

SPECIAL MEETING OF COUNCIL

Notice is hereby given of a Special Meeting of Council,
Statutory and Annual Appointments Meeting to be held in the
Council Chamber, 15 Stead Street, Ballan on
Wednesday 28 October 2015
commencing at 5.00 p.m.

Members:	Cr. Paul Tatchell	Central Moorabool Ward
	Cr. Allan Comrie	East Moorabool Ward
	Cr. Tonia Dudzik	East Moorabool Ward
	Cr. David Edwards	East Moorabool Ward
	Cr. John Spain	East Moorabool Ward
	Cr. Tom Sullivan	West Moorabool Ward
	Cr. Pat Toohey	Woodlands Ward
Officers:	Mr. Rob Croxford	Chief Executive Officer
	Mr. Phil Jeffrey	General Manager Infrastructure
	Mr. Satwinder Sandhu	General Manager Growth and Development
	Mr. Danny Colgan	General Manager Community Services

Rob Croxford
Chief Executive Officer

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1. OPENING OF MEETING

1.1 Acting Chairperson

Pursuant to the provisions of section 72 of the *Local Government Act* 1989 and Part B, Clause 7 of the *Meeting Procedure Local Law, Local Law No.8*, the Chief Executive Officer shall act as Chairperson until the election of Mayor is concluded.

1.2 Council Prayer

Almighty God be with us as we work for the people of the Shire of Moorabool.

Grant us wisdom that we may care for the Shire as true stewards of your creation.

May we be aware of the great responsibilities placed upon us.

Help us to be just in all our dealings and may our work prosper for the good of all.

Amen.

2. ACKNOWLEDGEMENT TO COUNTRY

We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.

3. PRESENT

4. APOLOGIES

5. BUSINESS

5.1 Moorabool Shire Council Statutory and Annual Appointments

5.1.1 Chief Executive Officer's Report - Statutory and Annual Appointments Process

The Council has established as practice the holding of a Special Meeting each year following the anniversary of the conduct of a General Election. This Special Meeting called the Statutory and Annual Appointments meeting considers a number of statutory matters including:

- Election of Mayor for the forthcoming year.
- Election of Deputy Mayor for the forthcoming year (if determined).
- Councillor and Mayoral allowances.
- Council and Committee Meeting structure.
- Appointments to Section 86 (S86) Committees and Advisory Committees.
- Determination of Councillor/officer representation on various working groups and external committees to assist Council advocacy.

The provisions of the *Local Government Act* 1989, section 71(2) provides Council with an option to resolve to elect a Mayor for a term of 1 or 2 years. A reference to the term of Office of the Mayor is presented in Item 5.1.4 of this agenda. The term of the Office of the Mayor expires at 6.00am on the day of the election of the Mayor or in the case of next year, 2016, the date of the local government election, Saturday 22 October 2016.

Whilst not specifically indicated within the *Local Government Act* 1989, the Council may also determine under Part B, Clause 10 – 'Determining the Election of any Deputy Mayor' of the Moorabool Shire Council Meeting Procedure Local Law, Local Law No.8 to elect a Deputy Mayor and this provision is presented for Council's consideration under Item 5.1.5 of this Agenda.

Pursuant to the provisions of section 72 of the *Local Government Act* 1989 and Part B, Clause 7 of the *Meeting Procedure Local Law, Local Law No.8*, the Chief Executive Officer shall act as Chairperson until the following matters are determined:

- a) the receipt of nominations for the election of Mayor;
- b) the election of the Mayor.

Following the election, the Mayor shall assume the Chair to deal with the remaining matters before the Meeting.

It is generally accepted that the Council annually reviews the Council and Committee meeting structure in order to ensure that the interests of good governance, facilitated by sound decision making promoted within an appropriate framework of Council meetings, can best be served. Such considerations form part of the business to be considered at this Special Meeting.

A number of Special Committees constituted within the legislative provisions of Section 86 of the *Local Government Act* 1989 as well as Advisory Committees complete the framework of governance within Moorabool Shire Council. Consideration by Council of the appointment of these Committees will also occur in the business of the Meeting.

In order for Moorabool Shire Council to pursue its role of advocacy and represent the interests of the community, Council seeks to be represented on a variety of committees and organisations which are established not only within Moorabool Shire, but more broadly within the region and also within industry representative associations. Involvement in these areas provides the Council with a broader perspective in undertaking its policy deliberation role. Consideration of such Council representative appointments will be determined at the Meeting.

5.1.2 Mayor's Report

The outgoing Mayor, Councillor Paul Tatchell, will present his report on the October 2014 to October 2015 Mayoralty term.

Recommendation:

That the Mayor's Report for the Mayoralty term of October 2014 to October 2015 be received.

5.1.3 Vote of Thanks to the Outgoing Mayor

Prior to calling for nominations for the position of Mayor, the Acting Chairperson will call upon any Councillors who wish to express appreciation to the Mayor for his term in Office.

5.1.4 Election of Mayor (Section 71, *Local Government Act 1989*; Local Law Part B, No.8)

The *Local Government Act 1989*, section 71 indicates (inter alia) the following:

- (1) At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- (2) Before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of 2 years.
- (3) The Mayor is to be elected:
 - (a) after the fourth Saturday in October but not later than 30 November in each year; or
 - (ab) if under subsection (2), the Mayor is elected for a term of 2 years, the next election of Mayor is 2 years after the fourth Saturday in October but not later than 30 November in the second year after the election; or
 - (b) as soon as possible after any vacancy in the office of Mayor occurs.

The Act goes on to say in Section 72(2) - *For the avoidance of doubt, the office of Mayor becomes vacant under subsection (1)(b) at 6 a.m. on the day of a general election whether or not the Mayor has completed his or her term of office as resolved by the Council under section 71(1).*

The Mayoral term shall expire at 6.00 a.m. on the day of the local government election, Saturday 22 October 2016.

The Chief Executive Officer, acting as Chairperson, shall call for nominations for the position of Mayor of Moorabool Shire Council for the 2015/16 term of Office.

An election for the position of Mayor shall be conducted at the meeting.

Mayoral Election – Under section 71 of the *Local Government Act 1989*, Council must resolve as follows:

1. That pursuant to the provisions of section 71 of the *Local Government Act 1989*, the Council elects Cr. _____ to be the Mayor of Moorabool Shire Council.
2. The term of office of the Mayor shall expire at 6.00 a.m. on the day of the local government election, Saturday 22 October 2016.
3. To facilitate effective performance in the office of Mayor, the Council undertakes the provision of a fully maintained motor vehicle at the current standard and upon the current conditions, together with communication equipment in accordance with the Council's administrative arrangements.

Following the election the Mayor will be assisted in being robed as a symbol of taking up the robes of office. The Mayor shall then assume the Chair to deal with the remaining business of the Meeting.

Statement by newly elected Mayor:

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

5.1.5 Determination to Elect a Deputy Mayor

The Election of a Deputy Mayor, whilst not specifically indicated within the *Local Government Act* 1989, is provided for under Part B, clause 10 – ‘Determining the Election of any Deputy Mayor’ of the Moorabool Shire Council Meeting Procedure Local Law, Local Law No.8 if the Council so determines.

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 Local Law No.8 – Meeting Procedure Local Law.

Remuneration for the Deputy Mayor remains at the level of which is available to a Councillor.

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

Recommendation:

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

5.1.6 Election of a Deputy Mayor

The election of the Deputy Mayor will be chaired by the newly elected Mayor in accordance with Council's Meeting Procedure Local Law, Local Law No.8 Part B, Clauses 8 and 9.

The term of office of the Deputy Mayor will commence upon appointment at this Special Meeting being Wednesday 28 October 2015 and will expire at 6.00am on the day of the local government election, Saturday 22 October 2016. (Refer Section 72(2) of the *Local Government Act 1989*)

The Mayor shall call for nominations for the position of Deputy Mayor of Moorabool Shire Council for the 2015/16 term of Office.

An election for the position of Deputy Mayor shall be conducted at the meeting.

Deputy Mayor Election – Having resolved to elect a Deputy Mayor, Council must resolve as follows:

1. That pursuant to the provisions of Council's Local Law No.8 – Meeting Procedure Local Law Part B, Clauses 8 and 9, the Council elects Cr. _____ to be the Deputy Mayor of Moorabool Shire Council.
2. The term of office of the Deputy Mayor shall expire at 6.00 a.m. on the day of the local government election, Saturday 22 October 2016.
3. That in the absence of the Mayor, the Deputy Mayor shall perform the functions of Mayor in an acting capacity in accordance with the *Local Government Act 1989* and Council's Meeting Procedure Local Law, Local Law No.8.

5.1.7 Mayor and Councillor Allowances

Section 74 of the *Local Government Act* 1989 provides for the setting of Mayor and Councillor Allowances.

In order to comply with sections 73B(5) and 74 of the *Local Government Act* 1989, Council resolved at its Ordinary Meeting of Council on Wednesday 19 June 2013 to adopt the annual Councillor and Mayoral Allowances under Category 2 in the Schedule to the Order in Council applicable until the next general election of Council.

Under section 73B of the *Local Government Act* 1989, the Minister for Local Government determined in October 2014 that the allowances be increased by 2.5%. Therefore, provision is now made for this annual adjustment factor to be applied to Mayoral and all Councillor Allowances. The next review of Mayor and Councillor Allowances is expected from Local Government Victoria within the next month.

- Councillor annual allowance - \$23,539;
- Mayoral annual allowance - \$72,834;
- in addition to the Councillor and Mayoral allowance the equivalent of the superannuation guarantee contribution (SGC) (currently 9.5%)

The allowances as set by Council will be paid during the ensuing year from Wednesday 28 October 2015 to the Statutory and Annual Appointments Meeting in 2016. The manner of payment of allowances will not exceed more than one month in advance.

Councillor Support

The following provisions are determined to assist Councillors in their municipal duties:

Resources/facilities mandatory

- Administrative support for the Mayor
- Office for Mayor
- Vehicle for Mayor
- Computer – desktop or laptop
- Mobile phone and landline
- Stationery
- Access to fax/copier
- Website development as part of Council website

Reimbursement

- Travel – including reimbursement of public transport costs
- Phone – reimbursement of relevant call costs
- Internet
- Child care/family care

5.1.8 Special Committees of the Council (Section 86 *Local Government Act 1989*) - S86 Delegated Committees of the Council

Council may establish one or more special committees of the Council, which may be comprised of Councillors and other persons as members. These Committees have been established by Council under section 86 of the *Local Government Act 1989*.

These committees are established to assist Council with executing specific functions or duties. By instrument of delegation, Council may delegate to the committees such functions and powers of the Council that it deems appropriate, utilising provisions of the *Local Government Act 1989*. The Council cannot delegate certain powers as specifically indicated in section 86(4) of the Act.

With the term of the current Council finishing in October 2016 it is recommended that the Council retain the existing committee structure for the next twelve months.

Special Committees of Council

(i) Development Assessment Committee

The Development Assessment Committee is a Delegated Committee established under section 86 of the *Local Government Act 1989* to act as a delegate of Council in determining planning applications made under the *Planning and Environment Act 1987* in line with the Terms of Reference and Protocol for Calling in Planning Applications.

The Committee also provides advice to Council on trends, issues and other matters relating to planning or development that have become apparent or arisen through the Committee's assessment of applications under the Act.

The Council representatives in 2014/15 on this committee were Cr. Comrie, Cr. Dudzik, Cr. Spain and Cr. Tatchell.

(ii) Urban Growth Strategy Committee

The Urban Growth Strategy Committee is a Delegated Committee established under section 86 of the *Local Government Act 1989*. Its role is to develop a vision and planning principles to guide and manage future urban growth and development in the Shire. This Committee will monitor the implementation of phase 1 and 2 of the Moorabool Growth Planning Initiative, against the agreed milestones and timelines.

The Council representatives in 2014/15 on this committee were Cr. Dudzik, Cr. Comrie, Cr. Spain, Cr. Edwards, (Mayor ex Officio), Chief Executive Officer, General Manager Growth & Development, Manager Strategic & Sustainable Development and Manager Statutory Planning & Community Safety.

(iii) Rural Growth Strategy Committee

The Rural Growth Strategy Committee is a Delegated Committee established under section 86 of the *Local Government Act* 1989. Its role is to develop a vision and planning principles to guide and manage future rural growth and development in the Shire. This Committee will monitor the implementation of phase 1 and 2 of the Moorabool Growth Planning Initiative, against the agreed milestones and timelines.

The Council representatives in 2014/15 on this committee were Cr. Sullivan, Cr. Toohey, (Mayor ex Officio), Chief Executive Officer, General Manager Growth and Development, Manager Strategic and Sustainable Development, Manager Statutory Planning and Community Safety.

(iv) Hall and Recreation Reserve Committees of Management

The following Committees manage the operations of specific reserves and/or halls within the Shire with the generic responsibilities to:

- undertake expenditure on behalf of Council relating to the facility being managed in accordance with Council budget allocations;
- recommend to Council charges for the use and occupancy of the facilities;
- manage the facilities on a day to day basis and resolve operational issues;
- prepare forward plans for the development and improvement of the facilities for consideration by Council when approving its budget;
- report to Council minutes of meetings and financial transactions as required for good governance and financial management.

The 2014/15 representatives for each committee are listed below:

Hall and Recreation Reserve Committees of Management and	Council Representative 2014/2015
Bacchus Marsh Hall Committee of Management	Cr. Spain
Bacchus Marsh Racecourse and Recreation Reserve Committee of Management	Cr. Comrie
Bungaree Public Hall	Community Members
Dunnstown Recreation Reserve Committee of Management	Community Members
Elaine Recreation Reserve Committee of Management	Cr. Sullivan
Gordon Public Hall Committee of Management Inc.	Cr. Toohey
Greendale Recreation Reserves Committee of Management	Cr. Toohey
Lal Lal Soldiers' Memorial Hall Committee of Management	Community Members
Maddingley Park Committee of Management	Cr. Edwards
Millbrook Community Centre	Community Members
Navigators Community Centre	Community Members
Wallace Recreation Reserve	Community Members
Wallace Public Hall	Community Members

(v) Blacksmith's Cottage and Forge Committee of Management

Blacksmith's Cottage and Forge Committee of Management manages the operations of the Blacksmith's Cottage and Forge in Bacchus Marsh with responsibility to:

- manage and promote the facilities within the approvals given by Council;
- recommend to Council policies aimed at promoting the use of the facilities for the benefit of the community;
- promote the facilities as a tourist attraction in Bacchus Marsh in liaison with other groups;
- explore and recommend options for future development of the facilities;
- prepare submission to Council for any capital or major works that the advisory committee considers desirable.

The 2014/15 representative for this committee is Cr. Comrie.

Recommendation:

1. That pursuant to section 86 of the *Local Government Act 1989*, the Council retains the following Special Committees of the Council – S86 Delegated Committees of the Council to assist the Council in performing its functions and duties in the manner as currently prescribed and as provided for in the Instruments of Delegation authorised by Council;
 - (i) Development Assessment Committee
 - (ii) Urban Growth Strategy Committee
 - (iii) Rural Growth Strategy Committee
 - (iv) Bacchus Marsh Hall Committee of Management
 - (v) Bacchus Marsh Racecourse and Recreation Reserve Committee of Management
 - (vi) Bungaree Public Hall
 - (vii) Dunnstown Recreation Reserve Committee of Management
 - (viii) Elaine Recreation Reserve Committee of Management
 - (ix) Gordon Public Hall Committee of Management Inc.
 - (x) Greendale Recreation Reserves Committee of Management
 - (xi) Lal Lal Soldiers' Memorial Hall Committee of Management
 - (xii) Maddingley Park Committee of Management
 - (xiii) Millbrook Community Centre
 - (xiv) Navigators Community Centre
 - (xv) Wallace Recreation Reserve
 - (xvi) Wallace Public Hall
 - (xvii) Blacksmith's Cottage and Forge Committee of Management
2. That Council maintains the current membership of these committees.
3. That Council appoints representatives for its Special Section 86 Committees as set out below:

S86 Delegated Committees of the Council	Council Representative 2015/2016
Development Assessment Committee	Cr Edwards Cr Tatchell Cr. Comrie Cr. Dudzik
Urban Growth Strategy Committee	Cr. Dudzik Cr. Comrie Cr. Spain Cr. Edwards (Mayor ex Officio) CEO GM of G&D Manager SSD Manager Stat Planning & Community Safety
Rural Growth Strategy Committee	Cr. Sullivan Cr. Toohey (Mayor ex Officio) CEO GM of G&D Manager SSD Manager Stat Planning & Community Safety
Bacchus Marsh Hall Committee of Management	Cr. Spain
Bacchus Marsh Racecourse and Recreation Reserve Committee of Management	Cr. Comrie
Bungaree Public Hall	Community Members
Dunnstown Recreation Reserve Committee of Management	Community Members
Elaine Recreation Reserve Committee of Management	Cr. Sullivan
Gordon Public Hall Committee of Management Inc.	Cr. Toohey
Greendale Recreation Reserves Committee of Management	Cr. Toohey
Lal Lal Soldiers' Memorial Hall Committee of Management	Cr. Sullivan
Maddingley Park Committee of Management	Cr. Edward
Millbrook Community Centre	Community Members
Navigators Community Centre	Community Members
Wallace Recreation Reserve	Community Members
Wallace Public Hall	Community Members
Blacksmith's Cottage and Forge Committee of Management	Cr. Comrie

- 4. That Council notify the committees of the reappointment arrangements.**

5.1.9 Advisory Committees of the Council

In addition to the Special Committees of Council with delegated authority that are established under the *Local Government Act 1989* (section 86), Council has the ability to create a committee by resolution as an Advisory Committee.

The following Committees currently have no specific delegated powers to act on behalf of Council or commit Council to any expenditure unless resolved explicitly by Council following recommendation from the Committee. Their function provides substantial expertise to the Council's planning by way of advisory recommendations.

The performance of specified statutory obligations of the Council are not placed upon these Committees. However, Council has the legislative ability to delegate authority and amend the operations and/or charter of individual Committees should circumstances warrant.

The following Advisory Committees have been established by Council.

Advisory Committees of the Council

(i) Social Development Committee

The Social Development Committee is an Advisory Committee with its role to consider and make recommendations to the Council on the following matters:

- social and recreation planning;
- social and recreation policy development;
- community grants;
- reserve and hall committees of management;
- leisure services contractual arrangements; and
- to provide feedback to officers during the development of strategic plans and policies.

The Council representatives in 2014/15 on this committee were Cr. Comrie, Cr. Dudzik and Cr. Edwards.

(ii) Finance and Governance Committee

The Finance and Governance Committee is an Advisory Committee and considers and make recommendations to Council on the following matters

- Leasing and property matters; and
- Internal and external audit matters

Including functions relating to:

- Finance
- Rating and revenue
- Contracts and procurement
- Customer services
- Governance
- Information systems

- Risk management
- Occupational health and safety.

The Council representatives in 2014/15 on this committee were Cr. Dudzik, Cr. Spain and Cr. Tatchell.

(iii) Place Making Committee

The Place Making Committee is an Advisory Committee and has been established to support development of a vision, framework, policies and strategic documents that guides future sustainable development in appropriate locations in the Shire, addressing land use, amenity and lifestyle opportunities whilst matching growth with the provision of physical and social infrastructure.

The Committee will ensure that Council plans and strategies are coordinated and help deliver sustainable communities in a coherent and cost effective manner in addition to considering and making recommendations to the Council on the following matters:

- Implementing the Moorabool 2041 framework.
- Integrated built and natural environment strategies.
- Integrated infrastructure planning and delivery.

The Council representatives in 2014/15 on this committee were Cr. Spain, Cr. Sullivan and Cr. Toohey.

(iv) Audit and Risk Committee

The Audit and Risk Committee is an independent Advisory Committee to Council. The primary role of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

The Audit and Risk Committee is established to assist the coordination of relevant activities of management, the internal audit function and the external auditor, in order to facilitate achieving overall organisational objectives in an efficient and effective manner.

The 2014/15 representatives for this committee are Cr. Dudzik and Cr. Spain.

(v) Bacchus Marsh District Trails Advisory Committee

The District Trails Advisory Committee comprises interested community members to advise Council on the development and integration of the community trails in the Bacchus Marsh district.

The 2014/15 representative for this committee is Cr. Spain.

(vi) Heritage Advisory Committee

The Heritage Advisory Committee was established to advise Council on the conservation, promotion and education of heritage matters within the Shire.

The 2014/15 representative for this committee is Cr. Tatchell.

(vii) Lal Lal Falls Reserve Advisory Committee of Management

The Lal Lal Falls Reserve Advisory Committee was created to provide advice on the development and management of this significant natural reserve.

The 2014/15 representative for this committee is Cr. Sullivan.

(viii) Moorabool Health and Wellbeing Advisory Committee

The Moorabool Health and Wellbeing Advisory Committee comprises community members to assist in the development of Council's Health and Wellbeing Strategy and Plan.

The 2014/15 representative for this committee is Cr. Dudzik.

(ix) Moorabool Landcare Advisory Committee

The Landcare Committee comprises members of the community with land care experience or interest to advise Council on matters of land care policy, planning and development.

The 2014/15 representatives for this committee are Cr. Edwards and the Manager Strategic and Sustainable Development.

(x) Moorabool Recreation and Leisure Strategic Advisory Committee

The Moorabool Recreation and Leisure Strategic Advisory Committee provides opportunities for community input into the planning and provision of recreation and leisure services and facilities across the municipality.

The 2014/15 representatives for this committee are Cr. Dudzik, Cr. Edwards and Cr. Spain.

(xi) Rural Advisory Committee

The Rural Advisory Committee provides advice to the Moorabool Shire Council on:

- advocacy to other levels of government on the impacts of government policy on farming,
- the development of alternative land valuation and rating models that will assist farming enterprises in Victoria,
- to provide an opportunity for increased networking and collaboration within the rural sector,

- promotion of agriculture to the broader community as a key driver of economic growth and rural amenity in the Shire including broad acre cropping, horticulture, viticulture, dairy, livestock and lifestyle/part time farming, and
- the development of key strategic documents of Council

The 2014/15 representative for this committee is Cr. Tatchell.

(xii) Rushing Waters Advisory Committee of Council

The Rushing Waters Advisory Committee of Council has not met for over three years. There have been no requests by members of this committee to meet during this period.

Its purpose was to provide advice to Council, on the management and maintenance of the public area known as the Caledonian Park Reserve in Ballan.

No appointments were made to this committee in 2014/15. It is recommended that this committee be disbanded.

(xiii) Bacchus Marsh Leisure Centre Joint Use Management Agreement Advisory Committee

The 2014/15 representatives for this committee are Cr. Comrie and Other East Ward Councillors (proxy)

Recommendation:

1. That Council retains the following Advisory Committees of the Council with the existing membership and terms and conditions governing the role and responsibilities as provided for in their purpose and terms of reference authorised by Council:
 - (i) Social Development Committee
 - (ii) Place Making Committee
 - (iii) Audit and Risk Committee
 - (iv) Bacchus Marsh District Trails Advisory Committee
 - (v) Heritage Advisory Committee
 - (vi) Lal Lal Falls Reserve Advisory Committee of Management
 - (vii) Moorabool Health and Wellbeing Advisory Committee
 - (viii) Moorabool Landcare Advisory Committee
 - (ix) Moorabool Recreation and Leisure Strategic Advisory Committee
 - (x) Bacchus Marsh Leisure Centre Joint Use Management Agreement Advisory Committee
 - (xi) Rural Advisory Committee
2. That the Rushing Waters Advisory Committee be disbanded as the committee has not met for three years and there has been no requests from past committee members to meet during this time.
3. That the Finance and Governance Advisory Committee be disbanded.

4. That a report be presented to Council in relation to a review of the Rural Advisory Committee.
5. That Council appoints representatives for its Advisory Committees as set out below:

Advisory Committees of the Council	Council Representative 2015/2016
Social Development Committee	Cr. Comrie Cr. Dudzik Cr. Edwards
Place Making Committee	Cr. Spain Cr. Sullivan Cr. Toohey
Audit and Risk Committee	Cr. Edwards Cr. Dudzik Cr. Tatchell (Proxy)
Bacchus Marsh District Trails Advisory Committee	Cr. Spain
Heritage Advisory Committee	Cr. Tatchell
Lal Lal Falls Reserve Advisory Committee of Management	Cr. Sullivan
Moorabool Health and Wellbeing Advisory Committee	Cr. Dudzik Cr. Tatchell (Proxy)
Moorabool Landcare Advisory Committee	Cr. Edwards
Moorabool Recreation and Leisure Strategic Advisory Committee	Cr. Edwards
Bacchus Marsh Leisure Centre Joint Use Management Agreement Advisory Committee	Cr. Edwards
Rural Advisory Committee	Cr. Tatchell

6. That Council notify the committees of the reappointment arrangements.

5.1.10 Council Appointments to Working Groups, Industry Bodies and Forums

In order for Moorabool Shire Council to pursue its role of advocacy and represent the interests of the community, Council seeks to be represented on a variety of committees and organisations which are established not only within Moorabool Shire, but more broadly within the region and also within industry representative associations. Involvement in these areas provides the Council with a broader perspective in undertaking its policy deliberation role.

The 2014/15 representatives for each working group, industry bodies and forums are listed below:

Working Groups, Industry Bodies and Forums	Council Representative 2014/2015
Moorabool Police Liaison Meeting *	No appointment
Central Highlands Local Learning and Employment Network (CHLLEN)	Cr. Dudzik
Local Government Waste Forum – Grampians Central West Waste and Resource Recovery Region	Cr. Sullivan and Manager Operations
MAV Strategic Environment Advisory Group (SEAG)	Cr. Sullivan
MAV Emergency Management Committee	Cr. Tatchell and the Municipal Emergency Manager.
MAV Defined Benefit Superannuation Taskforce	Cr. Sullivan
MAV Financial Assistance Grants and Rate Capping Taskforce	Cr. Sullivan, Cr. Spain (proxy) and Manager Finance.
Bacchus Marsh Aerodrome Management Committee	Cr. Comrie and Cr. Edwards
Bungaree Water Supply Protection Area Consultative Committee	Cr. Sullivan
Central Highlands Community Road Safety Council	General Manager Infrastructure
Central Highlands Mayors' & CEOs' Forum	Mayor and Chief Executive Officer
CCMA SMO – Corangamite Catchment Management Authority Salinity Management Overlay Development Steering Committee	Manager Strategic and Sustainable Development
Concerned Councils for the Moorabool River	Cr. Toohey
Grow West Implementation Committee	Cr. Spain and General Manager Growth and Development
Municipal Emergency Management Planning Committee (MEMPC)	Cr. Spain, Cr. Tatchell (proxy)
Municipal Fire Management Planning Committee (MFMPC)	Cr. Spain, Cr. Tatchell (proxy)
(MAV) Municipal Association of Victoria	Mayor and Cr. Sullivan
National Timber Councils Task Force	Cr. Sullivan
Peri Urban Councils	– Cr. Spain, Cr. Tatchell (proxy), Chief

	Executive Officer or nominee
Strategic Health Forum	Cr. Dudzik, Cr. Comrie, Cr. Tatchell (proxy)
Timber Towns –	Cr. Sullivan
Victorian Local Governance Association (VLGA)	Cr. Spain
Western Highway Action Committee	Cr. Toohey, Cr. Tatchell (proxy), General Manager Infrastructure.

* The Moorabool Police Liaison Meeting working group did not meet at all in the last twelve months and only a couple of times in the last four years. It is recommended that this working group be disbanded.

Recommendation:

1. **That Council endorses its participation on the following Working Groups, Industry Bodies and Forums and appoint its representatives as detailed below:**

Working Groups, Industry Bodies and Forums	Council Representative 2015/2016
Central Highlands Local Learning and Employment Network (CHLLEN)	Cr. Edwards
Local Government Waste Forum – Grampians Central West Waste and Resource Recovery Region	Cr. Sullivan
MAV Strategic Environment Advisory Group (SEAG)	Cr. Sullivan
MAV Emergency Management Committee	Cr. Tatchell
MAV Defined Benefit Superannuation Taskforce	Cr. Sullivan
MAV Financial Assistance Grants and Rate Capping Taskforce	Cr. Spain Cr. Sullivan (Proxy)
Bacchus Marsh Aerodrome Management Committee	Cr. Edwards Cr. Comrie
Bungaree Water Supply Protection Area Consultative Committee	Cr. Sullivan
Central Highlands Community Road Safety Council	General Manager Infrastructure
Central Highlands Mayors' & CEOs' Forum	Mayor and Chief Executive Officer
CCMA SMO – Corangamite Catchment Management Authority Salinity Management Overlay Development Steering Committee	Manager Strategic and Sustainable Development
Concerned Councils for the Moorabool River Flows and Environment	Cr. Toohey
Grow West Implementation Committee	Cr. Spain General Manager Growth and Development

Municipal Emergency Management Planning Committee (MEMPC)	Cr. Spain Cr. Tatchell (Proxy)
Municipal Fire Management Planning Committee (MFMP)	Cr. Spain Cr. Tatchell (Proxy)
(MAV) Municipal Association of Victoria	Cr. Sullivan
National Timber Councils Task Force	Cr. Sullivan
Peri Urban Councils	Cr. Spain Cr. Edwards Proxy CEO or Nominee
Strategic Health Forum	Cr. Dudzik, Cr. Comrie, Cr. Tatchell
Timber Towns	Cr. Sullivan
Victorian Local Governance Association (VLGA)	Cr. Edwards
Western Highway Action Committee	Cr. Toohey Cr. Tatchell (proxy) GMI

2. That the Moorabool Police Liaison Meeting working group be disbanded as the committee has not met in the last twelve months and only a couple of times in the last four years.
3. That Council notify these Working Groups, Industry Bodies and Forums of the reappointment arrangements.

5.1.11 Moorabool Shire Council Meeting Framework

Introduction

The 2013-2017 Council Plan provides for the following objectives and strategies relating to Council:

KRA No. 1. - Representation and Leadership of our Community

Good governance through open and transparent processes and strong accountability to the community.

In order to achieve this outcome Council has set the following strategy in relation to Council Governance.

Ensure policies and good governance are in accordance with legislative requirements and best practice.

It is the generally accepted view of good governance that the decision-making processes of the Council should be open to public scrutiny and conducted in a transparent manner which enables input by the community.

In order that the functions of the Council in fulfilling its policy determination, leadership and strategic planning roles can be successfully undertaken, the conduct of the business of the Council requires a flexible approach with respect to its meeting framework.

The conduct of meetings of Council should enable Councillors to best inform themselves in regard to matters for decision, engaging a process that appears comprehensive, democratic and professional to the community the Council serves.

In addition, the Council's Meeting Framework should endeavour to make efficient use of both Councillors' and Council officer's time. In this regard, the primary activity of the elected Council is to make decisions on policy matters and set strategic direction. The primary function of the organisation and its resources is then to implement such policy and strategic direction, providing accountability reporting back to the Council and the community. Sufficient scope needs to exist for community consultation which acts as a guide to the decision-making processes of the elected Council.

Moorabool Shire Council Meeting Framework

The following framework has been developed to provide for the efficient and effective conduct of the business of Council, in a manner which enables a transparent and interactive decision making process involving Moorabool Shire Council and the community, leading to effective decision making protocols.

Ordinary Meetings of Council

One Ordinary Meeting of Council be held each calendar month, on the first Wednesday, commencing at 5.00pm with three meetings to be held in Ballan, four meetings in Bacchus Marsh and four meetings held in the rural townships of the Shire namely, Lal Lal, Bungaree, Gordon and Blackwood as indicated in the attached schedule.

The Ordinary Meeting of Council generally considers matters listed under the services areas of Governance, Infrastructure, Community Services and Growth and Development relating to service delivery policy and statutory obligations in addition to statutory planning and strategic land use planning. Notwithstanding, if matters of a more general nature require some urgency, the arrangements will facilitate incorporation within the agenda of the meeting for decision in order to meet pressing timelines.

Council Section 86 Delegated Committees and Advisory Committees

A schedule for the following Council committee meetings is attached:

- Social Development Committee (Advisory)
- Finance and Governance Committee (Advisory)
- Place Making Committee (Advisory)
- Development Assessment Committee (S86 Delegated)
- Urban Growth Strategy Committee (S86 Delegated)
- Rural Growth Strategy Committee (S86 Delegated)

Assembly of Councillors

In instances where discussion or interaction between Councillors and Council officers is required on policy or strategic matters an Assembly of Councillors shall be convened pursuant to the provisions of the *Local Government Act 1989*.

Such Assemblies of Councillors may, insofar as practicably possible, be convened on the afternoon of scheduled Ordinary Meetings of Council, that is the first Wednesday of each calendar month, in addition to the second and third Wednesdays commencing from 2.00pm, unless with the specific consent of the Council.

Recommendation:

1. **That in order to undertake considerations and decisions for the good governance of the Moorabool Shire, the Council determines the following meeting framework to be convened and undertaken in accordance with the provisions of the *Local Government Act 1989* and the *Moorabool Shire Council Meeting Procedure Local Law, Local Law No. 8*:**

- a. **Ordinary Council Meetings to be held on the first Wednesday of each calendar month, commencing at 5.00pm, with three meetings to be held in Ballan, four meetings in Bacchus Marsh and four meetings held in the rural townships of the Shire namely, Lal Lal, Bungaree, Gordon and Blackwood as indicated in the attached schedule.**
 - b. **Council Committee meetings, comprising both Advisory Committees and Section 86 Delegated Committees, be held as indicated in the attached Schedule and in line with the Terms of References adopted by Council for each committee.**
 - c. **An Assembly of Councillors shall be convened pursuant to the provisions of the *Local Government Act 1989* in instances where discussion or interaction between Councillors and Council officers is required on Policy or Strategic Matters. Such Assemblies of Councillors shall, insofar as practicably possible, be convened on the afternoon of scheduled Ordinary Meetings of Council, that is the first Wednesday of each calendar month, in addition to the second and third Wednesdays commencing from 2.00pm, unless with the specific consent of the Council.**
2. **That the Council provides public notice, as required by the *Local Government Act 1989*, indicating the time, date and venue for convening Ordinary Meetings of Council and Council Committee Meetings, which shall be open to the public.**

Attachment - Item 5.1.11

Moorabool Shire Council

Meetings of Council 2015/2016

DRAFT OMC and Council S86 Delegated Committee and Advisory Committee Dates

Date	Venue	Time
5 November, 2015	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
11 November	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
18 November	Social Development Committee (Advisory) – Bacchus Marsh	4.00pm
25 November	Rural Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	3.00pm
2 December, 2015	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
9 December	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
16 December	Place Making Committee (Advisory) – Bacchus Marsh	4.00pm
16 December	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	3.00pm
2016 Meetings (proposed)		
3 February, 2016	Ordinary Meeting of Council – Ballan	5.00pm
10 February	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
17 February	Place Making Committee (Advisory) – Bacchus Marsh	4.00pm
24 February	Finance and Governance Committee (Advisory) – Bacchus Marsh	3.00pm
24 February	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	4.00pm
2 March, 2016	Ordinary Meeting of Council – Lal Lal	5.00pm
9 March	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
16 March	Social Development Committee (Advisory) – Bacchus Marsh	4.00pm
23 March	Rural Growth Strategy Committee (S86 Delegated) – Ballan	4.00pm
6 April, 2016	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
13 April	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
20 April	Place Making Committee (Advisory) – Ballan	4.00pm
27 April	Finance and Governance Committee (Advisory) – Bacchus Marsh	3.00pm
27 April	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	4.00pm

4 May, 2016	Ordinary Meeting of Council – Ballan	5.00pm
11 May	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
18 May	Social Development Committee (Advisory) – Ballan	4.00pm
25 May	Rural Growth Strategy Committee (S86 Delegated) – Ballan	4.00pm
1 June, 2016	Ordinary Meeting of Council – Bungaree	5.00pm
8 June	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
15 June	Place Making Committee (Advisory) – Bacchus Marsh	4.00pm
22 June	Finance and Governance Committee (Advisory) – Bacchus Marsh	3.00pm
22 June	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	4.00pm
6 July, 2016	Ordinary Meeting of Council – Ballan	5.00pm
13 July	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
20 July	Social Development Committee (Advisory) – Bacchus Marsh	4.00pm
27 July	Rural Growth Strategy Committee (S86 Delegated) – Ballan	4.00pm
3 August, 2016	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
10 August	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
17 August	Place Making Committee (Advisory) – Ballan	4.00pm
24 August	Finance and Governance Committee (Advisory) – Bacchus Marsh	3.00pm
24 August	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	4.00pm
7 September, 2016	Ordinary Meeting of Council – Gordon	5.00pm
14 September	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
21 September	Social Development Committee (Advisory) – Ballan	4.00pm
28 September	Rural Growth Strategy Committee (S86 Delegated) – Ballan	4.00pm
5 October, 2016	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
12 October	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
19 October	Place Making Committee (Advisory) – Bacchus Marsh	4.00pm
19 October	Finance and Governance Committee (Advisory) – Bacchus Marsh	3.00pm
19 October	Urban Growth Strategy Committee (S86 Delegated) – Bacchus Marsh	5.00pm
26 October, 2016	Statutory Meeting of Council – Ballan	5.00pm

2 November, 2016	Ordinary Meeting of Council – Blackwood	5.00pm
9 November	Development Assessment Committee (S86 Delegated) – Bacchus Marsh	4.00pm
16 November	Social Development Committee (Advisory) – Bacchus Marsh	4.00pm
23 November	Rural Growth Strategy Committee (S86 Delegated) – Ballan	4.00pm
7 December, 2016	Ordinary Meeting of Council – Bacchus Marsh	5.00pm
14 December	Development Assessment Committee (S86 Delegated) – Ballan	4.00pm
14 December	Place Making Committee (Advisory) – Ballan	5.00pm
21 December	Finance and Governance Committee (Advisory) – Bacchus Marsh	4.00pm

**6. FURTHER BUSINESS AS ADMITTED BY UNANIMOUS RESOLUTION
OF COUNCIL**

7. MEETING CLOSURE