



LATROBE CITY COUNCIL

MINUTES FOR THE SPECIAL COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6.00 PM ON
09 NOVEMBER 2016

SM491

PRESENT:

Councillors:	Cr Graeme Middlemiss	Central Ward
	Cr Alan McFarlane	Central Ward
	Cr Darren Howe	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Dale Harriman	East Ward
	Cr Dan Clancey	East Ward
	Cr Darrell White	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
Officers:	Gary Van Driel	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Community Services
	Gail Gatt	Manager City Development
	Sarah Cumming	General Manager Corporate Services
	Steven Piasente	General Manager Infrastructure & Recreation
	Jodie Pitkin	Acting Manager Governance
	Amy Phillips	Coordinator Governance
	Kylie Stockdale	Governance Officer

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1. OPENING PRAYER

The Mayor read the opening prayer.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

The Mayor read the acknowledgement of the traditional owners of the land.

3. APOLOGIES AND LEAVE OF ABSENCE

Nil.

4. DECLARATION OF CONFLICT OF INTEREST

Nil.

CHIEF EXECUTIVE OFFICE

5. CHIEF EXECUTIVE OFFICE

5.1 ELECTION OF MAYOR

General Manager

Corporate Services

For Decision

PURPOSE

This report provides guidance on the process required to elect the Mayor.

EXECUTIVE SUMMARY

After the Local Government election on 22 October 2016, Council is required to elect a Mayor for the next term. Mayoral terms in Latrobe City Council have historically been for 12 months; however Council is able to resolve to appoint a Mayor for a two year period if desired.

The role of the Mayor has been defined within:

The *Local Government Act 1989*

73AA Functions of Mayor

The functions of the Mayor of a Council include—

- (a) providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors under sections 76B, 76BA and 76C; and*
- (b) acting as the principal spokesperson for the Council; and*
- (c) supporting good working relations between Councillors; and*
- (d) carrying out the civic and ceremonial duties of the office of Mayor.*

And the Latrobe City Council – Councillor Code of Conduct clause 13.1, and specifies:

The functions of the Mayor include:

- providing guidance to Councillors about what is expected of a Councillor including in relation to the statutory role of a Councillor, and the observation of the Councillor conduct principles and this Code by Councillors;*
- acting as the principal spokesperson for Council;*
- supporting good working relations between Councillors; and*
- carrying out the civic and ceremonial duties of the office of Mayor.*

The Mayor is the leader of Latrobe City Council and as such should be the leader of all Councillors. The Mayor has a key role to help all Councillors participate and work together in the interests of the Latrobe City Council's community.

In fostering good governance, the most important roles of the Mayor are:

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- *to chair the Council meetings in a way which encourages the participation and involvement by all Councillors;*
- *to encourage Councillors to treat each other with respect and courtesy;*
- *to model the type of behaviour which Latrobe City Council expects of all Councillors;*
- *to provide leadership in demonstrating and achieving good governance;*
- *to work with the CEO in providing leadership to the entire organisation;*
- *to be the public spokesperson in support of Council decisions;*
- *to liaise with all Councillors with a view to facilitating the capacity of Councillors to work together and to identify any possible issues or problems which may require assistance in resolution;*
- *to be the leader of all Councillors and not to align themselves with any particular group of Councillors;*
- *to meet with organisations and people on behalf of Council;*
- *to represent Council's position at meetings;*
- *to use best endeavours to invite other Councillors to such meetings; and*
- *to keep Councillors informed of matters discussed at meetings such as those outlined in the Councillor Bulletin newsletter.*

It is recommended that Council continues appointing a Mayor for a one year period.

Attachment One outlines the procedure under the *Meeting Procedure Local Law No. 1* for the election of the Mayor and Deputy Mayor.

APPOINTMENT OF A TEMPORARY CHAIR

The Chief Executive Officer invites nominations for the appointment of a temporary Chair. The vote is counted as per the procedure for election of the Mayor.

The temporary Chair then takes the Chair and assumes the running of the meeting.

ELECTION OF THE MAYOR

The temporary Chair calls for nominations for the position of Mayor. Once nominations are received, voting commences if necessary.

The Chair confirms the incoming Mayor for the 2016/17 Mayoral Term.

The Mayor then assumes the Chair.

Temporary Chair

The Chief Executive Officer, Gary Van Driel, called for a temporary Chair.

Cr Gibson nominated Cr White

Cr White accepted the nomination.

There being no other nomination, Cr White assumed the role of Temporary Chair.

Election of Mayor

Cr White called for nominations for the role of Mayor.

Cr McFarlane nominated Cr O'Callaghan for the role of Mayor.

Cr O'Callaghan accepted the nomination.

There being no other nomination, Cr O'Callaghan was elected Mayor.

MOTION

Moved: Cr White

Seconded: Cr Gibson

That Council confirms that for the 2016-2020 Council term, that elections for the Mayoral term will occur annually.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

No officer declared a conflict of interest under the *Local Government Act 1989* in the preparation of this report.

RISK IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

SUPPORTING DOCUMENTS

Meeting Procedure Local Law No. 1

Councillor Code of Conduct

Attachments

1. Election of Mayor and Deputy Mayor Instructions - extract from Local Law 1

5.1

Election of Mayor

**1 Election of Mayor and Deputy Mayor Instructions -
extract from Local Law 1..... 9**



Election of the Mayor and Deputy Mayor

*The election of Mayor and Deputy Mayor will take place on **Wednesday, 09 November 2016 at 6:00 pm** to be held in Nambur Wariga, Corporate Headquarters, 141 Commercial Road Morwell. Councillors may invite their families for this occasion and light refreshments will be provided following the election.*

Procedure for Election of Mayor and Deputy Mayor

Local Law No. 1 Part B

Election of Mayor

7.	<i>The Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act</i>
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Method of Voting

8.	<i>The election of the Mayor or temporary Chair must be carried out by a show of hands.</i>
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Determining the Election of the Mayor

9.1	<i>The Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer must open the meeting at which the Mayor is to be elected, and call for nominations for the election of a Councillor as a temporary Chair.</i>
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Any Councillor may nominate for this position. A show of hands is required when asked who is in favour of the appointment.

9.2	<i>Upon the meeting electing a temporary Chair;</i>
9.2.1	<i>The temporary Chair takes the Chair</i>

The Temporary Chair's Role and Procedure for Election of Mayor

9.2.2	<i>The temporary Chair must invite nominations for the office of Mayor; Councillors may nominate themselves but each nomination must be seconded.</i> <i>If there is only one nomination, the candidate nominated is deemed to be elected; and in the event that a Councillor nominates themselves and they are the only Councillor who is nominated, then that Councillor is elected even if the nomination is not seconded;</i>
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Voting

9.2.3	<i>If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates;</i>
9.2.4	<i>In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected;</i>
9.2.5	<i>In the event that 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;</i>
9.2.6	<i>If one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;</i>
9.2.7	<i>In the event of two or more candidates having an equality of votes and one of them having to be declared:</i> 9.2.7.1 <i>a defeated candidate; or</i> 9.2.7.2 <i>a candidate or candidates being declared a defeated candidate and the other duly elected,</i> <i>the declaration will be determined by lot.</i>

Determination by Lot

9.2.8	<i>If a lot is conducted, the Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:</i> 9.2.8.1 <i>each candidate will draw one lot;</i> 9.2.8.2 <i>the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and</i> 9.2.8.3 <i>as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). Where there are only 2 candidates remaining and the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.</i>
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	9.2.9 <i>The procedure provided for in this clause 9.2 also applies to the election of a temporary Chair and Chair of a Special Committee.</i>
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Election of Deputy Mayor

9.3	<i>Immediately following the election, the Mayor is to take the chair</i>
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10.	<i>If Council resolves that there be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in clause 9.2 except that any reference in that sub-clause to:</i>
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10.1	<i>a temporary Chair is to be taken as a reference to the Mayor; and</i>
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10.2	<i>the Mayor is to be taken as a reference to the Deputy Mayor.</i>
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If the Mayor is unable to attend a Council meeting for any reason, the Deputy Mayor will be acting Chair.

5.2 ELECTION OF THE DEPUTY MAYOR

General Manager

Corporate Services

For Decision

PURPOSE

This report provides guidance on the process required to elect the Deputy Mayor, should Council wish to do so.

EXECUTIVE SUMMARY

After the Local Government election on 22 October 2016, and following on from the election of the Mayor, Council has the option to appoint a Deputy Mayor for a twelve month period.

Should Council wish to act on this option, there must be a resolution of Council that there be an office of Deputy Mayor.

Historically, Latrobe City Council has appointed a Deputy Mayor. It is recommended to continue with this arrangement.

The role of the Deputy Mayor has been defined under clause 13.2 of the Latrobe City Council – Councillor Code of Conduct, and specifies:

Council has a Deputy Mayor in order to enhance the leadership provided by the Mayor and also to ensure that Latrobe City Council can be represented by its political leadership wherever this is necessary or desirable. The Deputy Mayor should also assist the Mayor to facilitate the spirit of cooperation and inclusion between Councillors.

The appointment of a Deputy Mayor shall only apply when Council has elected to appoint a Councillor to the role of Deputy Mayor.

The Deputy Mayor is part of the leadership group and as such should participate in the meetings between the Mayor and the CEO.

The most important roles of the Deputy Mayor are:

- *to deputise for the Mayor as required when the issue or function relates to the entire municipality (when the issue or function is more ward based, the Mayor may nominate the ward Councillor to be their representative);*
- *to liaise with all Councillors with a view to facilitating the capacity of Councillors to work together and to identify any possible issues or problems which may require assistance in resolution; and*
- *to model leadership and good governance behaviour internally and externally.*

The procedure for the election of the Mayor and Deputy Mayor is outlined in Attachment One of the *Election of the Mayor* report.

MOTION

Moved: Cr Law
Seconded: Cr Clancey

That Council appoints a Deputy Mayor for the 2016/2017 term.

CARRIED UNANIMOUSLY

Election of Deputy Mayor

Cr O'Callaghan called for nominations for the role of Deputy Mayor.

Cr Law nominated Cr Middlemiss for Deputy Mayor.

Cr Middlemiss accepted the nomination.

There being no further nomination, Cr Middlemiss was appointed to the role of Deputy Mayor.

If the recommendation is adopted, the election of the Deputy Mayor then follows the same procedure as the Mayoral election.

DECLARATION OF INTEREST

No officer declared a conflict of interest under the *Local Government Act 1989* in the preparation of this report.

RISK IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

SUPPORTING DOCUMENTS

Meeting Procedure Local Law No. 1

Councillor Code of Conduct

Attachments
Nil

CORPORATE SERVICES

6. CORPORATE SERVICES**6.1 COUNCILLOR COMMITTEE ASSIGNMENTS****General Manager****Corporate Services****For Decision****PURPOSE**

Council is required to appoint delegates to designated committees for 2016/17. The attached list outlines the delegates required for each committee.

EXECUTIVE SUMMARY

Councillors represent Council on various committees within the community. Best practice suggests an annual review process to take place in line with the Mayoral election to confirm the delegate for each committee.

This will allow for any changes in the Mayor and Deputy Mayor to be reflected in the appointments, and any other committee appointments to be updated to maintain a fair distribution for Councillors.

RECOMMENDATION

That Council appoints delegates to the committees as listed within the 2016 – 2020 Councillor Delegates to Committees List for the 2016/17 term.

MOTION**Moved:** Cr Middlemiss**Seconded:** Cr Gibson**That Council:**

- 1. Appoints the Mayor and Deputy Mayor as specified in the 2016 – 2020 Councillor Delegates to Committees List for the 2016/17 term; and**
- 2. Makes the following appointments for the 2016/17 term:**
 - a. Latrobe Regional Airport Board**
Delegate: Cr Middlemiss
Alternative: Cr McFarlane
 - b. The Yallourn North Community Housing Committee**
Delegate: Cr Middlemiss
Alternative: Cr McFarlane

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- c. **Mayoral Sponsorship Committee**
Delegate: Mayor
Alternative: Deputy Mayor
- d. **Audit and Risk Committee**
Delegates: Cr White and Cr McFarlane
Alternative: Cr Gibson
- e. **Australia Day Advisory Committee**
Delegates: Cr White and Cr Howe
- f. **Rail Freight Working Group**
Delegates: Cr Middlemiss and Cr Law
Alternative: Cr Gibson
- g. **Alliance of Councils for Rail Freight Development**
Delegate: Cr Middlemiss
Alternative: Cr Law
- h. **Latrobe City Trust**
Delegate: Mayor
Alternative: Deputy Mayor
- i. **Moe Yallourn Rail Trail Committee Inc**
Delegates: Cr Gibson and Cr Law
- j. **Municipal Association of Victoria (MAV)**
Delegate: Cr Harriman
Alternative: Cr Gibson
- k. **South East Australian Transport Strategy (SEATS)**
Delegate: Cr Middlemiss
Alternative: Cr Law
- l. **Latrobe Valley Mine Rehabilitation Advisory Committee**
Delegate: Cr Middlemiss

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

No officer declared a conflict of interest under the *Local Government Act 1989* in the preparation of this report.

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

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Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Governance

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community committed to enriching local decision making.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 3: Efficient, effective and accountable governance

Theme 4: Advocacy for and consultation with our community

BACKGROUND

A number of Council and community committees require Council delegates, as specified in Attachment One. Each committee will fall under the following committee type:

- Special Committees of Council (created under the *Local Government Act 1989* which have powers of Council to decide matters under their delegation)
- Statutory Committees (Committees that are legislated for Council to have in place)
- Advisory Committees (Committees created by Council to provide advice only on matters relevant to strategic matters of the Council. They do not have any legal standing or decision making powers of the Council)
- Other Council Committees and Groups (Ongoing meetings that are convened on specific matters by Latrobe City Council as part of engagement initiatives)
- External Committees (Ongoing strategic relationships that are community or industry based where the Council has been invited to participate in partnership or as a community advocate)

With Local Government elections held on 22 October 2016, previous delegations made in 2012 expired on the eve of the Caretaker Period which started on 21 September 2016.

KEY POINTS/ISSUES

While the previous appointment was for a four year period, this has caused some issue with the fair allocation of committee delegates given the current practice of electing a Mayor annually. It is therefore recommended that the committee appointments be reviewed annually at the Special Council Meeting held for the election of the Mayor.

Council Officers are currently reviewing all Council Committees, and therefore there may be some changes to committees during the review.

It is acknowledged that the appointment of Committee representatives at this early stage for the new Council may also cause issue with the fair

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allocation. However, there are a number of appointments that need to occur at this time in order for Council business to resume to normality.

These appointments are included in the table below, and are highlighted in the attached document.

SPECIAL COMMITTEES

Pursuant to Section 86 of the Local Government Act 1989

Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
1. Latrobe Regional Airport Board	To oversee the operation development of the Latrobe Regional Airport and to ensure compliance with the airport licence issued under the Civil Aviation Regulations. The Board is Council's nominee to hold that airport licence.	Delegate: One Alternative: One
2. The Yallourn North Community Housing Committee	To administer Council owned elderly persons units in Anderson Avenue, Yallourn North and to raise funds toward the future development of additional units for low income elderly persons in Yallourn North.	Delegate: One
3. Mayoral Sponsorship Committee	To administer the Mayoral Sponsorship Fund, Sporting Sponsorship Fund and Athlete's Trust	Delegate: Mayor Alternative: One

STATUTORY COMMITTEES OF COUNCIL

Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
4. Audit and Risk Committee (Pursuant to s.139 of the Local Government Act 1989)	To assist in the discharge of responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.	Delegate: Two Alternative: One Attendance by invitation: All Councillors

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ADVISORY COMMITTEES

A list of Advisory Committees in accordance with the Local Government Act 1989

Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
6. Australia Day Advisory Committee	<p>The Committee is established to provide:</p> <ul style="list-style-type: none"> An opportunity for a cross-functional Committee to be formed to further engage the community in both contributing to, and sharing in the success that Australia Day generates throughout our municipality each year. High level guidance, recommendations and strategic direction to ensure that community needs and expectations are represented and met. 	Delegate: Two
23. Rail Freight Working Group	To provide guidance to the development of rail freight infrastructure in the City.	Delegate: Two

EXTERNAL COMMITTEES AND ASSOCIATIONS

A list of Committees and Associations where Councillors have been appointed to represent the Council

Name of Committee	Objectives of the Group/Meetings	Number of Councillors required to be appointed
49. Alliance of Councils for Rail Freight Development	To encourage an increase in the use of rail for transporting freight in Victoria.	Delegate: One Alternative: One
52. Gippsland Local Government Network (GLGN)	The Gippsland Local Government Network (GLGN) is an alliance of six Gippsland Councils who represent the collective interests of Gippsland and work cooperatively on issues and projects of mutual interest.	Delegate: Mayor
56. Latrobe City Trust		Delegate: Mayor Alternative: One
59. Moe Yallourn Rail Trail Committee Inc		Delegate: West Ward Councillors
61. Municipal Association of Victoria (MAV)	Peak advocacy body for Victorian Local Government Council to promote and improve community awareness, advocate for local government interests, and initiate policy development and advice.	Delegate: One Alternative: One

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EXTERNAL COMMITTEES AND ASSOCIATIONS

A list of Committees and Associations where Councillors have been appointed to represent the Council

Name of Committee		Objectives of the Group/Meetings	Number of Councillors required to be appointed
63.	Regional Cities Victoria	Group of Mayors and CEOs to lobby Federal, State and Local Governments to work together to deliver services and infrastructure for regional Victorians.	Delegate: Mayor
65.	South East Australian Transport Strategy (SEATS)	Advocacy group for the development of transport infrastructure in the South East Australian region.	Delegate: One Alternative: One
68.	Victorian Local Governance Association (VLGA)	Its role is to assist local governments to maintain peace, order and good governance in the municipal districts of Victoria.	Delegate: Mayor Alternative: Deputy Mayor
70.	Latrobe Valley Mine Rehabilitation Advisory Committee	<p>(Ministerial Appointment up to 30 June 2020).</p> <p>The Victorian Government is seeking to establish an Advisory Committee to provide input and advice regarding the development of the Government's Regional Rehabilitation Strategy for the Latrobe Valley's three brown coal mine voids.</p> <p>In providing advice regarding the Regional Rehabilitation Strategy, this Committee is required to:</p> <ol style="list-style-type: none"> a. Contribute to the development of the Strategy through the provision of expertise and advice b. Facilitate interaction and partnerships between industry, the community and other relevant Government agencies and departments c. Provide advice on policy and legislation development when requested by the Department or Minister d. Represent key stakeholders and stakeholder group interest in relation to mine rehabilitation in the Latrobe Valley e. Act as a conduit to broader stakeholder engagement in the Latrobe Valley. 	Delegate: One (No provision for an alternative).

It is recommended that these Committees listed above are appointed to at this time, whilst the remainder can be deferred safely until at least December 2016.

RISK IMPLICATIONS

There is not considered to be any risk with the appointment of Committee delegates.

Should delegates not be appointed, Council has the risk of not meeting its agreed objective in the Council Plan, being *Advocacy for and consultation with our community*.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no financial implications in relation to this report.

Resource implications are for Councillor involvement and falls within existing duties.

INTERNAL/EXTERNAL CONSULTATION

No external engagement was required in the preparation of this report.

OPTIONS

Council has the following options:

1. Appoint the key Committee delegates as listed in this report, and defer the consideration of other appointments to a later date.
2. Appoint all Committee delegates for the 2016/17 period.
3. Appoint committee delegates for a longer period of time.
4. Delay the appointment of all delegates to a future date. This would result in a number of key decision making processes currently underway, being impacted.

CONCLUSION

Council is required to appoint delegates to the committees listed in Attachment One to this report. An annual review process will be put in place to manage these appointments.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Councillor Delegates to Committees List

8.1

Councillor Committee Assignments

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LATROBE CITY COUNCIL

2016 - 2020

Councillor Delegates to Committees List

DOCUMENT CONTROL

Responsible GM	Sarah Cumming, General Manager Corporate Services	
Division	Corporate Services	
Last Updated (who & when)	Coordinator Governance, Amy Phillips	October 2016
DOCUMENT HISTORY		
Authority	Date	Description of change
Administration	31 October 2016	Updated to include Latrobe Valley Mine Rehabilitation Advisory Committee
Administration	October 2016	Creation of Document for Council 2016-2020.
References		
Next Review Date	December 2016	
Published on website	No	
Document Reference No	Not Applicable	

Introduction

The following tables list the various Committees within Council, as well as other appointments of Councillors to represent Latrobe City Council as part of their role.

There are a number of appointments that get made; these being to:

- Special Committees of Council (created under the *Local Government Act 1989* which have powers of Council to decide matters under their delegation)
- Statutory Committees (Committees that are legislated for Council to have in place)
- Advisory Committees (Committees created by Council to provide advice only on matters relevant to strategic matters of the Council. They do not have any legal standing or decision making powers of the Council.)
- Other Council Committees and Groups (Ongoing meetings that are convened on specific matters by Latrobe City Council as part of engagement initiatives)
- External Committees (Ongoing strategic relationships that are community or industry based where the Council has been invited to participate in partnership or as a community advocate)

Council Committees

SPECIAL COMMITTEES		
<i>Pursuant to Section 86 of the Local Government Act 1989</i>		
Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
1. Latrobe Regional Airport Board	To oversee the operation development of the Latrobe Regional Airport and to ensure compliance with the airport licence issued under the Civil Aviation Regulations. The Board is Council's nominee to hold that airport licence.	Delegate: One Alternative: One
2. The Yallourn North Community Housing Committee	To administer Council owned elderly persons units in Anderson Avenue, Yallourn North and to raise funds toward the future development of additional units for low income elderly persons in Yallourn North.	Delegate: One
3. Mayoral Sponsorship Committee	To administer the Mayoral Sponsorship Fund, Sporting Sponsorship Fund and Athlete's Trust	Delegate: Mayor Alternative: One

STATUTORY COMMITTEES OF COUNCIL		
Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
4. Audit and Risk Committee (Pursuant to s.139 of the Local Government Act 1989)	To assist in the discharge of responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.	Delegate: Two Alternative: One Attendance by invitation: All Councillors
5. Municipal Emergency Management Planning Committee (Pursuant to s.21 of the Emergency Management Act 1986)	A Municipal Council must prepare and maintain a Municipal Emergency Management Plan specifying how council resources are to be used for emergency prevention, response and recovery.	Delegate: Two Alternative: One

ADVISORY COMMITTEES		
<i>A list of Advisory Committees in accordance with the Local Government Act 1989</i>		
Name of Committee	Objective(s) of the Committee	Number of Councillors required to be appointed
6. Australia Day Advisory Committee	The Committee is established to provide: <ul style="list-style-type: none"> • An opportunity for a cross-functional Committee to be formed to further engage the community in both contributing to, and sharing in the success that Australia Day generates throughout our municipality each year. • High level guidance, recommendations and strategic direction to ensure that community needs and expectations are represented and met. 	Delegate: Two
7. Braiakaulung Advisory Committee	Provides a forum where issues affecting the indigenous members of Latrobe City can be aired and discussed and from which advice can be given to Council. The membership of the Braiakaulung Advisory Committee includes indigenous members of our community.	Delegate: Two
8. Chief Executive Officer Recruitment, Performance And Remuneration Review Advisory Committee	The Committee's role is to undertake important statutory and contractual obligations in regard to the employment, performance and recruitment related functions of the Chief Executive Officer.	Delegates: Mayor, Deputy Mayor and two other Councillors
9. Churchill & District Community Hub Advisory Committee	To promote the development of community capacity building by planning effectively for the future of this facility, taking into consideration diverse and changing community needs.	Delegate: One
10. Early Years Reference Committee	To assist in the promotion of the Latrobe City Municipal Early Years Plan to the community and monitor its progress. To inform Councillors of matters related to children and their families that may affect their participation in community life and to provide input into future plans and strategies that have a focus on the early years.	Delegate: Two

ADVISORY COMMITTEES			
<i>A list of Advisory Committees in accordance with the Local Government Act 1989</i>			
Name of Committee		Objective(s) of the Committee	Number of Councillors required to be appointed
11.	Gippsland Carbon Transition Committee	Facilitate outcomes that support economic development and environmental sustainability in Gippsland, and support Australian efforts to address climate change.	Delegate: Mayor
12.	Jumbuk and Yinnar South Timber Traffic Reference Group	To undertake consultation to identify the communities' preferred option in relation to the timber haulage routes in the Jumbuk Road, Middle Creek Road and Upper Middle Creek Road area.	Delegate: Two
13.	Latrobe City Cultural Diversity Advisory Committee	To review and monitor the use of the Cultural and Linguistic Diversity Action Plan.	Delegate: Two
14.	Latrobe City Hyland Highway Municipal Landfill Consultative Committee	The purpose of this committee is to act as a sounding board and advocate for the community bringing issues of concern to the attention of Latrobe City Council in relation to construction and operation of the Latrobe City Hyland Highway Landfill. To act as a conduit for communication between Latrobe City Council and the community. To review environmental reports and participate in the development and rehabilitation of the site.	Delegate: Two
15.	Latrobe City Industry Forum	To facilitate the growth of sustainable local jobs and strengthen the regional economy, by providing a leading role in the development and implementation of the Economic Sustainability Strategy 2015 – 2019, through the provision of strategic intelligence regarding economic development opportunities and by influencing key decision leaders in policy and investment.	Delegate: Mayor, Deputy Mayor, and one other Councillor
16.	Latrobe City International Relations Committee	To promote, co-ordinate and foster friendship, communication and understanding between people of Latrobe and other nations.	Delegate: Three Councillors

ADVISORY COMMITTEES			
<i>A list of Advisory Committees in accordance with the Local Government Act 1989</i>			
Name of Committee		Objective(s) of the Committee	Number of Councillors required to be appointed
17.	Latrobe Regional Gallery Advisory Committee	To provide advice to Latrobe City regarding; development and promotion of and community involvement in the Latrobe Regional Gallery. The committee also participates in decisions regarding the acquisition of artworks for inclusion in the Latrobe Regional Gallery Collection.	Delegate: Two
18.	Latrobe Tourism Advisory Board	To provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities.	Delegate: Two
19.	Link Editorial Committee	To review and suggest editorial content for forth coming issues of LINK.	Delegate: Mayor and two other Councillors
20.	Morwell CBD Safety Group	To chair the meeting and support programs and projects that decreases the incident of anti social behaviour in the Morwell CBD.	Delegate: Three
21.	Morwell Town Common Development Plan Project Control Group	Oversee the development of the Morwell Town Common in line with the development plan adopted by Council on 5 September 2005.	Delegate: Two
22.	Positive Ageing Reference Group	To monitor and facilitate implementation of the positive ageing plan.	Delegate: Two
23.	Rail Freight Working Group	To provide guidance to the development of rail freight infrastructure in the City.	Delegate: Two

ADVISORY COMMITTEES			
<i>A list of Advisory Committees in accordance with the Local Government Act 1989</i>			
Name of Committee		Objective(s) of the Committee	Number of Councillors required to be appointed
24.	Sale of Goods from Council Properties Committee	To receive applications and consider matters relating to the sale of goods from Council properties in accordance with adopted policy.	Delegate: Two
25.	Social Planning for Wellbeing Committee/Municipal Public Health and Wellbeing Reference Group	Establish integrated planning for social wellbeing.	Delegate: One
26.	Timber Umbrella Group	The Committee is established to: <ul style="list-style-type: none"> Support initiatives which strengthen the forestry, timber and wood products industries for the benefit of the Gippsland Regional economy. Facilitate the implementation of the policy goals outlined in Council's Wood Encouragement Policy. 	Delegate: Mayor and two Timber Town Delegates
27.	Traralgon Aquatic Facility Working Party	To provide advice, information and feedback in relation to proposed development options in respect to the provision of aquatic infrastructure in Traralgon	Delegate: One Attendance by invitation: All Councillors
28.	Traralgon CBD Safety Committee	To chair the meeting and support programs and projects that decreases the incident of anti social behaviour in the Traralgon CBD.	Delegate: Two
29.	Victory Park Precinct Advisory Committee	Provide advice to Council on the management, development, use and maintenance of the public open space areas that make up the Victory Park precinct.	Delegate: Two
30.	War Memorials Advisory Committee	To identify and advise on matters relating to establishment, care and preservation of war memorials in Latrobe.	Delegate: Mayor

ADVISORY COMMITTEES		
<i>A list of Advisory Committees in accordance with the Local Government Act 1989</i>		
Name of Committee		Objective(s) of the Committee
		Number of Councillors required to be appointed
31.	Warren Terrace Hazelwood North Recreation Reserve Advisory Committee	Delegate: One Alternative: One

Other Council Committees and Groups

OPERATIONAL (WORKS) COMMITTEES OF COUNCIL			
Name of Committee		Objectives	Number of Councillors required to be appointed
32.	Callignee and Traralgon South Sporting and Facility User Group Committee	To maintain, develop and manage the sporting reserves and facilities.	Delegate: One
33.	Crinigan Bushland Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegate: One
34.	Edward Hunter Heritage Bush Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegate: Two
35.	Friends of the Traralgon Railway Reservoir Conservation Reserve Committee	To maintain, develop and manage the conservation reserve	Delegate: One
36.	Mathison Park Advisory Committee	To assist with the maintenance, planning, and development of a community park containing international, national, state and Gippsland indigenous flora.	Delegate: One
37.	Morwell Centenary Rose Garden Advisory Committee	To provide advice and assistance with the development, management and maintenance of the Rose Garden.	Delegate: One Alternative: One
38.	Ollerton Avenue Bushland Reserve Committee of Management	To maintain, develop and manage the bushland reserve.	Delegate: Two

USER GROUPS			
Name of Group		Objective of the meetings being held	Number of Councillors required to be appointed
39.	Latrobe City Lake Narracan User Group	To share information with the user groups regarding the usage of and developments related to Lake Narracan waterway and caravan park.	Delegate: Two
40.	Latrobe City Synthetic Sports Field User Group	To share information with the user groups regarding the synthetic sports field, particularly on usage and development.	Delegate: One
41.	Latrobe Leisure Churchill User Group	To share information with the user groups regarding the operations of the Leisure Facility.	Delegate: One
42.	Latrobe Leisure Moe Newborough User Group	To share information with the user groups regarding the operations of the Leisure Facility.	Delegate: Two
43.	Latrobe Leisure Morwell User Group	To share information with the user groups regarding the operations of the Leisure Facility.	Delegate: Two
44.	Latrobe Leisure Traralgon Sports Stadium User Group	To share information with the user groups regarding the operations of the Leisure Facility.	Delegate: Two
45.	Latrobe Regional Motorsport Complex User Group	To share information in relation to the investigation of suitable site options for the Latrobe Regional Motorsport Complex.	Delegate: Two
46.	Moe Southside Community Precinct User Group	To share information on the management of usage and maintenance of the Moe Southside precinct.	Delegate: Two
47.	Traralgon Recreation Reserve and Showgrounds User Group	To share information on the management, development, maintenance and usage of the reserve.	Delegate: One
48.	Traralgon West Sporting Complex User Group	To share information on the developments related to the Traralgon West Sporting Complex.	Delegate: One

Appointments to External Committees and Associations

EXTERNAL COMMITTEES AND ASSOCIATIONS			
<i>A list of Committees and Associations where Councillors have been appointed to represent the Council</i>			
Name of Committee		Objectives of the Group/Meetings	Number of Councillors required to be appointed
49.	Alliance of Councils for Rail Freight Development	To encourage an increase in the use of rail for transporting freight in Victoria.	Delegate: One Alternative: One
50.	Australian Paper Community Environmental Consultative Committee	Oversees the environmental performance of the Australian Paper Mill. Includes updates on progress on Environmental Improvement Plans and other related projects.	Delegate: One
51.	Baw Baw Latrobe Local Learning & Employment Network Board	To provide strategic advice to the network in regard to training and employment for young people.	Delegate: One
52.	Gippsland Local Government Network (GLGN)	The Gippsland Local Government Network (GLGN) is an alliance of six Gippsland Councils who represent the collective interests of Gippsland and work cooperatively on issues and projects of mutual interest.	Delegate: Mayor
53.	Gippsland Regional Waste Management Group [GRWVG] Board * Ministerial Appointment	To facilitate and foster best practices in waste management in the region pursuant to the functions and powers under the Environment Protection Act 1970.	Delegate: One Alternative: One
54.	Gippstown Reserve Committee of Management Inc.		(By invitation) Delegate: One Alternative: One
55.	International Power Hazelwood Environmental Review Committee	Oversees the environmental performance of the Hazelwood power station. Includes updates on progress on Environmental Improvement Plans and other related projects.	Delegate: One
56.	Latrobe City Trust		Delegate: Mayor Alternative: One

EXTERNAL COMMITTEES AND ASSOCIATIONS		
<i>A list of Committees and Associations where Councillors have been appointed to represent the Council</i>		
Name of Committee	Objectives of the Group/Meetings	Number of Councillors required to be appointed
57. Latrobe Settlement Committee	The purpose of this committee is the dissemination and distribution of relevant demographics region-wide to enable agencies and services to plan more effectively for the service and access-needs of new arrivals as well as to identify issues, needs and barriers, ensuring they can respond effectively leading to greater retention rates within the region.	Delegate: One Alternative: One
58. Loy Yang Power Environmental Review Committee	Oversees the environmental performance of the Loy Yang power station. Includes updates on progress on Environmental Improvement Plan and environmental performance summary report.	Delegate: One
59. Moe Yallourn Rail Trail Committee Inc		Delegate: West Ward Councillors
60. Morwell River Neighbourhood Improvement Plan Steering Committee	The Morwell River NEIP was established in 2007 and is a plan developed with all parts of the community including residents, special interest groups, local industry, local government and other agencies such as EPA and the West Gippsland Catchment Management Authority. The committee has developed an Action Plan which seeks to achieve a number of key objectives.	Delegate: One
61. Municipal Association of Victoria (MAV)	Peak advocacy body for Victorian Local Government Council to promote and improve community awareness, advocate for local government interests, and initiate policy development and advice.	Delegate: One Alternative: One
62. Regional Aboriginal Justice Advisory Committee (RAJAC)	To develop Regional Aboriginal Justice Plans and to monitor the local and regional implementation of the Royal Commission into Aboriginal Deaths in Custody and the Victorian Aboriginal Justice Agreement.	Delegate: One
63. Regional Cities Victoria	Group of Mayors and CEOs to lobby Federal, State and Local Governments to work together to deliver services and infrastructure for regional Victorians.	Delegate: Mayor.
64. Roadsafe Gippsland Community Road Safety Council	To develop local community road safety initiatives that support State and Local Government road safety programs.	Delegate: Two

EXTERNAL COMMITTEES AND ASSOCIATIONS		
<i>A list of Committees and Associations where Councillors have been appointed to represent the Council</i>		
Name of Committee	Objectives of the Group/Meetings	Number of Councillors required to be appointed
65. South East Australian Transport Strategy (SEATS)	Advocacy group for the development of transport infrastructure in the South East Australian region.	Delegate: One Alternative: One
66. Timber Towns Victoria	Advocacy group for Council's in Victoria with special interest in the wood, pulp and paper industries.	Delegate: Two
67. Traralgon Creek Neighbourhood Improvement Plan Steering Committee	The Traralgon Creek NEIP was established in 2006 and is a plan developed with all parts of the community including residents, special interest groups, local industry, local government and other agencies such as EPA and the West Gippsland Catchment Management Authority. The committee has developed and Action Plan which seeks to achieve a number of key objectives.	Delegate: One
68. Victorian Local Governance Association (VLGA)	Its role is to assist local governments to maintain peace, order and good governance in the municipal districts of Victoria.	Delegate: Mayor Alternative: Deputy Mayor
69. West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group [CCEAG]	Advisory group designed to update and consult the community and other stakeholders in relation to the projects that the Ecosystem Unit within the WGCMA are undertaking within the Central catchment area.	Delegate: One Alternative: One

EXTERNAL COMMITTEES AND ASSOCIATIONS		
<i>A list of Committees and Associations where Councillors have been appointed to represent the Council</i>		
Name of Committee	Objectives of the Group/Meetings	Number of Councillors required to be appointed
70. Latrobe Valley Mine Rehabilitation Advisory Committee	<p>(Ministerial Appointment up to 30 June 2020).</p> <p>The Victorian Government is seeking to establish an Advisory Committee to provide input and advice regarding the development of the Government's Regional Rehabilitation Strategy for the Latrobe Valley's three brown coal mine voids.</p> <p>In providing advice regarding the Regional Rehabilitation Strategy, this Committee is required to:</p> <ol style="list-style-type: none"> Contribute to the development of the Strategy through the provision of expertise and advice Facilitate interaction and partnerships between industry, the community and other relevant Government agencies and departments Provide advice on policy and legislation development when requested by the Department or Minister Represent key stakeholders and stakeholder group interest in relation to mine rehabilitation in the Latrobe Valley Act as a conduit to broader stakeholder engagement in the Latrobe Valley. 	<p>Delegate: One</p> <p>(No provision for an alternative).</p>

**SPECIAL COUNCIL MEETING MINUTES
09 NOVEMBER 2016 (SM491)**

There being no further business the meeting was declared closed at 6:08PM.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____