

Annual Statutory Council Meeting

Agenda

Monday 8 November 2021

Commencing 7:00 PM

**Council Chambers
20 Siding Avenue, Officer
Victoria**

Annual Statutory Council Meeting

Monday 8 November 2021 at 7:00 PM.

Members: Cr Brett Owen
Cr Jeff Springfield
Cr Kaye Cameron
Cr Stephanie Davies
Cr Jack Kowarzik
Cr Graeme Moore
Cr Collin Ross
Cr Tammy Radford
Cr Carol Ryan

Officers:	Carol Jeffs	Chief Executive Officer
	Peter Benazic	General Manager Infrastructure and Environment
	Lili Rosic	General Manager Liveable Communities
	Debbie Tyson	General Manager Governance, Facilities and Economy
	Jenny Scicluna	General Manager Customer, People and Performance
	Doug Evans	Manager Governance
	Jack Coogan	Governance Officer

Dear Councillor,

You are advised that a meeting will be held in the **Council Chambers, Cardinia Shire Council Civic Centre, 20 Siding Avenue, Officer** on **Monday 8 November 2021** commencing at **7:00 PM**.

Please notify this Office of proposed discussion and withdrawal items by 12:00 noon on the day of the meeting.

Carol Jeffs
CHIEF EXECUTIVE OFFICER

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1 Opening And Prayer

I would ask those gathered to join us now for a few moments of silence as we reflect on our roles in this chamber. Please use this opportunity for reflection, Prayer or thought, to focus on our shared intention to work respectfully together for the well-being of our whole community.

2 Acknowledgements

Cardinia Shire Council acknowledges that we are on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging.

3 Apologies

4 Declaration Of Interests

5 Ordinary Business

5.1 Election of the Mayor

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council proceed to elect the Mayor in accordance with the Cardinia Shire Council Governance Rules to serve for a period of one year, until the Statutory meeting held on 7 November 2022.

Attachments

Nil

Executive Summary

To elect a Councillor to the position of Mayor for the forthcoming year.

Background

The procedures to be followed for the Election of the Mayor are set out in the Council's Governance Rules, are as follows:

3.67 Procedure for election of Mayor

3.67.1 Councillors must elect a Councillor to be the Mayor.

3.67.2 The Mayor is to be elected at the Annual Statutory Meeting, and held:

3.67.2.1 after the fourth Saturday in October but not later than 30 November in each year; or

3.67.2.2 as soon as possible after there occurs a vacancy in the office of the Mayor.

3.67.3 Any Councillor is eligible for election or re-election to the office of Mayor.

3.67.4 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.

3.67.5 The election of Mayor is to be in accordance with the following procedure:

3.67.5.1 The Returning Officer must invite nominations for the office of Mayor.

3.67.5.2 If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected.

3.67.5.3 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.

3.67.5.4 If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected.

3.67.5.5 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.

3.67.5.6 In the event of two or more candidates having an equality of votes and one of them having to be declared:

3.67.5.6.1 a defeated candidate; or

3.67.5.6.2 duly elected

the result must be determined by lot.

3.67.5.7 If a lot is conducted, the Returning Officer has the conduct of the lot

Policy Implications

The election of the Mayor s undertaken in accordance with the Governance Rules.

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Climate Emergency Consideration

There is no Climate Emergency consideration as part of this process

Consultation/Communication

No consultation is required as part of this statutory process.

Financial and Resource Implications

There are no financial or resource implication as part of this report

Conclusion

Council is required to elect a Mayor for the coming year to serve until the Statutory Meeting held on 7 November 2022.

5.2 Election of the Deputy Mayor

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That Council elect a Deputy Mayor in accordance with the Cardinia Shire Council Governance Rules to serve for a period of one year, until the Statutory meeting to be held on 7 November 2022.

Attachments

Nil

Executive Summary

To elect a Councillor to the position of Deputy Mayor.

Background

Under Clause 3.69 of the Governance Rules, the procedures to be followed for the Election of the Deputy Mayor are the same procedures to elect the Mayor and are as follows:

3.67 Procedure for election of Mayor

3.67.1 Councillors must elect a Councillor to be the Mayor.

3.67.2 The Mayor is to be elected at the Annual Statutory Meeting, and held:

3.67.2.1 after the fourth Saturday in October but not later than 30 November in each year; or

3.67.2.2 as soon as possible after there occurs a vacancy in the office of the Mayor.

3.67.3 Any Councillor is eligible for election or re-election to the office of Mayor.

3.67.4 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.

3.67.5 The election of Mayor is to be in accordance with the following procedure:

3.67.5.1 The Returning Officer must invite nominations for the office of Mayor.

3.67.5.2 If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected.

3.67.5.3 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.

3.67.5.4 If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected.

3.67.5.5 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.

3.67.5.6 In the event of two or more candidates having an equality of votes and one of them having to be declared:

3.67.5.6.1 a defeated candidate; or

3.67.5.6.2 duly elected

the result must be determined by lot.

3.67.5.7 If a lot is conducted, the Returning Officer has the conduct of the lot

Policy Implications

The process to elect a Deputy Mayor is set out in Councils Governance Rules.

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Climate Emergency Consideration

There are no Climate Emergency considerations as part of this process

Consultation/Communication

No consultation is required for this statutory process

Financial and Resource Implications

There are no financial or resources implications as part of this report

Conclusion

Council is required to elect a Deputy Mayor to serve until the Statutory Meeting held on 7 November 2022.

5.3 Appointment of Delegates

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

That the following delegates appointments be made for 2022.

Committee / Organisation	Delegate/s
Audit Committee	Crs Kowarzik & Davies
Australia Day Reference Group	Crs Moore, Radford, Kowarzik & Ryan
Arts and Culture Reference Group	Crs Ryan, Davies & Springfield
CALD Advisory Group	Crs Radford, Ross & Kowarzik
Cardinia Access & Inclusion Advisory Committee	Crs Owen & Radford
Casey Cardinia Foundation	Cr Owen
Casey Cardinia Library Corporation	Cr Springfield with Cr Kowarzik as substitute
Casey Cardinia Local History Reference Group	Cr Ryan & Owen,
Chief Executive Officer Employment Matters Committee	Mayor of the day and previous two Mayors
Emerald Lake Park Advisory Committee	Cr Springfield
Interface Councils	Mayor of the day and previous two Mayors
Metropolitan Local Government Waste Forum	Cr Ross
Motorsports Clubs Steering Committee	Crs Moore & Owen
Municipal Association of Victoria	Mayor of the day and previous two Mayors
Mt Shamrock Quarry Extension Environmental Review Committee	Cr Owen
National Growth Area Alliance	Mayor of the day and previous two Mayors
PB Ronald Trust	Cr Moore with Cr Davies as substitute
Safer Communities Partnership	Crs Ryan, Kowarzik & Ross
Social & Affordable Housing Partnership	Crs Ryan & Ross
South East Australia Transport Strategy	Cr Owen with Cr Davies as substitute
South East Councils Climate Change Alliance	Cr Springfield, with Cr Davies as substitute
South East Melbourne Group of Councils	Mayor of the day and previous two Mayors
Together We Can Round Table	Crs Ryan, Radford & Kowarzik
Town Planning Committee	Committee of the Whole Council
Victorian Local Governance Association	Mayor of the day and previous two Mayors
Western Port Biosphere Councillor Liaison Committee	Cr Cameron

Attachments

Nil

Executive Summary

This report is before Council 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 for the coming calendar year.

Policy Implications

Nil

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Climate Emergency Consideration

There are no Climate Emergency considerations as part of this report

Consultation/Communication

No consultation is required for this statutory process.

Financial and Resource Implications

There are no financial or resource impacts as part of this report

Conclusion

Councillor representation is required for a number of internal and external committees and other organisations for the forthcoming calendar year and it is appropriate that the delegates as recommended be confirmed.

5.4 Meeting dates for 2022

Responsible GM: Debbie Tyson
Author: Doug Evans

Recommendation(s)

The following meeting timetable for 2022 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 Meeting	General Council Meeting
January No Meetings	
February 7	February 21
March 7	March 21
April 4	April 11 in lieu of April 18 Easter Monday public holiday
May 2	May 16
June 6	June 20
July 4	July 18
August 1	August 15
September 5	September 19
October 3	October 17
No meeting due to Melbourne Cup Eve	November 21
Statutory Council Meeting November 7	
December 5	December 19

Attachments

Nil

Executive Summary

This report sets out the schedule of meetings for the Calendar year of 2022, and requests Councillors consider and adopt the timetable of dates for the forthcoming calendar year.

Background

Council is required to set a schedule of meetings for the forthcoming calendar year.

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 adopted for the coming year.

Policy Implications

There are no policy implications as part of this report

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Climate Emergency Consideration

There are no Climate Emergency considerations as part of this report

Consultation/Communication

No consultation is required for this statutory process.

Financial and Resource Implications

There are no financial or resource impacts for Council as part of this report.

Conclusion

It is appropriate for Council to settle on a preferred Meeting and Briefing cycle for 2022 and it is recommended that the same meeting and briefing protocol previously adopted be continued.

6 Meeting Closure