

MINUTES

FOR THE
GREATER SHEPPARTON CITY COUNCIL

SPECIAL COUNCIL MEETING

HELD ON
TUESDAY 11 NOVEMBER, 2014
AT 5.30PM

IN THE COUNCIL BOARDROOM

COUNCILLORS:

Cr Dennis Patterson (Mayor)
Cr Fern Summer (Deputy Mayor)
Cr Dinny Adem
Cr Jenny Houlihan
Cr Les Oroszvary
Cr Michael Polan
Cr Kevin Ryan

VISION

GREATER SHEPPARTON
AS THE FOOD BOWL OF AUSTRALIA,
A SUSTAINABLE, INNOVATIVE
AND DIVERSE COMMUNITY
GREATER FUTURE

**MINUTES
FOR THE
SPECIAL COUNCIL MEETING
HELD ON
TUESDAY 11 NOVEMBER, 2014 AT 5.30PM**

**CHAIR
CHIEF EXECUTIVE OFFICER
CR DENNIS PATTERSON**

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RISK LEVEL MATRIX LEGEND

Note: A number of reports in this agenda include a section on “risk management implications”. The following table shows the legend to the codes used in the reports.

Likelihood	Consequences				
	Negligible (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1)
Almost Certain (A) Event expected to occur several times per year (i.e. Weekly)	Low	Moderate	High	Extreme	Extreme
Likely (B) Will probably occur at some stage based on evidence of previous incidents (i.e. Monthly)	Low	Moderate	Moderate	High	Extreme
Possible (C) Not generally expected to occur but may under specific circumstances (i.e. Yearly)	Low	Low	Moderate	High	High
Unlikely (D) Conceivable but not likely to occur under normal operations (i.e. 5-10 year period)	Insignificant	Low	Moderate	Moderate	High
Rare (E) Only ever occurs under exceptional circumstances (i.e. +10 years)	Insignificant	Insignificant	Low	Moderate	High

Extreme CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls

High Director’s attention required. Consider suspending or ending activity OR implement additional controls

Moderate Manager’s attention required. Ensure that controls are in place and operating and management responsibility is agreed

Low Operational, manage through usual procedures and accountabilities

Insignificant Operational, add treatments where appropriate

PRESENT: Councillors Dennis Patterson, Fern Summer, Dinny Adem, Jenny Houlihan, Les Oroszvary, Michael Polan and Kevin Ryan.

**OFFICERS: Gavin Cator – Chief Executive Officer
Steve Bowmaker – Director Infrastructure
Johann Rajaratnam – Director Sustainable Development
Chris Teitzel – Director Business
Kaye Thomson – Director Community
Rebecca Bertone – Official Minute Taker
Stephanie Giankos – Deputy Minute Taker**

1. ACKNOWLEDGEMENT

“We the Greater Shepparton City Council, begin today’s meeting by acknowledging the traditional owners of the land which now comprises Greater Shepparton. We pay respect to their tribal elders, we celebrate their continuing culture, and we acknowledge the memory of their ancestors.”

2. APOLOGIES

Nil.

3. DECLARATIONS OF CONFLICT OF INTEREST

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a “conflict of interest” in a decision if they would receive, or could reasonably be perceived as receiving a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.1 Mayoral Position Description

Disclosures of conflicts of interest in relation to advice provided in this report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Council Officers involved in producing this report

Author: Acting Team Leader Governance

Proof reader(s): Acting Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

The purpose of this report is to review and adopt the Mayoral position description.

Moved by Cr Houlihan

Seconded by Cr Adem

That the Mayoral position description be adopted.

CARRIED.

Background

In previous years, a position description has been adopted for the Mayor. This document sets out the objectives and accountabilities for the position, to enable the Council and the community to assess the Mayor's performance. The position description also outlines the Mayor's overall responsibilities, key responsibility areas, skills, knowledge, qualifications and experience.

The position description is reviewed prior to each Mayoral election to ensure that it continues to reflect the legislative and other requirements of the position, as well as the expectations that the Council has of the incumbent.

Council Plan/Key Strategic Activity

This proposal supports Objective 35 of the *Council Plan 2009-2013*: "Provide best practice management and administrative systems and structures to support the delivery of Council services and programs".

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Mayor not adhering to the position description	D	2	Low	Councillor induction training is provided. Support and advice will be available from Council officers.
Elected Councillor not understanding the increased responsibility and time commitments arising from Mayoral appointment	D	4	Low	A Mayoral position description outlining the responsibilities of the Mayor will be adopted.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.1 Mayoral Position Description (continued)

Policy Considerations

There are no direct links to existing Council policies.

Financial Implications

There are no financial implications arising from this proposal.

Legal/Statutory Implications

There are no legal or statutory implications arising from this proposal.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

Social Implications

There are no social implications arising from this proposal.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

Councillors have been consulted in relation to the review of the Mayoral position description.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Other strategic links

There are no other strategic links

Options for Consideration

Councillors could choose not to adopt a Mayoral position description or to adopt a modified version of the document.

Conclusion

As the position description outlines the Mayor's overall responsibilities, key responsibility areas, skills, knowledge, qualifications and experience and enables the Council and the community to assess the Mayor's performance, it is recommended that Council adopt the Mayoral position description.

Attachments

Mayoral Position Description Page 19

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.2 Election of Mayor

Disclosures of conflicts of interest in relation to advice provided in this report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Council Officers involved in producing this report

Author: Acting Team Leader Governance

Proof reader(s): Acting Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

The purpose of this report is to facilitate the election of a Councillor to be the Mayor of Greater Shepparton City Council.

Moved by Cr Patterson

Seconded by Cr Ryan

That the Council appoint a Councillor to the position of Mayor for a 1 year term.

CARRIED.

Cr Ryan nominated Cr Patterson

Cr Patterson accepted the nomination.

Cr Adem nominated Cr Houlihan

Cr Houlihan accepted the nomination.

A vote was taken and Cr Patterson was duly elected as the Mayor of Greater Shepparton City Council.

Background

In accordance with section 71 of the *Local Government Act 1989*, Councillors must elect a Councillor to be the Mayor of the Council. Traditionally Council has appointed Mayors for one year terms. However, under section 71(2) of the Act Council may resolve to elect a Mayor for a term of two years.

Council Plan/Key Strategic Activity

There are no direct links to the *Council Plan 2009-2013*.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.2 Election of Mayor (continued)

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Elected Councillor not understanding the increased responsibility and time commitments arising from Mayoral appointment	D	4	Low	A Mayoral position description outlining the responsibilities of the Mayor will be adopted.

Policy Considerations

This proposal does not conflict with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal. Provision has been provided for the payment of a Mayoral Allowance in the 2014/15 Budget.

Legal/Statutory Implications

Section 71 of the *Local Government Act 1989* states that the Council must elect a Councillor to be the Mayor of the Council at a meeting of the Council that is open to the public.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

Social Implications

There are no social implications arising from this proposal.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Other strategic links

There are no other strategic links.

Options for Consideration

That the Council determine to appoint a Councillor to the position of Mayor for a period of one year.

Conclusion

In accordance with section 71 of the *Local Government Act 1989* the Councillor must appoint one of their members to serve as Mayor of Greater Shepparton.

Attachments

Nil

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.3 Election of Deputy Mayor

Disclosures of conflicts of interest in relation to advice provided in this report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Council Officers involved in producing this report

Author: Acting Team Leader Governance

Proof reader(s): Acting Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

The purpose of this report is to appoint a Deputy Mayor to serve during the Mayoral term of office.

Moved by Cr Oroszvary

Seconded by Cr Polan

That the Council:

1. appoint a Deputy Mayor for the Mayoral Term and
2. if, during the Mayoral Term, there is a vacancy in the office of the Mayor or the Mayor is absent, incapable of acting or refusing to act, then provided the Deputy Mayor is available, the Council hereby appoints the Deputy Mayor to be the Acting Mayor in accordance with Section 73(3) of the Local Government Act 1989.

CARRIED.

Cr Oroszvary nominated Cr Summer

There being no further nominations, the Chair declared Cr Summer duly elected as the Deputy Mayor of the Greater Shepparton City Council.

Background

There is no statutory requirement to elect a Deputy Mayor, but the Council has traditionally adopted the practice of appointing a Councillor to this role, to act as the chair in the absence of the Mayor at Council meetings or where the Mayor is required to vacate the chair. It also allows the Deputy Mayor to receive the pledge of commitment at citizenship ceremonies and to act as spokesperson in the Mayor's absence. No additional allowance is payable and the Council will need to resolve that a Deputy Mayor be appointed. There is no position description for the role of Deputy Mayor, as the Mayoral position description applies on all occasions that the Deputy Mayor acts in that role and there are no separate and distinct duties or responsibilities assigned to the position of Deputy Mayor.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.3 Election of Deputy Mayor (continued)

In accordance with *Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal)* the election of a Deputy Mayor will follow the same procedure as that used for the election of Mayor.

Council Plan/Key Strategic Activity

There are no direct links to the *Council Plan 2009-2013*.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Councillor appointed to the role of Deputy Mayor not understanding their responsibilities when deputising for the Mayor.	D	4	Low	A Mayoral position description will be adopted. Advice and support will also be available from the Mayor and Council officers.

Policy Considerations

There are no conflicts with existing Council policies.

Financial Implications

There are no financial implications arising from this proposal as there is no additional allowance payable to the Deputy Mayor.

Legal/Statutory Implications

There is no statutory requirement for the Council to elect a Deputy Mayor but the Council has traditionally adopted the practice of appointing a Councillor to this role in order to receive the pledge of commitment at citizenship ceremonies and to act as spokesperson in the absence of the Mayor.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

Social Implications

There are no social implications arising from this proposal.

Economic Impacts

There are no economic implications arising from this proposal.

Consultation

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Other strategic links

There are no other strategic links.

Options for Consideration

Councillors could decide not to appoint a Deputy Mayor.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.3 Election of Deputy Mayor (continued)

Conclusion

It is recommended that Councillors elect a Councillor to fill the role of Deputy Mayor for the purposes of receiving a pledge of commitment at citizenship ceremonies and to attend functions and act as Council spokesperson on occasions when the Mayor is unavailable to do so.

Attachments

Nil

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees

Disclosures of conflicts of interest in relation to advice provided in this report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest.

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Council Officers involved in producing this report

Author: Acting Team Leader Governance

Proof reader(s): Acting Manager Corporate Performance

Approved by: Chief Executive Officer

Executive Summary

As part of the Council's community consultation, communication and advocacy role, the Mayor, Councillors and officers are represented on various community organisations and government agency groups, as well as purpose groups appointed by the Council. The purpose of this report is to appoint Councillors to these various committees.

RECOMMENDATION

That the Council confirm the appointment of delegates and representatives for committees shown in the following table:

Committee	Councillor Representative/s
Australian Botanic Gardens Shepparton Special Committee	Cr Houlihan
Best Start Municipal Early Years Partnership Committee	Cr Summer
Deakin Reserve Advisory Committee	Cr Patterson
Development Hearings Panel	Cr Adem Cr Polan (Representative in Cr Adem's absence)
Disability Advisory Committee	Cr Summer
Festive Decorations Advisory Committee	Cr Summer
Goulburn Broken Greenhouse Alliance	Cr Summer
Goulburn Valley Regional Library Corporation Board	Cr Adem
Greater Shepparton Aerodrome Advisory Committee	Cr Patterson
Greater Shepparton Audit and Risk Management Committee	Mayor Cr Polan

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

Committee	Councillor Representative/s
Greater Shepparton Safe Communities Advisory Committee	Cr Oroszvary
Greater Shepparton Women's Charter Alliance Advisory Committee	Cr Adem
Health and Wellbeing Advisory Committee	Cr Ryan (Chair)
Heritage Advisory Committee	Cr Adem
Melbourne University Rural Clinical School Advisory Board and Department of Rural Health Management Advisory Committee	Mayor
Municipal Association of Victoria	Cr Polan
Municipal Emergency Management Planning Committee (MEMP)	Mayor
Positive Ageing Advisory Committee	Cr Summer
Regional Aboriginal Justice Advisory Committee	Cr Oroszvary
RiverConnect Community Advisory Committee	Cr Patterson
Rumbalara Aboriginal Cooperative Working Party	Mayor Cr Oroszvary
Shepparton Art Museum Advisory Committee	Cr Adem
Shepparton Liquor Licensing Accord	Cr Patterson
Shepparton Regional Saleyards Advisory Committee	Cr Ryan Cr Adem
Shepparton Show Me Committee	Cr Oroszvary Cr Adem
Sir Murray Bouchier Memorial Advisory Committee	Cr Ryan (Chair)
Tatura Park Advisory Board	Cr Patterson Cr Ryan
Victorian Local Governance Association	Cr Polan

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

Moved by Cr Polan

That the matter lay on the table.

CARRIED.

Background

As part of the Council's community consultation, communication and advocacy role, the Mayor, Councillors and officers are represented on various community organisations and government agency groups, as well as purpose groups appointed by the Council.

It has now been determined that Councillor representation on committees will be reviewed annually.

The purpose of each of the committees, groups or organisations is provided below for information.

Australian Botanic Gardens Shepparton Special Committee

The function of the Australian Botanic Gardens Shepparton Special Committee is to manage the former Kialla Landfill Site and to work closely with Council to prepare a development and management plan for the site, maximise the sustainable use of the facilities and encourage public interest and involvement in the development and use of the facility.

Best Start Municipal Early Years Partnership Committee

The committee comprises a wide range of participants from the field of early childhood development who collectively provide expert direction to coordinate activities and provide advice to Council on how best to ensure a best start in life for children in Greater Shepparton. The committee is responsible for the creation and implementation of the Greater Shepparton Municipal Early Years Plan.

Deakin Reserve Advisory Committee

This Committee makes recommendations to Council on the procedures, rules, conditions of use and proposed capital works necessary for the proper management of the facility, and if requested gives advice on specific issues.

Development Hearings Panel (DHP)

The DHP is a special committee of the Council established under Section 86 of the Local Government Act 1989 and has been formed to consider and determine, as a delegate of Council, various matters under the Planning and Environment Act 1987, the Greater Shepparton Planning Scheme and other relevant regulations.

Disability Advisory Committee

This Committee aims to improve the accessibility and inclusiveness of Council services and facilities and assist in the strategic and detailed planning of all new activities. As part of a capacity building opportunity, a rotating chairperson position is filled by members of the Disability Advisory Committee with the Councillor playing a key role in connecting the Disability Advisory Committee and its objectives with the Council.

Festive Decorations Advisory Committee

The Festive Decorations Advisory Committee provides advice to Council on the utilisation of budget allocations for the purchase, installation and maintenance of the

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

annual festive decorations and promotes community involvement in creating a festive atmosphere in Greater Shepparton.

Goulburn Broken Greenhouse Alliance

The Goulburn Broken Greenhouse Alliance is a program that will work with councils and groups in our region to reduce greenhouse emissions and adapt to climate change.

Goulburn Valley Regional Library Corporation Board

This Committee enables member Councils (Greater Shepparton, Moira and Strathbogie municipalities) to provide, through economy of scale and structure, a standard level of library service for their communities and the regional community which they would be unable to provide individually for the same level of annual expenditure.

Greater Shepparton Aerodrome Advisory Committee

This Committee advises Council on the management and operation of the Shepparton Aerodrome.

Greater Shepparton Audit and Risk Management Committee

The Audit and Risk Management Committee is appointed to provide the Council with additional assurance that the financial and internal procedures and systems of the organisations are in order, risks are identified and managed, and the organisation is complying with all laws and regulations affecting it.

Greater Shepparton Safe Communities Advisory Committee

The Greater Shepparton Safe Communities Advisory Committee (SCAC) provides a forum to advise on current community safety priorities and work towards developing initiatives to address these issues.

Greater Shepparton Women's Charter Alliance Advisory Committee

This Committee provides advice to promote women in leadership and decision making roles.

Health and Wellbeing Advisory Committee

The Health and Wellbeing Advisory Committee (HWBAC) is a collaborative partnership that guides the strategic direction of the Municipal Public Health Plan (MPHP) for Greater Shepparton to meet statutory obligations and support the delivery of health initiatives. Together emerging health trends are identified from analysis of local demographics, indicators and working knowledge to maximise local health outcomes.

Heritage Advisory Committee

The Heritage Advisory Committee advises Council on the future development of cultural heritage matters across Greater Shepparton and promotes community participation in and awareness of cultural heritage issues within the Municipality.

Melbourne University Rural Clinical School Advisory Board and Department of Rural Health Management Advisory Committee

The Mayor attends these meetings as a Local Government Representative to ensure there is a clear understanding of roles and a consistent approach between Local Government and the Melbourne University.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

Municipal Association of Victoria

The Municipal Association of Victoria is the peak representative and advocacy body for Victoria's 79 councils. A council which is a financial member of the Association must appoint a representative and a substitute representative of the Council to the Association.

Municipal Emergency Management Planning Committee (MEMP)

The MEMP outlines Council's approach to emergency management, planning and coordination through partnerships with emergency services agencies. This includes details of the municipality, history of emergency incidents, processes, standard operating procedures and updating contact details and maps.

Positive Ageing Advisory Committee

This Committee works in partnership with the community and Council to ensure there are consultation and participation mechanisms in place for seniors, their families, carers, advocates and service providers to enable meaningful input into Council's service planning and policy development. The committee also informs and educates Council and the community about issues for seniors, their families, carers and others, informs and educates federal and state government through local government and provides advice and assistance to Council to ensure all capital works and services are accessible and inclusive of seniors.

Regional Aboriginal Justice Advisory Committee

The Regional Aboriginal Justice Advisory Committee (RAJAC) is an initiative of the Victorian Aboriginal Justice agreement (AJA), and based on Recommendation 2 of the 1991 Final Report of the Royal Commission into Aboriginal deaths in custody. Matters which the group might appropriately consider include:

- The implementation of the recommendations of this report, or such of them as receive the endorsement of the Government.
- Proposals to change policies which affect the operation of the criminal justice system.
- Programs for crime prevention and social control which enhance Aboriginal self-management and autonomy.
- Programs which increase the recruitment of Aboriginal people to the staff of criminal agencies.
- The dissemination of information on policies and programs between different agencies and between parallel bodies in different states.

RiverConnect Community Advisory Committee

This Committee has been established to achieve the best possible outcome from the implementation of a very significant, unique and complex community orientated project through the redevelopment of the Goulburn-Broken River flood plain between Shepparton and Mooroopna, incorporating high level community involvement and participation.

Rumbalara Aboriginal Co-operative Working Party

This group consists of a joint working party formed between Rumbalara Aboriginal Cooperative and the Council to foster a cohesive working relationship between the Indigenous community and the Council.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

Shepparton Art Museum Advisory Committee

The purpose of this Committee is to formulate recommendations to the Council in respect of policies of relevance to the Art Gallery and to provide contract performance evaluation advice to the Council.

Shepparton Liquor Licensing Accord

This involves interested parties within a local community meeting to address liquor-related problems affecting their area and working collaboratively to find mutually satisfactory solutions.

Shepparton Regional Saleyards Advisory Committee

The purpose of this Committee is to provide advice in relation to the annual budget, fees and charges and the strategic direction of the saleyards.

Shepparton Show Me Committee

This Committee promotes the retail and commercial sector of Shepparton, and helps to ensure its long-term viability and economic sustainability.

Sir Murray Bouchier Memorial Committee

The Sir Murray Bouchier Memorial Advisory Committee will advise Council on the future design and location for the establishment of a memorial to Sir Murray Bouchier. It has no executive authority and will operate in accordance with the Committees Terms of Reference.

Tatura Park Advisory Board

This advisory board provides feedback to Council from user groups and discusses and puts forward ideas for the future development of the facility.

Victorian Local Governance Association

The Victorian Local Governance Association was formed in 1994 to provide advice and support to member Councils, including advocating on behalf of member Councils to Victorian and Australian governments. As a member Council, it is appropriate that a delegate Councillor be appointed to receive correspondence from the VLGA and exercise the Council's voting rights.

Council Plan/Key Strategic Activity

The review of representation on committees is consistent with objective 31 – engage our community when making decisions.

Risk Management

The review of Councillor representation on Committees ensures that representation is reviewed within statutory requirements. No risks associated with these appointments have been identified.

Policy Considerations

There are no conflicts with existing council policies.

Financial Implications

The only financial implications associated with this proposal are the expenses associated with the Councillors' attendance at meetings and functions. All such expenses have budgetary provision.

4. OFFICE OF THE CHIEF EXECUTIVE OFFICER

4.4 Councillor Representation on Committees (continued)

Legal/Statutory Implications

This proposal conforms with all relevant legislation.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

Social Implications

There are no social implications arising from this proposal.

Economic Impacts

There are no economic impacts arising from this proposal.

Consultation

As part of the Council's community consultation, communication and advocacy role, the Mayor, Councillors and officers are represented on various community groups and committees.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Collaborate	Feedback and advice received from the Committee will be incorporated into decisions at the maximum level possible.	Councillor appointees to the committees enables ongoing collaboration between the committee and the Council.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Strategic Links

a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

b) Other strategic links

No other strategic links have been identified.

Options for Consideration

Councillors could choose not to appoint any Councillors to some or all of the listed committees. However this would reduce the Council's communication and advocacy capacity.

Conclusion

It is recommended that Councillors be appointed to these committees.

Attachments

Nil

5. URGENT AND OTHER BUSINESS NOT INCLUDED ON THE AGENDA

**Moved by Cr Summer
Seconded by Cr Oroszvary**

That Cr Houlihan be officially thanked for her time as Mayor.

CARRIED.

MEETING CLOSED AT 5.43PM

ATTACHMENT TO AGENDA ITEM

Special Meeting

11 November 2014

Agenda Item 4.1 Mayoral Position Description

Attachment 1 Mayoral Position Description..... 19

GREATER SHEPPARTON CITY COUNCIL**MAYOR**

POSITION TITLE:	MAYOR
APPROVED BY:	Council
DATE REVIEWED:	October 2014
CLASSIFICATION:	Elected position

It is the prerogative of the incumbent to carry out the role of Mayor as that person sees fit having regard to legislative and other constraints impacting on the position, other commitments of the incumbent and the requirements of this Position Description.

RESPONSIBILITY:

The Mayor is the Chairperson of the Council and has overall responsibility for the leadership of the elected Council. The Mayor shall foster a team culture of co-operation and cohesiveness within the Council. The Mayor is the principal Council spokesperson and is responsible for effectively communicating the decisions and policies of Council, speaking on behalf of the Council and presenting and maintaining, at all times, a positive, professional public image of the Council.

POSITION OBJECTIVES:

The Mayor is specifically responsible for:

- providing leadership to the Council
- fairly and objectively chairing all Council meetings
- representing the Council in the community and to the wider audience outside the municipality
- promoting and marketing the identity of the Council
- providing advocacy for Greater Shepparton
- liaising with other levels of government
- liaising with other regional representative groups
- ensuring that a positive image and perception of Council is established, promoted and maintained at all times
- undertaking all appropriate civic, social and ceremonial functions associated with or required of the position.

In particular, the Mayor will ensure:

- the smooth operation of the Council
- the achievement of the objectives of the Council Plan
- that Councillors work in a cohesive manner
- that corporate rapport is achieved through the facilitation of strong working relationships with the Council management
- that confidence is built in the community by the Mayor and the Council
- that commitment is demonstrated in the current local government culture and in the aspirations of the community.

KEY RESPONSIBILITY AREAS:

The Mayor is responsible to the Council for the following:

1. Overseeing the development of Council policies.
2. Establishing and maintaining the link between Councillors and the management of the Council (Chief Executive Officer [CEO], Directors and Manager Corporate Performance).
3. Effectively communicating the decisions of the Council to the media, the community and to other levels of government.
4. Maintaining regular contact with all Councillors.
5. Ensuring reasonable access for all Councillors to the CEO.
6. Being available and accessible to the community at regular and reasonable times, and ensuring that other Councillors, as appropriate, are available and accessible to the community at all reasonable times.
7. Ensuring that relevant Council policies are maintained, implemented and upheld by all Councillors.
8. Encouraging all Councillors to participate in appropriate training and development to ensure they keep up-to-date with trends and changes in the local government industry, and that Councillors are properly equipped to fulfill their roles and responsibilities.
9. Ensuring that the vehicle allocated to the Mayor is utilised in accordance with Councils policies.

COUNCIL VALUES

Values Based Organisation:

Greater Shepparton City Council recognises that great organisations are built on shared and demonstrated values. All council employees are expected to demonstrate commitment and act in accordance with these values.

Our values are:

Leadership - We will show Leadership, by setting an example that encourages others to strive for positive community outcomes to the best of our ability.

Integrity- We will act with Integrity, and will be honest, responsible, transparent and accountable.

Respect - We will treat all people with Respect, showing consideration and appreciation of others including their cultural backgrounds and beliefs and will always seek to understand their point of view.

Innovation - We are committed to being Innovative, by seeking continuous improvement through the application of new ideas.

Teamwork - We will strive to work in an environment that fosters Teamwork, through the understanding that we all represent and make our decisions on behalf of the community of the Greater Shepparton community and by understanding the role the organisation has in delivery of these outcomes.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The Mayor is responsible to the Council for:

1. Regularly reviewing the progress towards achievement of goals and objectives set by the Council in the Council Plan and other relevant policy documents.
2. The effective communication of Council decisions and policies.
3. Public awareness of the Council's policies, objectives and priorities.
4. Ensuring that the Council is represented in public forums and at other functions as required.
5. The achievement and promotion of a positive, public image of the Council.
6. The process of consultation on Council decisions and policies.

JUDGEMENT AND DECISION MAKING:

Subject to any decisions of or directions from the Council, the Mayor is responsible for making decisions and exercising judgment on:

- how to communicate the Council's goals, objectives, priorities and programs to the community, business and other interest groups, and all clients;
- the level and extent of consultation on Council decisions and policies, and the involvement of other Councillors in any consultative procedures;
- the functions that are attended and the presentations made by or on behalf of the Council;
- representations made to other levels of Government made on behalf of the Council;
- the organisation of civic and other formal receptions.

SPECIALIST SKILLS AND KNOWLEDGE:

The Mayor should demonstrate:

- quality communication and interpersonal skills
- a high degree of political acumen and awareness
- fairness and objectivity
- ability to work with and within a culture of change
- passion for and commitment to the municipality
- sense of perspective
- conflict resolution skills
- negotiation skills
- knowledge and understanding of the local government operating environment, including legislative requirements
- active and sympathetic listening skills

The Mayor must maintain personal skills through continuing professional development to ensure contemporary policies are adopted and implemented, and to ensure that the Council meets all its statutory obligations.

The Mayor must be able to provide leadership and direction to the Council while enabling opportunities for input and involvement of all stakeholders.

The Mayor is required to regularly consult with, and to communicate effectively, sympathetically and constructively with: Councillors; CEO, Directors and Manager Corporate Performance; business and industry representatives; community representatives; special interest groups; government departments; politicians; the media; and all residents and ratepayers.

QUALIFICATIONS AND EXPERIENCE:

The Mayor must be able to gain the co-operation, trust and respect of Councillors, staff and the community and have the ability to motivate other people to achieve stated outcomes and results in a team environment.

The Mayor must be able to establish, maintain and present at all times a positive, professional and dynamic image of the Council and the community.

A commitment to ongoing professional development, especially in change management and industry trends and issues, is highly desirable and encouraged.

PERSONAL ATTRIBUTES:

The Mayor should:

- be committed to and involved in the Greater Shepparton community
- be motivated to succeed
- be politically astute and possess a keen political awareness
- be an innovator and creative thinker
- enjoy and be able to meet the demands of a public profile
- be an effective communicator
- have a positive and professional presentation
- be committed to personal and professional development
- be able to work with a wide range of people from diverse backgrounds and groups
- be fair, impartial and objective

The Mayor must have a combination of skills, qualifications and experience, and personal attributes to enable him or her to provide the leadership, motivation and support to ensure the sustained and continuing development of the Greater Shepparton City Council, the staff and the Greater Shepparton community.

ORGANISATIONAL RELATIONSHIPS

Reports To:	Council
Internal Liaisons:	Councillors Chief Executive Officer Executive Support Staff Executive Team
External Liaisons:	Residents, ratepayers and the general public Business and industry representatives Specific Interest and Community Groups Media State and Federal Ministers Local and other Members of Parliament Government Departments Neighbouring municipalities - Councillors Peak Industry Organisations Relevant regional organisations Others as appropriate or as requested

CITY OF GREATER SHEPPARTON**MAYOR****PERFORMANCE CRITERIA**

The following criteria, which may be reviewed from time to time when considered necessary, are the performance criteria for the purpose of the Mayor's review and could be assessed and evaluated by the whole Council when measuring and reporting on the Mayor's performance.

The performance of the Mayor will be measured, in part, against his/her progress towards or achievements in the following:

- achievement of the objectives of the Council's Plan and on-going monitoring and review
- the performance of the Council in achieving its financial targets
- the degree of communication with all media on behalf of the Council and the Council's relationships with local and other media
- a positive media profile for the Council
- the degree to which the Mayor has represented the Council with other levels of Government
- the relationship established with local and other Members of Parliament
- the degree to which the Mayor has achieved and maintained harmony within the Council
- the effectiveness of the Chairmanship of the Council and efficiency of Council meetings and decision making procedures
- the nature and amount of training undertaken by the Mayor and other Councillors
- the effectiveness of relationships of the Mayor and Councillors with the CEO and Directors
- such other objectives and criteria as may be established and agreed, from time to time, between the Mayor and the Council.