



City of  
**Moonee Valley**

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# **Statutory Meeting of Council**

Wednesday, 4 November 2015 at 7.00pm

**Agenda**

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# Statutory Meeting of Council

Wednesday, 4 November 2015 at 7.00pm  
to be held at the Moonee Valley Civic Centre

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**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

<b>Officers:</b>	Mr Bryan Lancaster	Acting Chief Executive
	Mr Anthony Smith	Director Corporate Services
	Mr Tony Ball	Director Community Services
	Mr Brett Luxford	Director Environment & Lifestyle
	Mr Henry Bezuidenhout	Acting Director City Works & Development
	Ms Yvonne Hansen	Manager Governance & Local Laws

**Business:**

**1. Opening**

The Acting 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 Acting 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**

Temporary Chair vacates the Chair.

**A. Election of Mayor**

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

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

The Acting Chief Executive declares the elected Mayor.

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

The Mayor addresses the meeting.

**B. Election of Deputy Mayor**

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

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

The Acting Chief Executive declares the elected Deputy Mayor.

**5. Reports**

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**6. Close of Meeting**

**BRYAN LANCASTER**  
Acting Chief Executive

## REPORTS

### 5.1 Council's Meeting Schedule 2016

**File No:** FOL/15/590  
**Author:** Acting Coordinator Governance  
**Directorate:** Corporate Services  
**Ward:** Municipal

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#### Purpose

The purpose of this report is to allow Council to formally consider and determine its meeting schedule for the 2016 year.

#### Executive Summary

- Historically, Council has 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 2016 calendar year, and that these meetings be held at the Moonee Valley Civic Centre:
  - a) Ordinary Council meetings commencing at 7.00pm on 23 February, 22 March, 26 April, 24 May, 28 June, 26 July, 23 August, 27 September, 25 October, 22 November and 20 December 2016.
  - b) Statutory Meeting of Council at 7.00pm on 2 November 2016.
2. Hold Community Public Forums at the Moonee Valley Civic Centre, commencing at 6.00pm on 9 February, 8 March, 12 April, 10 May, 14 June, 12 July, 9 August, 13 September, 11 October, 8 November and 13 December 2016.
3. Authorise the Chief Executive to amend the 2016 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 2016 year, would be as follows:

### **Ordinary Council meetings:**

23 February, 22 March, 26 April, 24 May, 28 June, 26 July, 23 August, 27 September, 25 October, 22 November and 20 December 2016.

### **Statutory Meeting of Council:**

This meeting must be held after the fourth Saturday in October and before 30 November 2016. It is considered that Wednesday, 2 November 2016, will serve Council well in this regard.

### **Public Forums:**

9 February, 8 March, 12 April, 10 May, 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December 2016.

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 2016. 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 to council, council is achieving its Strategic Objective to Build a culture of governance that instils a high level of community respect and confidence in Council decision-making in accordance with Council Plan 2013-2017 Theme 1: Excellence in governance Dynamic, effective and accountable.

**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 2016 meeting schedule will meet Council's business requirements and therefore is recommended for Council endorsement.

**Appendices**

Nil

## 5.2 Appointment of Councillors as Portfolio Holders to Advisory Committees and External Bodies

**File No:** FOL/15/590  
**Author:** Acting Coordinator Governance  
**Directorate:** Corporate Services  
**Ward:** Municipal

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### 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 2016 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 2015 to October 2016 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 2015 to October 2016, 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**

The nature of this report does not require any consultation.

### **Implications**

#### **1. Legislative**

There are no legislative implications associated with this report.

#### **2. Council Plan / Policy**

In presenting this report to council, council is achieving its Strategic Objective to Build a culture of governance that instils a high level of community respect and confidence in Council decision-making in accordance with Council Plan 2013-2017 Theme 1: Excellence in governance Dynamic, effective and accountable.

#### **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.

### **Appendices**

Appendix A: List of Committees

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2015 - Oct 2016)
<b>a) National/State/Regional Bodies</b>		
Municipal Association of Victoria	Monthly	
Victorian Local Governance Association	Monthly	
Australian Mayoral Aviation Council	As required	
Leadwest	Monthly	
Metropolitan Local Government Waste Forum	Quarterly	
Metropolitan Transport Forum	Monthly	
Royal Agricultural Society of Victoria Consultative Group	Quarterly	
Western Melbourne Tourism Board	Quarterly	
<b>b) Special Committees of Council (Section 86 LGA)</b>		
Appointment of the Chief Executive Officer Special Committee	As required	
Chief Executive Performance Review Special Committee	Annually	
Tenders Committee	Monthly	
<b>c) Council Local Advisory Committees</b>		
ANZAC Centenary Community Co-ordinating Committee	As required	
Arts and Culture Community Advisory Committee	Quarterly	
Audit Committee	Quarterly	
Biannual Community Grants Advisory Panel	Bi-annual	
Disability Reference Group	Quarterly	
Liquica District Partnership Working Group	As required	
Integrated Transport Committee	Quarterly	
Moonee Ponds Rate Levy Association	Bi-monthly	
Moonee Valley Early Years Reference Group	Quarterly	
Moonee Valley Integrated Waterways Advisory Committee	Quarterly	

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2015 - Oct 2016)
Moonee Valley Young People Coalition	Quarterly	
Municipal Emergency Management Planning Committee	Quarterly	
Place Naming Committee	As required	
Responsive Grants Advisory Committee	Monthly	
Strategic Planning Advisory Committee	Six weekly	
<b>d) Other Committees - Council Facilities / Services</b>		
Flemington Neighbourhood Renewal Board	As required	
<b>e) Other Local Bodies / Committees – Non-Council Facilities</b>		
Community Aviation Consultation Group for Essendon Airport	Quarterly	
Essendon Airport/Essendon Fields/Council Working Group	Bi-annual	
Essendon Airport Planning Coordination Group	Bi-annually	
Essendon Citizen Advice Bureau	Monthly	
Farnham Street Neighbourhood Learning Centre Committee of Management	As required	
Learning Community Board	Quarterly	
Moonee Valley Interfaith Network	Monthly	
Moonee Valley Community Safety Stakeholder Group	As required	
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	
Wingate Avenue Community Centre - Committee of Management	Monthly	

External Body / Advisory Committee	Meeting Frequency	Council Appointee (Nov 2015 - Oct 2016)
<b>f) Trader Associations &amp; Chambers of Commerce</b>		
Flemington	As required	
Moonee Ponds	As required	
Niddrie	As required	
North Essendon	As required	
Union Road	As required	