



City of
Moonee Valley

Statutory Meeting of Council

Wednesday, 5 November 2014 at 6.00pm

Agenda

Statutory Meeting of Council

Wednesday, 5 November 2014 at 6.00pm
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 Tony Ball Director Community Services
Mr Bryan Lancaster Director City Works & Development
Mr Anthony Smith Director Corporate Services
Mr Scott Widdicombe Director Environment & Lifestyle
Ms Yvonne Hansen Manager Governance & Local Laws

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. Report

5.1 Term of Mayor4

Temporary Chair vacates the Chair.

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 elected Mayor.

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 elected Deputy Mayor.

5. Reports (continued)

5.2 Council's Meeting Schedule 20156

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6. Close of Meeting

NEVILLE SMITH
Chief Executive

COUNCIL REPORTS

5.1 Term of Mayor

File No: FOL/09/1451
Author: Manager Governance & Local Laws
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 1989*, 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

1. Appoint its next Mayor and Deputy Mayor for a term of one year.
2. Appoint the Deputy Mayor as the Acting Mayor during periods of absence in accordance with s 73 (3) of the *Local Government Act 1989*.

Background

Section 71(2) of the *Local Government Act 1989*, 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.

5.2 Council's Meeting Schedule 2015

File No: FOL/09/1452
Author: Manager Governance & Local Laws
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 2015 year.

Executive Summary

- Historically, 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 2015 calendar year, and that these meetings be held at the Moonee Valley Civic Centre:
 - a) Ordinary Council meetings commencing at 7.00pm on 27 January, 24 February, 24 March, 28 April, 26 May, 23 June, 28 July, 25 August, 22 September, 27 October, 24 November and 15 December.
 - b) Statutory Meeting of Council at 7.00pm on 4 November 2015.
2. Hold Community Public Forums at the Moonee Valley Civic Centre, commencing at 6.00pm on 10 February, 10 March, 14 April, 12 May, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November and 8 December.
3. Authorise the Chief Executive to amend the 2015 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 2015 year, would be as follows:

Ordinary Council meetings:

27 January, 24 February, 24 March, 28 April, 26 May, 23 June, 28 July, 25 August, 22 September, 27 October, 24 November and 15 December 2015.

Statutory Meeting of Council:

This meeting must be held after the fourth Saturday in October and before 30 November 2015. It is considered that Wednesday 4 November 2015, will serve Council well in this regard.

Public Forums:

10 February, 10 March, 14 April, 12 May, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December 2015.

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 2015. 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 2015 meeting schedule will meet Council's business requirements and therefore is recommended for Council endorsement.

5.3 **Appointment of Councillors as Portfolio Holders and to External Bodies**

File No: FOL/09/1450
Author: Manager Governance & Local Laws
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 2015 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 2014 to October 2015 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 2014 to October 2015, in line with the schedule provided as **Appendix A** and inform the relevant organisations accordingly.

Background

Council's Portfolio Model is intended to assist Councillors to receive and provide preliminary feedback in relation to issues impacting on the community and to develop an in-depth understanding and knowledge of a particular aspect of Council's services, projects and initiatives at the strategic level.

To support the operation of each Portfolio, Community Advisory Committees operate for Councillors to engage and communicate with a select group of community representatives on issues requiring further discussion and community involvement.

Appointments to advisory committees, as well as external bodies and other working groups, are made annually at the Statutory Meeting of Council. Council is required to make appointments in accordance with constitutional rules and terms of reference.

It is considered that the highest priority representation roles are those which have a citywide basis and will add most value to Council's community governance and resource allocation activities.

Discussion

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

The Portfolio Model allows Portfolio Councillors to obtain a wider perspective of the challenges and opportunities facing the municipality and provide increased input in strategic projects that impact areas with the groups.

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 determining the respective appointees to the various external bodies and advisory committees, consideration should be given in terms of:

- The need for committees which are established or supported 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.
- Effective use of officer resources bearing in mind the significant direct and indirect costs of servicing or representation on committees.

A list of advisory committees, external bodies and working groups are provided in **Appendix A**.

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 2014 - Oct 2015)
a) National/State/Regional Bodies		
Municipal Association of Victoria	Monthly	
		Sub:
Victorian Local Governance Association	Monthly	
		Sub:
Australian Mayoral Aviation Council	As required	
		Sub:
Leadwest	Monthly	
		Sub:
Metropolitan Local Government Waste Forum	Monthly	
		Sub:
Metropolitan Transport Forum	Monthly	
		Sub:
Royal Agricultural Society of Victoria Consultative Group	Quarterly	
		Sub:
Western Melbourne Tourism Board	Quarterly	
		Sub:
b) Special Committees of Council (Section 86 LGA)		
Chief Executive Performance Review Special Committee	Annually	
Tenders Committee	Monthly	
		Sub:
c) Council Local Advisory Committees		
Arts and Culture Community Advisory Committee	Quarterly	
		Sub:
Audit Committee	Quarterly	
		Sub:
Disability Reference Group	Quarterly	
		Sub:
Liquica District Partnership	As required	
		Sub:

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2014 - Oct 2015)
Integrated Transport Committee	Quarterly	
		Sub:
Moonee Ponds Rate Levy Association	Bi-monthly	
		Sub:
Moonee Valley Early Years Reference Group	Quarterly	
		Sub:
Moonee Valley Integrated Waterways Advisory Committee	Quarterly	
		Sub:
Municipal Emergency Management Planning Committee	Quarterly	
		Sub:
Place Naming Committee	As required	
		Sub:
Strategic Planning Advisory Committee	Bi-monthly	
		Sub:
Youth Advisory Forum	As required	
		Sub:
100 Years Centenary of World War I Advisory Committee	As required	
		Sub:
d) Other Committees - Council Facilities / Services		
Flemington Neighbourhood Renewal Board	As required	
		Sub:
Learning Community Board	As required	
		Sub:
Wingate Avenue Community Centre - Committee of Management	Monthly	
		Sub:
e) Other Local Bodies / Committees – Non-Council Facilities		
Community Aviation Consultation Group for Essendon Airport	Quarterly	
		Sub:
Essendon Airport/Essendon Fields/Council Working Group	Bi-annual	
		Sub:

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2014 - Oct 2015)
Farnham Street Neighbourhood Learning Centre Committee of Management	As required	
		Sub:
Interfaith Network	Bi-monthly	
		Sub:
Moonee Valley Community Safety Stakeholder Group	As required	
		Sub:
Moonee Valley Citizens Advice Bureau	Monthly	
		Sub:
Moonee Valley Foundation	As required	
		Sub:
Moonee Valley U3A Committee	As required	
		Sub:
Public Transport Providers	Quarterly	
		Sub:
Shareholder Rep for Regional Kitchen P/L	As required	
		Sub:
Shareholder Rep for RFK P/L	As required	
		Sub:
f) Trader Associations & Chambers of Commerce		
Flemington	As required	
		Sub:
Moonee Ponds	As required	
		Sub:
Niddrie	As required	
		Sub:
North Essendon	As required	
		Sub:
Union Road	As required	
		Sub: