



City of
Moonee Valley

Statutory Meeting of Council

Tuesday, 29 October 2013 at 7.00pm

Agenda

Statutory Meeting of Council

Tuesday, 29 October 2013 at 7.00pm
to be held at Moonee Valley Civic Centre

TO:

Members: Cr Jan Chantry
Cr Shirley Cornish
Cr Jim Cusack
Cr Paul Giuliano
Cr Nicole Marshall
Cr Cam Nation
Cr Narelle Sharpe
Cr John Sipek
Cr Andrea Surace

Officers: Mr Neville Smith Chief Executive
Mr Bryan Lancaster Director City Works & Development
Mr Anthony Smith Director Corporate Services
Mr Stuart Gillespie Executive Manager Citizen Services & Information Management
Mr Tony Ball Executive Manager Community Services
Mr Scott Widdicombe Executive Manager Environment & Lifestyle
Ms Yvonne Hansen Acting Manager Governance

Business

1. Opening

The Chief Executive welcomes everyone to the Statutory Meeting and informs everyone in attendance that as there is no appointed Chairperson, the first task for Councillors is to appoint a temporary Chairperson.

2. Appointment of a Temporary Chairperson

The Chief Executive calls for nominations and a vote is taken, if required.

The Temporary Chairperson assumes the Chair.

3. Apologies

4. Declarations of Conflict Of Interest

5. Presentations

6. Reports

6.1 Term of Mayor4

A. Election of Mayor

The Chief Executive calls for nominations for the position of Mayor.

Nominations are received and a vote is taken, if required.

The Chief Executive declares the Mayor elected.

The elected Mayor steps forward and is presented with the Jewel of Office and Gavel by the Chief Executive.

The Mayor addresses the meeting.

B. Election of Deputy Mayor

The Chief Executive calls for nominations for the position of Deputy Mayor.

Nominations are received and a vote is taken, if required.

The Chief Executive declares the Deputy Mayor elected.

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7. Close Of Meeting

NEVILLE SMITH
Chief Executive

COUNCIL REPORTS

6.1 Term of Mayor

File No: FOL/09/1451
Author: Acting Manager Governance
Directorate: Corporate Services
Ward: Municipal

Purpose

The purpose of this report is to allow Council to formally make a decision on the Mayoral and Deputy Mayoral term of office.

Executive Summary

- In accordance with Section 71(2) of the Local Government Act, before a Mayor is elected under this section, Council may resolve to elect a Mayor for a term of 2 years.
- Moonee Valley has historically appointed its Mayor and Deputy Mayor on a yearly term basis.

Recommendation

That Council appoint its next Mayor and Deputy Mayor for a term of one year.

Background

Section 71(2) of the Local Government Act, prescribes that before a Mayor is elected under this section, the Council may resolve to elect a Mayor for a term of 2 years.

Discussion

Moonee Valley has historically appointed its Mayor and Deputy Mayor on a yearly term basis. Council Officers have used this as the precedent to support the recommendation presented in this report.

Consultation

As this is a procedural report, it has not been necessary to undertake any specific consultation.

Implications

1. Legislative

This report has been prepared in accordance with Section 71(2) of the Local Government Act 1989.

2. Council Plan / Policy

In presenting this report, Council is achieving its strategic objective of a dynamic, effective and accountable organisation through excellence in governance, together with Council's Governance Local Law 2009 which provides the requirements for the election of Mayor and Deputy Mayor.

3. Financial

There are no financial implications that arise, as a result of this report being presented to Council.

4. Environmental

There are no environmental implications that arise, as a result of this report being presented to Council.

Conclusion

It is considered appropriate that Council should firstly determine the term that the Mayor and Deputy Mayor will serve on their election to office, as part of this evening's proceedings.

6.2 Council's Meeting Schedule 2014

File No: FOL/09/1452
Author: Acting Manager Governance
Directorate: Corporate Services
Ward: Municipal

Purpose

The purpose of this report is to allow Council to formally consider and determine its meeting schedule for the 2014 year.

Executive Summary

- Council has previously determined its meeting schedule for the ensuing calendar year, at its annual Statutory Meeting of Council.
- The adoption of a meeting schedule provides greater certainty and advance notice for the citizens of Moonee Valley of its Council meeting cycle.

Recommendation

That Council:

1. Adopt the following meeting schedule for the 2014 calendar year, and that these meetings be held at the Moonee Valley Civic Centre:
 - a) Ordinary Council meetings commencing at 7.00pm on 28 January, 25 February, 25 March, 22 April, 27 May, 24 June, 22 July, 26 August, 23 September, 28 October, 25 November and 16 December.
 - b) Statutory Meeting of Council at 7.00pm on 5 November 2014.
2. Hold Community Public Forums at the Moonee Valley Civic Centre, commencing at 6.00pm on, 11 February, 11 March, 8 April, 13 May, 10 June, 8 July, 12 August, 9 September, 14 October, 11 November and 9 December.
3. Authorise the Chief Executive to amend the 2014 Meeting Schedule as required, to cover for workload or other special circumstances.
4. Request the Chief Executive to ensure that the Schedule of Council Meetings and any meeting date changes are appropriately advertised in the local newspapers and Council's website.

Background

Council is required to adopt a meeting schedule, in order to provide reasonable notice to its citizens of its proposed meeting cycle.

In terms of the timing of the Statutory Meeting of Council, the Local Government Act 1989 stipulates that it must be held after the fourth Saturday in October and before 30 November.

Discussion

It is proposed that all meetings will be held at the Moonee Valley Civic Centre, with:

- Council meetings being held on the fourth Tuesday of the month (except in December where it is proposed to be held on the third Tuesday of the month due to the Christmas period) commencing at 7.00pm.
- Public Forums being held on the second Tuesday of the month (excluding January where there is no scheduled meeting) commencing at 6.00pm.

It should be noted that no formal Council resolutions can be made at these forums. Further, by virtue of the nature of the matters likely to be raised / discussed, these meetings may constitute Assemblies of Councillors under the provisions of the Local Government Act 1989.

By adopting this approach, the meeting dates for the 2014 year, would be as follows:

Ordinary Council meetings:

28 January, 25 February, 25 March, 22 April, 27 May, 24 June, 22 July, 26 August, 23 September, 28 October, 25 November and 16 December.

Statutory Meeting of Council:

This meeting must be held after the fourth Saturday in October and before 30 November 2014. It is considered that Wednesday 5 November 2014, will serve Council well in this regard.

Public Forums:

11 February, 11 March, 8 April, 13 May, 10 June, 8 July, 12 August, 9 September, 14 October, 11 November, 9 December.

Council's other Special Committees established under Section 86(1) of the Act, Tenders Committee and Chief Executive Performance Review Special Committee, will continue to operate in 2014. Meetings for these Committees will be convened as required.

It is also recommended that flexibility should be provided, to allow the Chief Executive to amend or cancel a meeting, where workload factors or other special factors exist which makes a change necessary.

Consultation

The nature of this report does not require any consultation.

Implications

1. Legislative

This report has been prepared in accordance with the Local Government Act 1989.

2. Council Plan / Policy

In presenting this report, Council is achieving its strategic objective of a dynamic, effective and accountable organisation through excellence in governance.

3. Financial

There are no financial implications that arise as a result of this report.

4. Environmental

There are no environmental implications, associated with this report.

Conclusion

It is proposed that the 2014 meeting schedule will meet Council's business requirements and therefore is recommended for Council endorsement.

6.3 Appointment of Councillors as Portfolio Holders and to External Bodies

File No: FOL/09/1450
Author: Acting Manager Governance
Directorate: Corporate Services
Ward: Municipal

Purpose

The purpose of this report is to allow Council to formally make appointments to its Councillor Portfolio Model and to elect representatives to External Bodies and Advisory Committees for the 2014 year.

Executive Summary

- Portfolios are designed to assist individual Councillors to develop an in-depth understanding and knowledge of a particular aspect of Council's services, projects and initiatives at the strategic level. The aim of the Portfolio is to enable a Councillor to be across a particular topic area and provide input and feedback on Council's strategic direction and projects related to that area as well as help guide discussions with the wider Councillor group and the community.
- The appointment of Councillors as representatives on external bodies and advisory committees plays an integral part in Councillors exercising their representation and advocacy responsibilities on behalf of the Moonee Valley community.

Recommendation

That Council:

1. Appoint the following portfolio holders for the period November 2013 to October 2014 inclusive:
 - a) Land Use Planning: Cr _____.
 - b) Traffic and Transportation: Cr _____.
 - c) Urban Design, Open Space and Assets: Cr _____.
 - d) Family, Aged, Disability and Youth: Cr _____.
 - e) Community Engagement and Learning: Cr _____.
 - f) Leisure and Recreation: Cr _____.
 - g) Environmental Sustainability: Cr _____.
 - h) Arts and Culture: Cr _____.
 - i) Economic Development: Cr _____.
2. Appoint representatives to external bodies, advisory and special committees for the period November 2013 to October 2014, in line with the schedule provided as **Appendix A** and inform the relevant organisations accordingly.

3. Revoke the Councillor Strategy Groups & Councillor Portfolio Terms of Reference as adopted 29 January 2013.
4. Adopt the Councillor Portfolio Terms of Reference, as provided in **Appendix B**.
5. Revoke the Community Advisory Committees Operating Guidelines as adopted 29 January 2013.
6. Adopt the Community Advisory Committees Operating Guidelines, as provided in **Appendix C**.

Background

Council, at its meeting held 20 October 2009, adopted the Councillor Portfolios Model to enable individual Councillors to develop an in-depth understanding and knowledge of a particular aspect of Council's services at the strategic level.

In light of the 2012 General Election, a review was undertaken of the Council's Portfolio Model and subsequently Council adopted its current Portfolio Model and associated Terms of Reference (which encompasses a Strategy Group hierarchy) at its meeting held 20 November 2012.

Similarly, Community Advisory Committees are in place to support the operation of each portfolio together with the appointment of Councillors to external bodies, advisory committees and working groups to assist with Council's decision-making processes, expand stakeholder and community consultation and engagement and provide a framework for Council to receive community feedback and external advice.

Discussion

As part of the implementation of the existing Councillor Portfolio Model, a midyear review was undertaken to determine the model's effectiveness. Consultation between Councillors and Senior Council Officers identified a need for broader Councillor input into strategic items than what was forthcoming within the Strategy Group hierarchy. As such, it is considered appropriate to cease the Strategy Group structure and continue with Councillor Workshops which support a whole of Council approach in developing strategic items.

As it is proposed to discontinue the use of Strategy Groups it is recommended that the Councillor Strategy Groups & Councillor Portfolio Terms of Reference (adopted 29 January 2013) be revoked in favour of the reviewed Councillor Portfolio Terms of Reference provided as **Appendix B**.

As intended, the Councillor Portfolio Model will continue as it has in the past and provide for nine Portfolio holders, as follows:

- a) Land Use Planning
- b) Traffic and Transportation
- c) Urban Design, Open Space and Assets
- d) Families, Aged, Disability and Youth
- e) Community Engagement and Learning
- f) Leisure and Recreation
- g) Environmental Sustainability

- h) Arts and Culture
- i) Economic Development

In adopting this approach, Portfolio Councillors preserve the intended approach to obtaining a wider perspective of the challenges and opportunities facing the municipality and provide increased input in strategic projects that impact areas with the groups.

Additionally, appointments to external bodies, advisory committees and working groups are made annually at the Statutory Meeting of Council. In determining the respective appointees to the various external bodies, advisory committees and working groups, consideration should be given in terms of:

- The need for committees which are established or auspiced by Council to fit into an efficient “hierarchy” of overall advisory, consultative and networking processes, particularly having regard to the best use of resources from both within and outside the organisation.
- The need to balance Councillors’ energies and time between policy development, strategic partnership and liaison.
- In some cases, a “contact” function may be most appropriate rather than actual representation, particularly when the relevant committee is not directly relating to a municipal function.

Generally, for committees of a more technical or operational nature, it is suggested that members of Council staff can best assist in sharing the overall representation workload with appropriate reporting mechanisms to Council and/or briefing of Councillors according to representation or special interest areas.

In line with the proposed changes outlined in this report, the existing Community Advisory Committees Operating Guidelines have been reviewed and updated to ensure consistency with the new approach. A copy of the proposed new guidelines are provided as **Appendix C**.

Consultation

Consultation has been undertaken with Councillors in the preparation of this report.

Implications

1. Legislative

There are no legislative implications associated with this report.

2. Council Plan / Policy

The appointment of Councillor Portfolios assists Council to better manage and measure its performance in achieving stated objectives and future visions as set out in the Council Plan.

3. Financial

There are no financial implications associated with this report.

4. Environmental

There are direct environmental implications associated with this report.

Conclusion

It is considered that in the interest of the whole community, the Portfolios and committees will ensure a coordinated focus on high level strategic projects, decision making and proposed initiatives.

APPENDIX A

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2013- Oct 2014)
a) <u>National/State/Regional Bodies</u>		
Municipal Association of Victoria	Monthly	
Australian Mayoral Aviation Council	As required	
Leadwest	Monthly	
Metropolitan Local Government Waste Forum	Monthly	
Metropolitan Transport Forum	Monthly	
Moonee Ponds Creek Co-ordinating Committee	As required	
Royal Agricultural Society of Victoria Consultative Group	Quarterly	
Western Melbourne Tourism Board	Quarterly	
b) <u>Special Committees of Council (Section 86 LGA)</u>		
Chief Executive Performance Review Special Committee	Annually	
Tenders Committee	Monthly	
c) <u>Council Local Advisory Committees</u>		
Arts And Culture Community Advisory Committee	Quarterly	
Audit Committee	Quarterly	
Disability Reference Group	Quarterly	
Liquica District Partnership	As required	
Integrated Transport Committee	Bi-monthly	
Moonee Ponds Rate Levy Association	Bi-monthly	
Moonee Valley Early Years Reference Group	Quarterly	
Moonee Valley Integrated Waterways Advisory Committee	Quarterly	
Municipal Emergency Management Planning Committee	Quarterly	
Place Naming Committee	As required	
Youth Advisory Forum	Quarterly	

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2013- Oct 2014)
d) <u>Other Committees -Council Facilities / Services</u>		
Flemington Neighbourhood Renewal Board	As required	
Moonee Valley Athletics Centre Reference Group	Bi-annual	
Wingate Avenue Community Centre - Committee of Management	Monthly	
e) <u>Other Local Bodies / Committees – Non-Council Facilities /</u>		
Community Aviation Consultation Group for Essendon Airport	Quarterly	
Essendon Airport/Essendon Fields/Council Working Group	Bi-annual	
Interfaith Network	Bi-monthly	
Moonee Valley Community Safety Stakeholder Group	As required	
Moonee Valley Citizens Advice Bureau	Monthly	
Moonee Valley Foundation	As required	
Moonee Valley U3A Committee	As required	
Public Transport Providers	Quarterly	
Shareholder Rep for Regional Kitchen P/L	As required	
Shareholder Rep for RFK P/L	As required	
f) <u>Trader Associations & Chambers of Commerce</u>		
Airport West	As required	
Centreway	As required	
Essendon Fields	As required	
Flemington	As required	
Moonee Ponds	As required	
Mt Alexander Road	As required	
Niddrie	As required	
North Essendon	As required	

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2013- Oct 2014)
Rose Street	As required	
Strathmore	As required	
Union Road	As required	

APPENDIX B



Councillor Portfolios Terms of Reference

The Council is an elected body responsible for the peace, order and good governance of its municipal district. Council is required to facilitate and encourage appropriate development in the best interests of the community and to provide equitable and appropriate services and facilities.

To assist in achieving these objectives, Council has adopted a Councillor Portfolio structure to support Councillors in their key role as policy makers, to work more efficiently and effectively in achieving Council's strategic direction.

These terms of reference shall apply to the Councillor Portfolios, which were endorsed by Council at its meeting held 29 October 2013.

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1. Objective

The objective of Councillor Portfolios is to encourage individual Councillors to develop an in-depth understanding and knowledge of a particular aspect of Council's services and projects at the strategic level and promote a structured and specialised approach to the promotion of issues, information and feedback. The aim is to reduce the workload of Councillors; but not reduce the quality of information presented to Council, to allow a decision to be made.

2. Membership

2.1 Each Councillor is allocated one primary area of responsibility, known as a "Portfolio".

2.2 The nine Council Portfolios are:

- a) Land Use Planning
- b) Traffic and Transportation
- c) Urban Design, Open Space and Assets
- d) Family, Aged, Disability and Youth
- e) Community Engagement and Learning
- f) Leisure and Recreation
- g) Environmental Sustainability
- h) Arts and Culture
- i) Economic Development

3. Roles & Responsibilities

3.1 The role of the Portfolio Councillor is to:

- a) Work collaboratively with senior officers in the development of strategy, high level projects and Council's strategic direction.
- b) Highlight other Councillor's points of view in the strategy formulation process and in the development of strategic projects.
- c) Receive and provide preliminary feedback to Council Officers, in relation to issues impacting on the Portfolio.
- d) Develop and increase the level of knowledge and understanding of all crucial issues related to the Portfolio.
- e) Where relevant, act as the Council spokesperson on matters in relation to the Portfolio in accordance with Council's Media Policy.
- f) Chair any respective Community Advisory Committee, where utilised.

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- g) Meet separately with relevant Executive and senior staff, depending on the project; if required.
- h) Work with Executive members to introduce and lead discussion on high level projects and Council's strategic direction.
- i) Provide an update on the work of the portfolio in the Councillor monthly Council report.

4. Decision Making

- 4.1 Portfolio Councillors do not have decision-making responsibilities over their Portfolio, but are expected to monitor issues and projects and advise the other members of Council.
- 4.2 The appointed Councillor Portfolio holder does not have any delegated power to make decisions on behalf of Council.
- 4.3 The appointed Councillor Portfolio holder does not have any budgetary responsibilities.
- 4.4 The appointed Portfolio Councillor does not have any capacity to direct staff.

5. Tenure

- 5.1 The appointment of Portfolio holders will be reviewed on an annual basis.
- 5.3 Council retains the right to review or alter the operations and appointments made as Portfolio Councillors, as it deems appropriate and necessary.

6. Operations

It is critical to the success of Councillor Portfolios that appointed Councillors are available to ensure that dialogue with senior Council officers can be undertaken in a timely, regular and effective manner.

7. Community Advisory Committees

- a. A Community Advisory Committee may be formed to support the operation of each Portfolio through engagement and communication with a select group of community representatives on issues requiring further discussion and community involvement.
- b. These Committees could be used by the designated Portfolio Councillor a mechanism to engage with selected community members and communicate with them on issues requiring further discussion and community involvement.
- c. The formation of a Community Advisory Committee is optional for the Portfolio Councillor to determine. Prior to the formation of any Committee a report must be provided to Council with a recommendation to form such Committee and include a list of prospective members.

- d. The operations of Community Advisory Committees are set out in the Community Advisory Committee Operating Guidelines.

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APPENDIX C



Community Advisory Committees Operating Guidelines

1. Application of Operating Guidelines

- 1.1 These guidelines apply to every meeting of Council's Community Advisory Committees.
- 1.2 Unless the contrary intention appears in these procedures, the following words or phrases are defined to mean:
- **Act** means the Local Government Act.
 - **Acting Chairperson** means a person appointed by the Portfolio Holder to Chair in their absence.
 - **Chairperson** means the primary Portfolio Holder as appointed by Council.
 - **Chief Executive** means the Chief Executive of Council.
 - **Committee** means any Council created Community Advisory Committee.
 - **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.
 - **Council** means Moonee Valley City Council
 - **Councillor** means a Councillor of Moonee Valley City Council.
 - **"Visitor"** means a person who is present at a Committee Meeting (including any persons in the public gallery) who is not a:
 - Councillor; or
 - Community Member of the Committee; or
 - Member of Council staff whose presence at the meeting is necessary or has been requested.

2. Dates, Times and Places of Meetings

- 2.1 Times and dates of meetings of Council Community Advisory Committees shall be at the discretion of the Chairperson, after seeking the views of members of the Committee and the Chief Executive.

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- 2.2 The Community Advisory Committees will generally meet on a quarterly cycle over the period February – November period inclusive.
- 2.3 Meetings shall be held at Moonee Valley City Centre, 9 Kellaway Avenue, Moonee Ponds.

3. Notice of Meeting

An agenda for meetings held, will be delivered to each Committee member at least 48 hours prior to the date of each meeting.

4. Quorum

- 4.1 A quorum is the majority of appointed members, but must include either the Chairperson or Acting Chairperson.
- 4.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.
- 4.3 Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.

5. Membership and Attendance

At the commencement of each Advisory Committee, respective Terms of Reference will be reviewed by Committees and, if required, referred to Council for review and endorsement.

5.1 Appointments to Committees

a) Community Members

Council shall undertake an expression of interest process calling for community members, where a Community Advisory Committee is to be established. Excluding the Chairperson and any other internal appointments, external membership should not exceed 10 members.

The following criteria shall apply for the selection of members:

- Skills and other attributes of the applicant;
- Qualifications of the applicant;
- The level of experience and interest in the work of the Committee;

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- A broad distribution of applicants, in terms of the geographic and physical location within municipality.

Necessary arrangements will be made by Council to facilitate the short-listing and selection of community applicants for Committees.

b) Professional Membership

Where professional membership is necessary (i.e. industry specialist), an invitation will be extended to the appropriate body, seeking the appointment of a representative.

5.2 Term of Appointment

Councillor members shall be appointed for a period, as deemed appropriate, so long as the period of appointment does not extend past the Council term.

The period of appointment for Community members shall be for the duration of the existing Council term.

The period of appointment for professional membership shall be for the life of the Committee, or as deemed necessary by the Chairperson.

5.3 Attendance

A Committee member shall endeavour to advise the relevant Officer of non-attendance at any meeting.

5.4 Failure to Attend Meetings

Any member who is unable to attend 3 consecutive Community Advisory Committee meetings shall notify the Chairperson or Chief Executive in writing as to his/her availability to continue to be a member of the Committee.

5.5 Resignation of Committee Member

A Committee member may resign from the Committee by advising the Chairperson or Chief Executive in writing.

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6. Conduct of Meetings

6.1 Preparation of Agenda

The Agenda shall be determined by the relevant Executive Officer in consultation with the Chairperson of the Committee.

Members of the Committee may request matters to be included on the agenda by advising the relevant Officer 7 days prior to the meeting. Inclusion of the items on the agenda shall be at the discretion of the Chairperson, based upon a judgement as to whether the item is consistent with the purpose and scope of activity of the Committee.

6.2 Agenda Format

The agenda format for each meeting shall be determined by the relevant Officer in consultation with the Chairperson of the Committee as appropriate, but as a general guide will follow the order below:

1. Attendance.
2. Apologies.
3. Conflict of Interest.
4. Confirmation of record of previous meeting.
5. Reports/listed items.
6. Other business.

6.3 Other Business

No item shall be considered by the Committee unless it appears on the agenda circulated prior to the meeting, unless it is:

- A matter of an urgent nature which has arisen since the dispatch of the Notice of Meeting and Agenda; or
- A routine matter.

and is accepted by the Chairperson of the meeting. In these circumstances the matter would be dealt with under “Other Business”.

6.4 Discussion and Debate

The Chairperson of the meeting will encourage and facilitate contributions from all members of the Committee relating to matters being discussed.

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The Chairperson of the meeting will endeavour to create an environment of mutual co-operation and understanding in order to facilitate the best response to Council on matters referred by Council.

The Chairperson of the meeting shall exercise discretion as to when to end discussion on a particular matter.

6.5 Decision Process

The nature of these Committees is such that consensus shall desirably be sought from Committee members, in framing the Committee advice to Council. As such, the Chairperson will generally not adopt typical standing rules for meetings, seeking rather to negotiate and mediate as the need arises.

6.6 Record of Meeting

The relevant Officer in attendance at the meeting shall ensure that minutes of the meeting are kept. Such minutes are then to be confirmed at the next Committee meeting after which they may be presented to Council for receipt.

7. Visitors

7.1 Input by Visitors

At the discretion of the Chairperson, Mayor or Chief Executive, visitors and guest speakers may be invited to attend a Committee meeting.

A visitor or guest speaker may, with the approval of the Chairperson, participate in the discussion of the Committee, but remain only for that item that they are in attendance for.

7.2 Publicity of Committee Activities

The Committee does not have an independent auspice or role from Council, hence any public statement in regard to the functioning of or issues before a Community Advisory Committee will be directed through the Mayor or the Portfolio Councillor.

7.3 Consideration of Confidential Matters

The Chairperson shall require visitors and guest speakers to leave the meeting following the conclusion of their item of interest.

A Councillor or a member of a special committee must not release information that the person knows, or should reasonably know, is confidential information (this will include information that has been designated in writing as confidential information by the Chief Executive in accordance with the Local Government Act).

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