



# Cardinia

**MINUTES OF ANNUAL STATUTORY MEETING**

**MONDAY, 13 NOVEMBER 2017**

## MINUTES OF ANNUAL STATUTORY MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 13 November 2017  
The meeting commenced at 7pm

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

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.

## TABLE OF CONTENTS

1.	ELECTION OF THE MAYOR.....	3
2.	ELECTION OF DEPUTY MAYOR .....	6
3.	APPOINTMENT OF DELEGATES .....	9
4.	COUNCIL MEETING CYCLE .....	12

## **1 ELECTION OF THE MAYOR**

FILE REFERENCE INT1773698

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 12 November 2018.

### **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 12 November 2018

## 1 ELECTION OF THE MAYOR

The CEO called for nominations for the Office of Mayor.

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

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

Crs C Ross and L Wilmot spoke to their nominations.

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

The Mayor then thanked the outgoing Mayor Cr Brett Owen for his term of Office, thanked Cr Leticia Wilmot for her candidature and then thanked the electors for continuing to support him at the ballot box. The Mayor then thanked his councilor colleagues for electing him to the position.

The Mayor then spoke of the support provided to him by his wife and family and other persons that had influenced him and thanked them for their support.

Cd.

## **2 ELECTION OF DEPUTY MAYOR**

FILE REFERENCE INT1773699

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Doug Evans

### **RECOMMENDATION**

That Cr Brett 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 12 November 2018

### **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.

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

## 2 ELECTION OF DEPUTY MAYOR

Moved Cr J Owen Seconded Cr R Brown

That Cr Brett 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 12 November 2018

Cd.



### **3 APPOINTMENT OF DELEGATES**

FILE REFERENCE INT1773701

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 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 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 Shilling 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 at the previous Statutory Meeting held on 14 November 2016 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 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

## CONCLUSION

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

### 3 APPOINTMENT OF DELEGATES

Moved Cr G Moore Seconded Cr B Owen

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

Committee/ Organisation	Delegates
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 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 Shilling with Cr Ray Brown as substitute

Cd.

## **4 COUNCIL MEETING CYCLE**

FILE REFERENCE INT1773704

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Doug Evans

### **RECOMMENDATION**

That:

1. Meetings for the balance of 2017 be held as follows

7pm Monday 20 November, Council Meeting  
 7pm Monday 4 December Town Planning Committee Meeting, and  
 7pm Monday 11 December Council Meeting.

2. the following meeting timetable for 2018 be adopted with all meetings to commence at 7pm unless otherwise notified

<b>Town Planning Committee</b>	<b>Council</b>
January no meeting	22 January
5 February	19 February
5 March	19 March
2 April No meeting (Easter Monday)	16 April
7 May	21 May
4 June	18 June
2 July	16 July
6 August	20 August
3 September	17 September
1 October	15 October
November no meeting	
Statutory Council Meeting Monday 12 November	19 November
3 December	10 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 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 matter be deferred at this stage due to the ongoing review of the potential for webcasting of Council Meeting that may necessitate all meeting being held at the Civic Centre. Once the issue of webcasting and the form that this may take Council can review this matter.

## **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.

## 4 COUNCIL MEETING CYCLE

Moved Cr M Schilling Seconded Cr C Ryan

That:

1. Meetings for the balance of 2017 be held as follows

7pm Monday 20 November, Council Meeting  
 7pm Monday 4 December Town Planning Committee Meeting, and  
 7pm Monday 11 December Council Meeting.

2. the following meeting timetable for 2018 be adopted with all meetings to commence at 7pm unless otherwise notified

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2 April No meeting (Easter Monday)	16 April
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3 September	17 September
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November no meeting	
Statutory Council Meeting Monday 12 November	19 November
3 December	10 December

Cd.

Meeting closed at 7.18 pm

Minutes Confirmed  
 Chairman