



**Merri-bek**  
City Council

## COUNCIL MEETING AGENDA

### ELECTION OF MAYOR

Wednesday 20 November 2024

Commencing at 7 pm

Bunjil (Council Chamber), Merri-bek Civic Centre, 90 Bell Street, Coburg

#### Language Link

This is the Agenda for the Council meeting.  
For assistance with any of the agenda items,  
please telephone 9240 1111.

這是市政會會議的議程。您若在理解議程中有需要協助的地方，請打電話給“語言連接 (Language Link)”翻譯服務，號碼9280 1910。

Questo è l'ordine del giorno per la Riunione del consiglio Comunale. Se hai bisogno di aiuto sugli argomenti in discussione, sei pregato di telefonare al Language Link al numero 9280 1911.

Αυτή είναι η Ημερήσια Διάταξη για τη Συνεδρίαση του Συμβουλίου (Council Meeting). Για βοήθεια με οποιοδήποτε από τα θέματα της ημερήσιας διάταξης, παρακαλείστε να τηλεφωνήσετε στο Γλωσσικό Σύन्दεσμο (Language Link), στο 9280 1912.

هذا هو جدول أعمال اجتماع المجلس البلدي. للمساعدة بأي بند من بنود جدول الأعمال الرجاء الاتصال بخط Language Link على الرقم 9280 1913.

Belediye Meclisi Toplantısının gündem maddeleri burada verilmiştir. Bu gündem maddeleri ile ilgili yardıma ihtiyacınız olursa, 9280 1914 numaralı telefondan Language Link tercüme hattını arayınız.

Đây là Nghị Trình cuộc họp của Ủy Ban Quy Hoạch Đô Thị. Nếu muốn biết thêm chi tiết về đề tài thảo luận, xin gọi điện thoại cho Language Link qua số 9280 1915.

यह कौंसिल की बैठक का कार्यक्रम है। कार्यक्रम के किसी भी विषय के बारे में सहायता के लिए कृपया 9280 1918 पर फोन कीजिए।

这是市政府例会的议题安排，如果需要协助了解任何议题内容，请拨打9280 0750。

ਇਹ ਕੌਂਸਲ ਦੀ ਮੀਟਿੰਗ ਦਾ ਏਜੰਡਾ ਹੈ। ਏਜੰਡੇ ਦੀ ਕਿਸੇ ਆਈਟਮ ਬਾਰੇ ਮਦਦ ਲਈ, ਕ੍ਰਿਪਾ ਕਰਕੇ 9280 0751 ਤੇ ਟੇਲੀਫੋਨ ਕਰੋ।

## **Acknowledgement of the traditional custodians of the City of Merri-bek**

Merri-bek City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the lands and waterways in the area now known as Merri-bek, and pays respect to their elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area.

## Table of Contents

1.	Welcome and Appointment of Temporary Chair	4
2.	Apologies	4
3.	Declaration of Conflicts of Interests	4
4.	Term of Mayor	4
5.	Role of Deputy Mayor	4
6.	Election of Mayor	4
7.	Newly Elected Mayor – Mayoral Chains and assuming of the Chair	5
8.	Ceremonial Mayoral Speech	5
9.	Election of Deputy Mayor	5
10.	Adoption of Council Meeting Dates for 2025	5
11.	Appointments to Portfolios, Internal Committees, Advisory Committees, Reference Groups and other External Bodies	7
12.	Meeting Close	9

## **1. Welcome and Appointment of Temporary Chair**

## **2. Apologies**

## **3. Declaration of Conflicts of Interests**

## **4. Term of Mayor**

To fulfil the statutory obligations of section 26(3) of the *Local Government Act 2020* (the Act), before the election of the Mayor, a Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

Historically, Merri-bek has elected a Mayor for a 1 year term only. The recommendation is that Council continues this precedent and sets a 1 year term for the 2024/2025 Mayoral year. However, it is open to the Council to determine a two year term instead.

In accordance with Council's Governance Rules, the Mayoral term determined by Council will also apply to a Deputy Mayor, if an office of Deputy Mayor is established.

In accordance with section 26(4) the Act, the next election of the Mayor and any Deputy Mayor will be held as close as possible to the end of the 1 year term as possible.

### **Recommendation**

That Council:

1. Elects a Mayor for a one year term.
2. Notes the term of any Deputy Mayor is identical to the term of the Mayor.

## **5. Role of Deputy Mayor**

In accordance with section 20A of the *Local Government Act 2020* and sub-rule 4.3(1) of the Governance Rules, Council may establish an office of Deputy Mayor.

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting, or the Mayor is incapable of performing the duties of the office of Mayor for any reason including illness, or the office of Mayor is vacant.

### **Recommendation**

That Council establishes the office of Deputy Mayor for the term of the current Council.

## **6. Election of Mayor**

The election of the Mayor is conducted by the Chief Executive Officer (CEO) in accordance with section 25 of the *Local Government Act 2020* and Merri-bek's Governance Rules.

The CEO will invite nominations for the office of the Mayor and confirm acceptance of each nomination with the nominee.

The Mayor must be elected by an absolute majority of Councillors. Merri-bek has 11 Councillors and an absolute majority of Councillors is 6.

If only 1 Councillor is a candidate for Mayor, the CEO must declare that Councillor to be duly elected as Mayor. Where 2 or more candidates are nominated the CEO will conduct a series of votes until such time as a candidate receives an absolute majority of votes.

## **7. Newly Elected Mayor – Mayoral Chains and assuming of the Chair**

The Chief Executive Officer invites the newly elected Mayor to receive the Mayoral Chains and to assume the Chair.

## **8. Ceremonial Mayoral Speech**

In accordance with sub-rule 4.7(1) of the Governance Rules, upon being elected, the Mayor may make a ceremonial speech, outlining the priorities of the year ahead based on the previously adopted Council Plan.

## **9. Election of Deputy Mayor**

The election of the Deputy Mayor is conducted by the Chief Executive Officer in accordance with section 27 of the *Local Government Act 2020* and the Governance Rules. The same provisions apply to the election of the Deputy Mayor as to the election of the Mayor with all necessary modifications and adaptations.

The CEO will invite nominations for the office of the Deputy Mayor and confirm acceptance of each nomination with the nominee.

## **10. Adoption of Council Meeting Dates for 2025**

Council's Governance Rules provide that Council fixes the date, time and place of all Council meetings for the following calendar year, including meetings designated for Planning and Related Matters.

Council by resolution, or the Chief Executive Officer, may change the date, time or place of, or cancel, any Ordinary meeting which has been fixed, or schedule an additional ordinary meeting and must provide notice of the change to the public.

The proposed Council Meeting Schedule (Schedule) for the period February to December 2025 has been drafted to enable Council to effectively carry out its decision-making functions for the year. The Schedule includes the times and dates for Council meetings and Council meetings designated for consideration of Planning and Related Matters.

Meetings are generally held on a Wednesday evening in Bunjil (Council Chamber) at the Merri-bek Civic Centre.

The election of the Mayor must be held on a day that is as close to the end of the one-year term as is reasonably practicable. It is proposed that the next meeting to elect the Mayor be held Wednesday 19 November 2025.

<b>Meeting</b>	<b>Time</b>	<b>2025 Meeting Date</b>
Council Meeting	7 pm	Wednesday 12 February Wednesday 12 March Wednesday 9 April Wednesday 14 May Wednesday 11 June Wednesday 9 July Wednesday 13 August Wednesday 10 September Wednesday 8 October Wednesday 12 November Wednesday 10 December
Council Meeting - Planning and Related Matters	6.30 pm	Wednesday 29 January Wednesday 26 February Wednesday 26 March Wednesday 23 April Wednesday 28 May Wednesday 25 June Wednesday 23 July Wednesday 27 August Wednesday 24 September Wednesday 22 October Wednesday 26 November Wednesday 17 December
Council Meeting - Mayoral election	7 pm	Wednesday 19 November

The adopted schedule of Council meeting dates will be published on Council's website and made available at Council's Customer Service Centres.

## **Recommendation**

That Council:

1. Sets the dates and times for Council meetings in 2025 as printed in the agenda and designates those meetings indicated for consideration of Planning and Related Matters in accordance with the Governance Rules.
2. Sets the date and time for the election of the Mayor for 2025/26 as 19 November 2025 at 7 pm.
3. Appends the schedule of Council meetings to the minutes, publishes it on the Council website and makes it available at Customer Service Centres.

## 11. Appointments to Portfolios, Internal Committees, Advisory Committees, Reference Groups and other External Bodies

Each year, Council appoints Councillors to the roles of ‘Councillor Responsible For...’ and to Council convened networks, internal, advisory and external committees, and networks and external boards who have sought a Council representative for the Mayoral year.

This report seeks appointments of those roles and representatives for the 2024/25 Mayoral Year and seeks to extend the existing Advisory Committees and Reference Groups to July 2025, to enable a review of the existing committees and reference groups.

If required, Council may resolve to change the appointments during the year.

### Community Planning Councillor Reference Group

Council will review and adopt key plans following deliberative engagement and other consultation with the community over 2024 and 2025. These documents are required by the Local Government Act 2020:

- 4 year budget (due June 2025)
- Community Vision outlining the community’s long-term aspirations for Merri-bek (due October 2025)
- 4-year Council Plan (incorporating Municipal Public Health and Wellbeing Plan) (due October 2025)
- 10-year Financial Plan outlining the financial resources required for assets and services (due October 2025)
- 10-year Asset Plan outlining the maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning of Council assets (due June 2025).

In order to guide progress and Council decision making, a Community Planning Councillor Reference Group (Reference Group) is recommended to provide an oversight role on the key plans to be reviewed and developed.

The Reference Group will provide advice and guidance about:

- Community engagement approach and options
- Reflection of community aspirations in key plans
- Integration between key plans; and
- Alignment with the principles of the LGA 2020.

Deliberative community engagement requires a long lead time. Recommendations about community engagement approach for the key plans will be considered at the 11 December Council meeting.

The proposed terms of reference for the Community Planning Councillor Reference Group are included at **Attachment 1**.

## Recommendation

That Council:

1. Appoints Portfolio Councillors, known as ‘Councillors Responsible For...’, for the 2024/25 Mayoral year as follows:

Arts and Culture	Cr
Climate and Nature	Cr
Early Years	Cr
Economic Development	Cr
Human Rights	Cr
Multiculturalism	Cr
Older Persons	Cr
Sport and Recreation	Cr
Transport and Getting Around	Cr
Urban Planning	Cr
Women	Cr
Young People	Cr

2. Appoints Councillors to internal, advisory groups, network and external committees for the 2024/25 Mayoral year as follows:

### Internal Committees

Audit and Risk Committee	Cr	
	Cr	
	Cr	
CEO Employment and Remuneration Matters Committee	All Councillors	
Community Planning – Councillor Reference Group	Mayor	
	Cr	
Coburg Revitalisation Oversight Committee	Mayor (Chair)	
	Cr/s	
Brunswick Advisory Group	Cr	(Chair)
	Cr/s	
Coburg Advisory Group	Cr/s	
Glenroy Advisory Group	Cr/s	
Merri-bek Community Recognition Committee (Merri-bek Awards)	Cr	
	Cr	
	Cr	
<b>External Committees</b>		
Friends of Aileu Community Committee	Cr	
Merri Creek Management Committee	Cr	
	Cr	(substitute)
Metropolitan Transport Forum	Cr	
	Cr	
Municipal Association of Victoria (Representative)	Cr	
	Cr	(substitute)

M9 Committee	Mayor
Northern Alliance for Greenhouse Action (NAGA) Executive	Cr (substitute)
Northern Councils Alliance	Mayor; and Cr (substitute)

3. Extends the tenure of the current advisory committees and reference groups (including the appointment of the existing community members) until July 2025 to enable a review of existing committees and reference groups.
4. Adopts the Terms of Reference for the Community Planning – Councillor Reference Group, provided at **Attachment 1**.
5. Appoints Councillors to advisory committees and reference groups for the 2024/25 Mayoral year as follows:

**Advisory Committees**

Arts Advisory Committee	Cr	(Chair)
Environmental Sustainability Advisory Committee	Cr	(Chair)
First Nations Advisory Committee	Cr	(co-Chair)
Human Rights and Inclusion Advisory Committee	Cr	(Chair)
Sustainable Transport Advisory Committee	Cr	(Chair)

**Reference Groups**

Affordable Housing Reference Group	Cr
Age-Friendly (Older People) Reference Group	Cr
Disability Reference Group	Cr
Gender Equality Reference Group	Cr
Heritage and Local History Reference Group	Cr
LGBTIQA+ Reference Group	Cr

**12. MEETING CLOSE**

## Community Planning – Councillor Reference Group Terms of Reference

<b>1. Name</b>	Community Planning Councillor Reference Group
<b>2. Classification</b>	Internal
<b>3. Delegation</b>	Nil. Provides advice to Council and Council staff
<b>4. Scope</b>	<p>The Community Planning Councillor Reference Group provides an oversight role on engagement processes for key plans and documents required under Local Government Act 2020, including the 4-year budget, Community Vision, 4-year Council Plan (incorporating the Municipal Health and Wellbeing Plan) and 10-year Financial and Asset Plans.</p> <p>The Reference Group will advise Council about:</p> <ul style="list-style-type: none"> <li>• Community engagement approach and options, having regard to Council’s Community Engagement Policy as required</li> <li>• Reflection of community aspirations in key plans</li> <li>• Integration between key plans.</li> <li>• Alignment with the principles of the Local Government Act 2020.</li> </ul>
<b>5. Membership and chairperson</b>	<p>The Reference Group will be chaired by the Mayor.</p> <p>Membership will comprise the Mayor and up to four Councillors appointed by Council.</p>
<b>6. Current or anticipated role of staff member(s)</b>	The role of Council officers (and consultants who may be invited on an as needs basis) is to provide information to support discussion and seek feedback as per the scope as set out above.
<b>7. Meeting frequency</b>	The first meeting will be held on date TBC, with subsequent meetings held as needed, approximately every month or on an as needs basis.
<b>8. Timeline for involvement</b>	<p>Meeting duration: Generally up to 1.5 hours</p> <p>Time outside meetings: Agendas, meeting minutes and any reports will be sent out approximately one week prior to the meeting.</p>
<b>9. Accountability</b>	<p>The Reference Group is accountable to provide advice and feedback on the project scope as set out in Section 4 of this Terms of Reference.</p> <p>Reference Group members are encouraged to review any materials prior to the meetings.</p>

<b>10. Reporting requirement</b>	Reports, presentations and submissions will be presented to Council as required to support decision-making.
<b>11. Any other relevant information</b>	<p>Invitations, agendas and minutes for meetings will be prepared by the Governance and Strategy Branch.</p> <p>Meetings of the Reference Group will be reported to Council.</p>
<b>12. Communication</b>	<p>All communications regarding all activities of the Reference Group will be made in accordance with Council decisions.</p> <p>Members are responsible for ensuring <i>no unauthorised media statements, press releases or responses to media queries are made.</i></p>
<b>13. Contact details of Reference Group</b>	<p>Yvonne Callanan (Manager of Governance and Strategy) (YCallanan@merri-bek.vic.gov.au)</p> <p>Reference Group Support: Carly Alexander (Corporate Planner) (calexander@merri-bek.vic.gov.au)</p>
<b>15. Approval date</b>	20 November 2024