the Mayoral allowance will be set at \$74,655 per annum and the Councillor allowance \$24,127 per annum and call for public submissions on this proposal, and**
- 2. Adopt the Councillor Expenses and Entitlements Policy as attached.**

Cd.

## **4 APPOINTMENT OF DELEGATES**

FILE REFERENCE INT1682463

RESPONSIBLE GENERAL MANAGER Derek Madden

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>Delegates</b>
Audit Committee	Crs Brett Owen & Leticia Wilmot
Australia Day Reference Group	Mayor of the day and Crs Jodie Owen and Graeme Moore,
Arts and Culture Reference Group	Crs Leticia Wilmot, Michael Schilling and Jeff Springfield
Cardinia Access & Inclusion Advisory Committee	Crs Jodie 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	Cr Carol Ryan
Chief Executive Appraisal Committee	Mayor of the day and previous two Mayors
Communities That Care	Crs Jodie Owen and 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 Brett Owen
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
South East Metropolitan Mayors and CEO's Group	Mayor of the day
Tourism Advisory Committee	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
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 by the previous Council were as follows

<b>Committee/ Organisation</b>	<b>Delegates</b>
Audit Committee	Crs Blenkhorn and Lempriere
Australia Day Reference Group	Mayor of the day and Crs Wilmot and Moore.
Arts and Culture Reference Group	Crs Blenkhorn, Wilmot and Lempriere
Cardinia Life Board	Crs Moore, Ross and Baxter
Cardinia Access & Inclusion Advisory Committee	Crs Jodie Owen and Brett Owen
Casey Cardinia Foundation	Cr Brett Owen
Casey Cardinia Library Corporation	Cr Blenkhorn with Cr Ross as substitute
Casey Cardinia Local History Reference Group	Cr Moore
Chief Executive Appraisal Committee	Mayor of the day and previous two Mayors
Emerald Lake Park Advisory Committee	Cr Wilmot
Grants Evaluation Committee	Crs Baxter, Moore and Lempriere
Herb Thomas Memorial Trust	Cr Blenkhorn
Interface Councils	Mayor of the day
Metropolitan Local Government Waste Forum	Cr Ross
Municipal Association of Victoria	Mayor of the day with Deputy Mayor as substitute
Mt Shamrock Quarry Extension Environmental Review Committee	Cr George Blenkhorn
National Growth Area Alliance	Mayor of the day
Positive Ageing Steering Committee	Cr Jodie Owen
South East Metropolitan Mayors and CEO's Group	Mayor of the day
Tourism Advisory Committee	Cr Leticia Wilmot
Town Planning Committee	Committee of all councillors
Victorian Local Governance Association	Mayor of the day with Deputy Mayor as substitute
Westernport Catchment Implementation Committee	Cr Young
Yallock Drainage Advisory Committee to Melbourne Water	Cr Young
Youth Strategy Reference Group	Crs Lempriere and Baxter

## CONCLUSION

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



## 4 APPOINTMENT OF DELEGATES

Moved Cr L Wilmot Seconded Cr C Ross

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>Delegates</b>
Audit Committee	Crs Brett Owen & Leticia Wilmot
Australia Day Reference Group	Mayor of the day and Crs Jodie Owen and Graeme Moore,
Arts and Culture Reference Group	Crs Leticia Wilmot, Michael Schilling and Jeff Springfield
Cardinia Access & Inclusion Advisory Committee	Crs Jodie 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	Cr Carol Ryan
Chief Executive Appraisal Committee	Mayor of the day and previous two Mayors
Communities That Care	Crs Jodie Owen and 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 Brett Owen
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
South East Metropolitan Mayors and CEO's Group	Mayor of the day
Tourism Advisory Committee	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
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.

## **5 COUNCIL MEETING CYCLE**

FILE REFERENCE INT1683963

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Doug Evans

### **RECOMMENDATION**

That:

1. Meetings for the balance of 2016 be held as follows

7pm Monday 21 November, Council Meeting  
 7pm Monday 5 December Town Planning Committee Meeting, and  
 7pm Monday 12 December Council Meeting.

2. The Council Meeting to be held on 20 March be held at the Emerald Sport Club, Chandler Reserve in Emerald.

3. the following meeting timetable for 2017 be adopted with all meetings to commence at 7pm unless otherwise notified

Town Planning Committee 1st Monday of each month	Council 3rd Monday of each month
January no meeting	16 January
6 February	20 February
6 March	20 March
3 April	17 April
1 May	15 May
5 June	19 June
3 July	17 July
7 August	21 August
4 September	18 September
2 October	16 October
Statutory Council Meeting Monday 30 October	

### **Attachments**

Nil

### **EXECUTIVE SUMMARY**

To consider a schedule of meetings for the forthcoming year.

### **BACKGROUND**

Council needs to set a schedule of meetings for the balance of 2016 and for 2017.

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 only on the alternate Mondays be continued for the coming year.

Council has previously resolved to hold several Council meetings at locations away from the Civic Shire Office. It is suggested that this continue and that the March Council Meeting be held at the Emerald Sports Club rooms at Chandler Reserve in Emerald..

## **CONCLUSION**

It is appropriate for Council to settle on a preferred Meeting and Briefing cycle for 2017 and it is recommended that the same meeting and briefing protocol adopted by the previous Council be continued.

## 5 COUNCIL MEETING CYCLE

Moved Cr G Moore Seconded Cr J Owen

That:

1. Meetings for the balance of 2016 be held as follows

7pm Monday 21 November, Council Meeting  
 7pm Monday 5 December Town Planning Committee Meeting, and  
 7pm Monday 12 December Council Meeting.

2. The Council Meeting to be held on 20 March be held at the Emerald Sport Club, Chandler Reserve in Emerald.

3. the following meeting timetable for 2017 be adopted with all meetings to commence at 7pm unless otherwise notified

Town Planning Committee 1st Monday of each month	Council 3rd Monday of each month
January no meeting	16 January
6 February	20 February
6 March	20 March
3 April	17 April
1 May	15 May
5 June	19 June
3 July	17 July
7 August	21 August
4 September	18 September
2 October	16 October
Statutory Council Meeting Monday 13 November	

Cd.

Meeting closed at 7.15pm

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Minutes Confirmed  
Chairman