



# **STATUTORY MEETING**

## **AGENDA**

**Declaration of Office for Councillor Elect, Election of Mayor and Deputy Mayor, Appointment of Council Delegates and Adoption of Council Meeting Schedule**

**WEDNESDAY 9 NOVEMBER 2022**

**COMMENCING AT 6:00PM**

**Charlton District Office**

**Council Chamber**

**1 High Street, Charlton**

**Wayne O'Toole  
Chief Executive Officer  
Buloke Shire Council**

## **TABLE OF CONTENTS**

<b>1.</b>	<b>OPENING OF THE MEETING</b>	
<b>2.</b>	<b>WELCOME</b>	
<b>3.</b>	<b>RECEIPT OF APOLOGIES</b>	
<b>4.</b>	<b>MANAGEMENT REPORTS</b>	
4.1	INDUCTION OF COUNCILLOR BERNADETTE HOGAN	4
<b>5.</b>	<b>ELECTION OF MAYOR</b>	
5.1	MAYORAL TERM OF OFFICE	8
5.2	ELECTION OF MAYOR REPORT	10
<b>6.</b>	<b>STATEMENTS FROM MAYOR AND COUNCILLOR ELECT</b>	
<b>7.</b>	<b>MOTION OF THANKS TO PREVIOUS MAYOR</b>	
<b>8.</b>	<b>OTHER BUSINESS</b>	
8.1	DEPUTY MAYORAL TERM OF OFFICE	14
8.2	ELECTION OF DEPUTY MAYOR REPORT	16
8.3	REPORT OF APPOINTMENT OF DELEGATES	19
<b>9.</b>	<b>COUNCIL MEETING SCHEDULE</b>	
9.1	REPORT OF COUNCIL MEETING SCHEDULE 2022/2023	22
<b>10.</b>	<b>MEETING CLOSE</b>	

## **ORDER OF BUSINESS**

### **1. OPENING OF THE MEETING**

The Chief Executive Officer will open the meeting and act as a Temporary Chairperson until the Election of the Mayor.

### **2. WELCOME**

The Temporary Chairperson welcomes Councillor elect, staff and members of the public.

The Temporary Chairperson acknowledges “the traditional owners of the land on which we are meeting and pays our respect to their Elders and to the Elders from other communities who may be here today”.

### **3. RECEIPT OF APOLOGIES**

The Temporary Chairperson reads any apologies received by the Chief Executive Officer and asks Councillors if they are aware of any other apologies.

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## 4. MANAGEMENT REPORTS

### 4.1 INDUCTION OF COUNCILLOR BERNADETTE HOGAN

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/13

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

This report is presented to advise Council of the process undertaken pursuant to Section 37A of the Local Government Act 2020 (the Act) to fill the Extraordinary Vacancy resulting from the resignation of former Cr David Vis.

#### SUMMARY

Following the resignation of Cr David Vis effective 30 June 2022, an Extra-Ordinary Vacancy (the Vacancy) was created in the Mallee Ward.

The CEO advised the Minister of Local Government on 1 July 2022 of the Vacancy, notified and requested the Victorian Electoral Commission (VEC) to organise a By-Election to fill the Vacancy in accordance with the Act.

The VEC has since fulfilled the duties of Returning Officer for the purpose of conducting the By-Election to fill the Vacancy.

Voters were able to vote by mail or hand-deliver their completed Ballot Papers to the Election Office by no later than Friday 14 October 2022 at 6:00pm. The receipt for Postal voting closed on Friday 21 October 2022 at 12 noon.

Cr Bernadette Hogan was duly elected as a result of this By-Election.

Cr Hogan completed the necessary declaration on Wednesday 2 November before the CEO, following the declaration of the Election result, held at 5:30pm on Friday 28 October 2022 in the Wycheproof Senior Citizens Room.

#### RECOMMENDATION

That Council:

1. Note the report;
2. Note that Affirmation of Office completed by Cr Hogan elect in accordance with Section 30 (2) of the Local Government Act 2020 is recorded in the Minutes of this Council Meeting; and
3. Note the Code of Conduct declaration made by Cr Hogan elect in accordance with the Act.

**Attachments:** 1 [↓](#) Declaration of Affirmation of Office and Abide by Councillor Code of Conduct - Cr Hogan

**DISCUSSION**

In accordance with Section 30 of the Act:

- 1) A person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the Oath or Affirmation of Office in the manner prescribed by the Regulations;
- 2) The Oath or Affirmation of office must be—
  - (a) Administered by the Chief Executive Officer;
  - (b) Dated and signed before the Chief Executive Officer; and
  - (c) Recorded in the Minutes of the Council, whether, or not, the Oath or Affirmation was taken at a Council Meeting.

Additionally before being capable of acting as a Councillor, all persons elected to be Councillors must:

- Read the Council's Councillor Code of Conduct; and
- Make a declaration that they will abide by the Council's Code of Conduct.

At 4.30pm, on 2 November 2022, Cr Hogan elect took the Affirmation and signed the following two declarations which are attached to this report:

- a) Declaration by form of Affirmation; and
- b) Declaration to abide by the Code of Conduct.

**RELEVANT LAW**

Local Government Act 2020  
Local Government Regulations  
Councillor Code of Conduct  
Governance Rules 2022

**RELATED COUNCIL DECISIONS**

Not applicable to this report.

**OPTIONS**

Not applicable to this report.

**SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

**COMMUNITY ENGAGEMENT**

All Public Notices required under the Legislation were provided by the VEC and the appointed Returning Officer.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

**COLLABORATION**

Not applicable to this report.

**FINANCIAL VIABILITY**

The VEC was requested by the Chief Executive Officer to undertake the process of this By-Election.

The cost of conducting this By-Election is borne by Council out of our operating budget.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable to this report.

**COUNCIL PLANS AND POLICIES**

Not applicable to this report.

**TRANSPARENCY OF COUNCIL DECISIONS**

It is important Council continues to provide good governance through the performance of its role in accordance with the Local Government Act 2020 and Regulations, the Councillor Code of Conduct, and Governance Rules 2022.

**CONFLICTS OF INTEREST**

I, Wayne O'Toole, have no Conflicts of Interest to declare relative to this report.



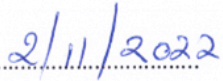
**Declaration of Affirmation  
Buloke Shire Council 2022**

"I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

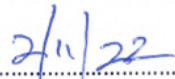
I will faithfully and impartially carry out and exercise the functions, powers, authorities, and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and Judgement".

  
Councillor Signature

  
Date

  
Name (please print)

  
Wayne O'Toole  
Chief Executive Officer

  
Date

## 5. ELECTION OF MAYOR

### 5.1 MAYORAL TERM OF OFFICE

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/07/06

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

Council is to determine the Mayoral Term as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

#### SUMMARY

Council, at its Statutory Meeting 10 November 2021, pursuant to section 26 of the *Local Government Act 2020*, determined to elect the Mayor for a one year term.

#### RECOMMENDATION

That Council, in accordance with section 26 of the Local Government Act 2020, Council elect the Mayor for a term of .....Year/s.

**Attachments:** Nil

#### DISCUSSION

Section 26 the *Local Government Act 2020* requires that Council must elect a Councillor to be the Mayor of the Council.

The Act also provides that before a Mayor is elected, the Council may resolve to elect a Mayor for a term of one or two years.

If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

#### RELEVANT LAW

This report enables Council to meet its obligations under the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) and the *Local Government Act 2020*.

#### RELATED COUNCIL DECISIONS

At this same Council Meeting, following consideration of this report, Council will then be required to elect the Mayor for the term of office decided upon.



**OPTIONS**

There is no further option for Council consideration, as Council is to determine the Mayoral Term as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) in accordance with the *Local Government Act 2020*.

**SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

**COMMUNITY ENGAGEMENT**

Not applicable to this report.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

**COLLABORATION**

Not applicable to this report.

**FINANCIAL VIABILITY**

Not applicable to this report.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable to this report.

**COUNCIL PLANS AND POLICIES**

Council is to determine the Mayoral Term as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

**TRANSPARENCY OF COUNCIL DECISIONS**

This item will be addressed at a Council Meeting that is open to the public.

**CONFLICTS OF INTEREST**

I, Yvonne Keane, have no Conflicts of Interest in the matter being addressed.

## 5.2 ELECTION OF MAYOR REPORT

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/07/06

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

### PURPOSE

In accordance with Council's Governance Rules 2022 – Part 2 (Clause 7), Council is required to elect a Mayor within one month after any vacancy in the office of Mayor occurs.

Council, at its Statutory Meeting 10 November 2021 elected Cr Daryl Warren as its Mayor for a one year term.

### SUMMARY

It is recommended that Council elect a Mayor as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

### RECOMMENDATION

That Council elects Councillor .....as Mayor of the Shire of Buloke for the year commencing 9 November 2022 for a term of .....year(s).

**Attachments:** Nil

### DISCUSSION

The Governance Rules 2022 – Part 2 (Clause 8) states the Election of Mayor Meeting and process is to be conducted as follows:

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor.
- 3) The election of the Mayor must be chaired by the Chief Executive Officer.
- 4) The Chief Executive Officer must open the Meeting at which the Mayor is to be elected and invite nominations for the office of Mayor.
- 5) Every nomination shall require a seconder.

- 6) Any Councillor nominated may refuse nomination.
- 7) If only one Councillor is nominated, the meeting must declare that Councillor to be duly elected as Mayor.
- 8) If there is more than one nomination, the Councillors present must vote for one of the candidates, and the method of voting will be by show of hands.
- 9) The Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct 12 the election of the Mayor at a later specified time and date.
- 10) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.
- 11) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates.
- 12) If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Mayor.
- 13) If, for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

**Mayor to Take Chair**

After the election of the Mayor is determined, the Mayor must take the Chair.

**RELEVANT LAW**

This report enables Council to meet its obligations under the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) and the *Local Government Act 2020*.

**RELATED COUNCIL DECISIONS**

At this same Council Meeting, prior to this report, Council will consider the term of office for the Mayor to be elected.

**OPTIONS**

There is no further option as Council is required to elect a Mayor as per the Council's Governance Rules 2022 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

**SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

**COMMUNITY ENGAGEMENT**

No community engagement was necessary for compiling this report.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

**COLLABORATION**

Not applicable to this report.

**FINANCIAL VIABILITY**

Not applicable to this report.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable to this report.

**COUNCIL PLANS AND POLICIES**

This report enables Council to meet its obligations under Council's Governance Rules 2022 – Part 2 (Clause 7 and 8), adopted 10 August 2022.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report is being tabled in a Council Meeting that is open to the public.

**CONFLICTS OF INTEREST**

I, Yvonne Keane, do not have a conflict of interest in this item to be addressed.

**6. STATEMENTS FROM MAYOR AND COUNCILLOR ELECT**

It is appropriate for the Mayor and Councillor Elect to make a statement following their election.

**7. MOTION OF THANKS TO PREVIOUS MAYOR**

It is appropriate for Council to move a Vote of Thanks to the outgoing Mayor.

## 8. OTHER BUSINESS

### 8.1 DEPUTY MAYORAL TERM OF OFFICE

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/07/06

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

Council is to determine the Deputy Mayoral Term as per the Council's Governance Rules 2022 (Clause 7, 8 and 9) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

#### SUMMARY

Council, at its Statutory Meeting 10 November 2021, pursuant to section 26 of the *Local Government Act 2020*, determined to elect a Deputy Mayor for a one year term.

#### RECOMMENDATION

That Council, in accordance with section 26 of the Local Government Act 2020, elect the Deputy Mayor for a term of .....Year/s.

**Attachments:** Nil

#### DISCUSSION

Section 27 of the *Local Government Act 2020* requires that Council must elect a Councillor to be the Deputy Mayor of the Council.

The Act also provides that before a Deputy Mayor is elected, the Council may resolve to elect a Deputy Mayor for a term of one or two years.

If the Deputy Mayor is elected for a 1 year term, the next election of the Deputy Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.

If the Deputy Mayor is to be elected for a 2 year term, the next election of the Deputy Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

#### RELEVANT LAW

This report enables Council to meet its obligations under the Council's Governance Rules 2022 – Part 2 (Clause 7, 8 and 9) and the *Local Government Act 2020*.

#### RELATED COUNCIL DECISIONS

At this same Council Meeting, following consideration of this report, Council will then be required to elect the Deputy Mayor for the term of office decided upon.

**OPTIONS**

There is no further option for Council consideration, as Council is to determine the Deputy Mayoral Term as per the Council's Governance Rules 2022 (Clause 7, 8 and 9) in accordance with the *Local Government Act 2020*.

**SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

**COMMUNITY ENGAGEMENT**

Not applicable to this report.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

**COLLABORATION**

Not applicable to this report.

**FINANCIAL VIABILITY**

Not applicable to this report.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable to this report.

**COUNCIL PLANS AND POLICIES**

Council is to determine the Deputy Mayoral Term as per the Council's Governance Rules 2022 – Part 2 (Clause 7, 8 and 9) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

**TRANSPARENCY OF COUNCIL DECISIONS**

This item will be addressed at a Statutory Meeting that is open to the public.

**CONFLICTS OF INTEREST**

I, Yvonne Keane, have no Conflicts of Interest in the matter being addressed.

## 8.2 ELECTION OF DEPUTY MAYOR REPORT

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/07/06

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

### PURPOSE

In accordance with Council's Governance Rules 2022 (Clause 7), Council is required to elect a Deputy Mayor within one month after any vacancy in the office of Deputy Mayor occurs.

The Deputy Mayor is able to take the Chair during periods of absence of the Mayor.

Council, at its Statutory Meeting 10 November 2021, elected Cr Alan Getley as its Deputy Mayor for a one-year term.

### SUMMARY

It is recommended that Council elect a Deputy Mayor as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

### RECOMMENDATION

That Council elects Councillor .....as Deputy Mayor of the Shire of Buloke for the year commencing 9 November 2022 for a term of .....year(s).

**Attachments:** Nil

### DISCUSSION

The Governance Rules 2022 – Part 2 (Clause 8 and 9) states the Election of Deputy Mayor Meeting and process is to be conducted as follows:

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Deputy Mayor of the Council;
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Deputy Mayor;
- 3) Every nomination shall require a seconder.
- 4) Any Councillor nominated may refuse nomination.
- 5) If only one Councillor is nominated, the meeting must declare that Councillor to be duly elected as Deputy Mayor.



- 6) If there is more than one nomination, the Councillors present must vote for one of the candidates, and the method of voting will be by show of hands.
- 7) The Deputy Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct the election of the Deputy Mayor at a later specified time and date.
- 8) In this clause, absolute majority means the number of Councillors which is greater than half the total number of the Councillors of a Council.
- 9) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates.
- 10) If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Deputy Mayor.
- 11) If, for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

After the election of the Deputy Mayor is determined, the Deputy Mayor is able to take the Chair during any periods of absence of the Mayor.

#### **RELEVANT LAW**

This report enables Council to meet its obligations under the Council's Governance Rules 2022 – Part 2 (Clause 7, 8 and 9) and the *Local Government Act 2020*.

#### **RELATED COUNCIL DECISIONS**

At this same Council Meeting, prior to this report, Council will consider the term of office for the Deputy Mayor to be elected.

#### **OPTIONS**

There is no further option as Council is required to elect a Deputy Mayor as per the Council's Governance Rules 2022 – Part 2 (Clause 7 and 8) adopted 10 August 2022 in accordance with the *Local Government Act 2020*.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

#### **COMMUNITY ENGAGEMENT**

No community engagement was necessary for compiling this report.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

#### **COLLABORATION**

Not applicable to this report.

#### **FINANCIAL VIABILITY**

Not applicable to this report.

#### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable to this report.

**COUNCIL PLANS AND POLICIES**

This report enables Council to meet its obligations under Council's Governance Rules 2022 – Part 2 (Clause 7, 8 and 9), adopted 10 August 2022.

**TRANSPARENCY OF COUNCIL DECISIONS**

This report is being tabled in a Council Meeting that is open to the public.

**CONFLICTS OF INTEREST**

I, Yvonne Keane, do not have a conflict of interest in this item to be addressed.

### 8.3 REPORT OF APPOINTMENT OF DELEGATES

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/06

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

To review Council's Delegate (s) for the external organisations. Below for review, is the current list of Council Delegates adopted at its Statutory Meeting held 10 November 2021.

Organisation	Representative(s)
Audit and Risk Committee	Mayor (or Deputy Mayor)
Australian Livestock Saleyards Association Inc.	Cr Pollard
Birchip Housing Co-operative Committee	Cr Warren
Buloke and Northern Grampians Landcare Network	Cr Getley
Buloke Tourism Board	Cr Vis
Calder Highway Improvement Committee	Cr Pollard
Central Murray Regional Transport Forum	Cr Getley
Central Vic Greenhouse Alliance	Cr Pollard
Charlton Park Committee of Management	Cr Stewart
Charlton Stadium Committee	Cr Pollard
Donald 2000 Inc	Cr Warren
Economic Development and Tourism Committee	Cr Getley, Cr Milne
Library Advisory Committee	Cr Simpson, Cr Milne
Municipal Association of Victoria	Mayor (or Deputy Mayor)
Municipal Flood Management Committee	Cr Warren, Cr Pollard
North Central Local Learning Employment Network	Cr Simpson
North West Municipalities Association	Mayor (or Deputy Mayor)
Rail Freight Alliance	Cr Milne
Recreational Water Users Alliance	Cr Stewart
Rural Councils Victoria	Cr Pollard
Sunraysia Highway Improvement Committee	Cr Milne
Watchem Progress Association	Cr Milne
Wimmera Mallee Tourism Association	Cr Milne, Cr Simpson (Deputy)
Wimmera Southern Mallee Transport Group	Cr Getley
Workspace Australia	Cr Warren
Wycheproof Recreation Reserve Committee of Management	Cr Pollard

**SUMMARY**

Council is to consider its appointments of its Councillor Delegate (s) to the organisations noted below for the next twelve-month period.

**RECOMMENDATION**

That Council adopts the following list of Council Delegates for appointment for the next twelve months.

<b>Organisation</b>	<b>Representative(s)</b>
Audit and Risk Committee	
Australian Livestock Saleyards Association Inc.	
Birchip Housing Co-operative Committee	
Buloke and Northern Grampians Landcare Network	
Buloke Tourism Board	
Calder Highway Improvement Committee	
Central Vic Greenhouse Alliance	
Charlton Park Committee of Management	
Charlton Stadium Committee	
Donald 2000 Inc	
Library Advisory Committee	
Municipal Association of Victoria	
Municipal Flood Management Committee	
North Central Local Learning Employment Network	
North West Municipalities Association	
Rail Freight Alliance	
Recreational Water Users Alliance	
Rural Councils Victoria	
Sunraysia Highway Improvement Committee	
Watchem Progress Association	
Wimmera Mallee Tourism Association	
Wimmera Southern Mallee Transport Group	
Workspace Australia	
Wycheproof Recreation Reserve Committee of Management	

**Attachments:** Nil

**DISCUSSION**

Council is represented on a diverse range of community, state, regional and local organisations. Some of these organisations are established by state statute, or under the *Associations Incorporation Reform Act 2012* or are effectively informal gatherings of individuals.

The distinctions are important in terms of the status of a Councillor as a member of the respective organisation, the nature of the appointment and their powers to commit Council to expenditure or other action.

The role of Councillors at these Committees is to represent Council, share information and contribute to the success of both the committees and Council.

#### **RELATED COUNCIL DECISIONS**

Council reviews and appoints its delegates to these committees on an annual basis.

#### **OPTIONS**

Council can choose which groups to send delegates to and which individual councillors it wishes to appoint to each committee.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable to this report.

#### **COMMUNITY ENGAGEMENT**

Not applicable to this report.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable to this report.

#### **COLLABORATION**

Council delegation and representation to these organisations is fundamental to Council's communication, collaboration and effective alliance with such community, regional and state stakeholder groups.

#### **FINANCIAL VIABILITY**

Not applicable to this report.

#### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

*Local Government Act 2020*

#### **COUNCIL PLANS AND POLICIES**

This report enables Council to meet its obligations under the *Council's Governance Rules 2020* and the *Local Government Act 2020*.

#### **ENVIRONMENTAL SUSTAINABILITY**

Not applicable to this report.

#### **TRANSPARENCY OF COUNCIL DECISIONS**

Councillors report back to Council Meetings on activities surrounding the operations of these committees and are tasked with providing the organisation with updates.

#### **CONFLICTS OF INTEREST**

No staff member involved in the preparation of this report had a conflict of interest.

## 9. COUNCIL MEETING SCHEDULE

### 9.1 REPORT OF COUNCIL MEETING SCHEDULE 2022/2023

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/05/02

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

The Council's Governance Rules 2022 adopted 10 August 2022 in accordance with the Local Government Act 2020, states that at the Council Meeting to elect the Mayor, Council must fix the date, time and place of all Meetings of Council and Delegated Committees for the following year, which may be amended where the circumstances require.

#### SUMMARY

The proposed Council Meeting Schedule for the following year is tabled for Council review and consideration.

#### RECOMMENDATION:

That Council adopts the following Council Meeting Schedule for the following year:

Month	Briefing - 5pm	Council Meeting - 7pm	Briefing - 5pm
November 2022			Wycheproof (16)
December 2022	Wycheproof (7)	Wycheproof (14)	Wycheproof (21)
January 2023	-	-	-
February 2023	Culgoa (1)	Wycheproof (8)	Nandaly (15)
March 2023	Sea Lake (1)	Wycheproof (8)	Charlton (15)
April 2023	Donald (5)	Wycheproof (12)	Watchem (19)
May 2023	Charlton (3)	Wycheproof (10)	Berriwilllock (17)
June 2023	Birchip (7)	Wycheproof (14)	Wycheproof (21)
July 2023	Sea Lake (5)	Wycheproof (12)	Wycheproof (19)
August 2023	Birchip (2)	Wycheproof (9)	Charlton (16)
September 2023	Sea Lake (6)	Wycheproof (13)	Nullawil (20)
October 2023	Birchip (4)	Wycheproof (11)	Donald (18)
November 2023	Donald (1)	Wycheproof (8)	

		(Statutory Meeting commencing <b>6.00pm</b> on this same night)	
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**Attachments:** Nil

## DISCUSSION

The proposed Schedule continues to list a Council Meeting on the second Wednesday of each month and a Councillor Briefing on the first and third Wednesday.

Councillor Briefings are held for Councillors to be briefed on future Council Meeting Agenda items, obtain clarification on projects/matters from staff, consider strategic ideas and issues, and to be addressed by key stakeholders, regional and community organisations and individuals.

Councillors cannot make decisions at Councillor Briefings

## RELATED COUNCIL DECISIONS

Section 60 of the *Local Government Act 2020* (the Act) requires Council to adopt and apply Rules which describe the way it will conduct Council meetings and make decisions.

Council adopted its Governance Rules 2022 on 10 August 2022.

## OPTIONS

There is no other option as Council is required to adopt its Meeting Schedule in accordance with the Governance Rules 2022 and Local Government Act 2020.

## SUSTAINABILITY IMPLICATIONS

Not applicable to this report.

## COMMUNITY ENGAGEMENT

The adopted Council Meeting Schedule will be published in the "Community Matters" in the local papers and placed on Council's website.

The Governance Rules 2022 states that Council must provide at least 7 days' notice on Council's website of meetings of the Council and Delegated Committees, unless urgent or extraordinary circumstances prevent Council from doing so, in which case Council must give notice that is practicable for the circumstances which includes advice of the reasons why the 7 days' notice of the meeting could not be given.

Community presentations at the Councillor Briefings allows key stakeholders, individuals, regional and community organisations to address or present to Councillors on new initiatives, matters before Council, comment on draft policies, strategies, local laws, etc.

## INNOVATION AND CONTINUOUS IMPROVEMENT

Not applicable to this report.

## COLLABORATION

Not applicable to this report.

## FINANCIAL IMPLICATIONS

Not applicable to this report.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

*Local Government Act 2020*

**COUNCIL PLANS AND POLICIES**

This report enables Council to meet its obligations under the Council's Governance Rules 2022 and the *Local Government Act 2020*.

**ENVIRONMENTAL SUSTAINABILITY**

Not applicable to this report.

**TRANSPARENCY OF COUNCIL DECISIONS**

Council Meetings where decisions are made, are meetings open to the public.

Pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting can be closed to the public to consider matters which contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020*.

**CONFLICT OF INTEREST CONSIDERATIONS**

No staff member involved in the preparation of this report had a conflict of interest.

**CONCLUSION**

It is recommended that Council adopts its Council Meeting Schedule as listed for the next twelve months.



## **10. MEETING CLOSE**

### **NEXT MEETING**

The next Meeting of Council is to be held at 7:00pm on Wednesday 9 November 2022 in the Council Chamber of the Charlton District Office.