



# Cardinia

**MINUTES OF ANNUAL STATUTORY MEETING**

**MONDAY, 12 NOVEMBER 2018**

## MINUTES OF ANNUAL STATUTORY MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 12 November 2018  
The meeting commenced at 7pm

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

Messrs Carol Ryan (CEO), Mike Ellis (GMAS), Jenny Scicluna (A/GMCS), Andrew Paxton (GMPD), Kristen Jackson (A/GMCWB), Doug Evans (MG)

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

### ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

Cardinia shire council respectfully acknowledges that we are meeting on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging

**APOLOGIES:**  
Nil

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

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## **1 ELECTION OF THE MAYOR**

FILE REFERENCE INT1875436

RESPONSIBLE GENERAL MANAGER Carol Jeffs

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 11 November 2019.

### **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.

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

Nil.

## **CONSULTATION/COMMUNICATION**

Nil.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

## **CONCLUSION**

Council is required to elect a Mayor for the coming year to serve until the Statutory Council Meeting to be held on 11 November 2019.

## **1 ELECTION OF THE MAYOR**

The CEO called for nominations for the Office of Mayor.

Cr R Brown nominated **Cr G Moore** seconded by Cr C Ryan

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

Crs G Moore and L Wilmot spoke to their nominations.

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

The Mayor then thanked his colleague for electing him to the position and thanked Cr Leticia Wilmot for advising of her support to him and for her candidature.

The Mayor then congratulated the outgoing Mayor Cr Colin Ross for his term of Office, and presented him with a framed photo as a gift together with a portfolio of remembrances of his term of office. Cr Ross generally spoke of his term of office advising that he would take the opportunity at a later date elaborate further on his term.

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

FILE REFERENCE INT1875440

RESPONSIBLE GENERAL MANAGER Carol Jeffs

AUTHOR Doug Evans

### **RECOMMENDATION**

That Cr Collin Ross be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Statutory Council Meeting to be held on 11 November 2019.

### **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 Collin Ross as the immediate past Mayor to be elected to this position.

## 2 ELECTION OF THE DEPUTY MAYOR

Moved Cr Brett Owen seconded Cr Jeff Springfield

That Cr Collin Ross be elected as Deputy Mayor in accordance with the Meeting Procedure Local Law to serve until the Statutory Council Meeting to be held on 11 November 2019.

Cd.



### **3 COUNCIL MEETING CYCLE**

FILE REFERENCE INT1876202

RESPONSIBLE GENERAL MANAGER Carol Jeffs

AUTHOR Doug Evans

#### **RECOMMENDATION**

That

1. Meetings for the balance of 2018 be held as follows

7pm Monday 19 November, Council Meeting,  
7pm Monday 3 December, Town Planning Committee Meeting, and  
7pm Monday 10 December Council Meeting.

2. the following meeting timetable for 2019 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	
4 February	18 February
4 March	18 March
1 April	15 April
6 May	20 May
3 June	17 June
1 July	15 July
5 August	19 August
2 September	16 September
7 October	21 October
November No Meeting	
Statutory Council Meeting 11 November	18 November
2 December	9 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 the balance of 2018 and for 2019.

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.

## **POLICY IMPLICATIONS**

Nil

## **RELEVANCE TO COUNCIL PLAN**

Nil.

## **CONSULTATION/COMMUNICATION**

Nil.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

## **CONCLUSION**

It is appropriate for Council to settle on a preferred Meeting and Briefing cycle for 2019 and it is recommended that the same meeting and briefing protocol previously adopted be continued.

### 3 COUNCIL MEETING CYCLE

Moved Cr C Ryan Seconded Cr M Schilling

That

1. Meetings for the balance of 2018 be held as follows

7pm Monday 19 November, Council Meeting,  
 7pm Monday 3 December, Town Planning Committee Meeting, and  
 7pm Monday 10 December Council Meeting.

2. the following meeting timetable for 2019 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	
4 February	18 February
4 March	18 March
1 April	15 April
6 May	20 May
3 June	17 June
1 July	15 July
5 August	19 August
2 September	16 September
7 October	21 October
November No Meeting	
Statutory Council Meeting 11 November	18 November
2 December	9 December

Cd.

## **4 APPOINTMENT OF DELEGATES**

FILE REFERENCE INT1876207

RESPONSIBLE GENERAL MANAGER Carol Jeffs

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 & 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

**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 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 Shilling and Jeff Springfield
CALD Advisory Group	Crs Leticia Wilmot and Michael Schilling
Cardinia Access & Inclusion Advisory Committee	Crs Brett Owen and Michael Shilling
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 three 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	Cr Ray Brown

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

#### **POLICY IMPLICATIONS**

Nil.

#### **RELEVANCE TO COUNCIL PLAN**

Nil.

#### **CONSULTATION/COMMUNICATION**

Nil.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

#### **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 J Owen Seconded Cr M Schilling

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 & 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

Cd.

The Mayor then thanked the gallery for their attendance and in particular thanked his family for their support that allowed him to be a full time Mayor in particular his wife Sue.

Meeting closed at 7.41pm

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Minutes Confirmed  
Chairman