8 CORPORATE SERVICES

8.1 WARD CONSULTATION FORUMS

**Author:** Lidia Harding - Governance and Corporate Accountability Coordinator

**File No:** CL/14/001

**Attachments:** 1. Ward Consultation Forum Policy

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**SUMMARY**

The Ward Consultation Forum Policy (Attachment 1) has been developed for the conduct of Ward Consultation Forums. It outlines the role of Councillors and the role of the organisation in coordinating Ward Consultation Forums. Ward Consultation Forums are a meeting called by a Ward Councillor(s) that provide an opportunity for constituents to come and talk to their Councillor(s) about a range of ward and/or municipality wide issues. They are listening posts to engage with various stakeholders within the municipality.

**RECOMMENDATION**

**THAT** Council resolve to adopt the Ward Consultation Forum Policy as per Attachment 1.

**BACKGROUND**

The existing Ward Consultation Forum Policy was adopted by Council in July 2014 and provides a framework for the provision of Ward Consultation Forums. At the 20 February 2017 Council Meeting NOM886: Ward Meetings, called for Council to resurrect and put into practice Ward Consultation Forums and requested that officers review the current Ward Consultation Forum Policy and bring it back to Council.

**ISSUES AND DISCUSSION**

The Policy (Attachment 1) enables meetings to be held by individual Councillors or as multi-member ward meetings in the ward the Councillor(s) represents.

The general intent of the meetings is to:

- Allow the democratically-elected Ward Councillor(s) to engage with the community.
- Encourage community participation in their local government.
- Allow Ward Councillors to advise their constituents on policy development and strategic issues as well as Council-wide and local initiatives.
- Allow Ward Councillors to discuss issues of local importance.
- Enable constituents to provide feedback to their Ward Councillor(s) on a range of issues that interest them.
WARD CONSULTATION FORUMS (CONT.)

Councillors determine the format, date and location of the meeting and are required to set up the venue and pick up the keys to the venue.

Officer support is provided to Councillors for their meetings regarding booking the venue, scheduling dates in the Councillors diary and advertising the meeting.

CONSULTATION

Councillors were consulted regarding the draft policy at the Strategy meeting on 14 March 2017 and requested that it be presented to Council in the March 2017 cycle.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

It is anticipated that there will be minimal expenditure associated with these meetings, however any costs will be met from the Mayor and Councillors budget.

POLICY AND LEGISLATIVE IMPLICATIONS

The conduct of these meetings will provide opportunities for the community to be involved in council decisions and are a way of increasing council transparency for the community by encouraging good governance practices.

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)

There are no implications.

CHARTER OF HUMAN RIGHTS IMPLICATIONS

The rights protected in the Charter of Human Rights and Responsibilities Act 2006 were considered in preparing this report and it’s determined that the subject matter does not raise any human rights issues.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION

Upon adoption of this Policy it will be uploaded onto Council’s website and implemented at the request of individual Councillors.
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

CORPORATE SERVICES

20 MARCH 2017

8.1
WARD CONSULTATION FORUMS

Attachment No: 1
Ward Consultation Forum Policy
Ward Consultation Forum Policy

<table>
<thead>
<tr>
<th>Policy Owner</th>
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<td>Corporate Services</td>
</tr>
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<td>February 2017</td>
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PURPOSE

This Policy provides a framework for the provision of Ward Consultation Forums to ensure they are conducted in an equitable and productive manner that benefits both the Councillors and the community.

SCOPE

This policy applies to Councillors wishing to hold Council supported meetings with constituents within their ward.

Ward Consultation Forums are not Council meetings and no official decisions can be made relating to a topic or matter to which they refer. Councillors must conduct themselves in a manner in accordance with the Councillor Code of Conduct.

The general intent of Ward Consultation Forums is to:

- Allow the democratically-elected Councillor(s) to engage with the community.
- Encourage community participation in their local Government.
- Allow Councillors to advise their constituents on policy development and strategic issues as well as Council-wide and local initiatives.
- Allow Councillors to discuss issues of local importance.
- Enable constituents to provide feedback to their Councillor(s) on a range of issues that interest them.

POLICY

1. Context

Local Government is the closest and most accessible sphere of government to the community. Ward Consultation Forums help to promote open communication and consultation with the community which assists to develop partnerships and build better relationships. Councillors benefit from their constituents having the opportunity to interact with their elected representatives and help shape the community in which they live. These Forums are listening posts designed to engage with various stakeholders within the municipality.

2. Role of the Councillor

Councillors are a primary interface between Council and the community. In the conduct of meetings, the Ward Councillor acts as:

- chairperson
- presenter
- facilitator; and
- mediator (if required).
It is the Councillor’s decision as to the format, date and location of the Forum. Councillors may wish to hold Forums in shopping strips, local halls, markets or other venues. It is preferred that the venue is Council owned to avoid hall hire fees. Councillors should give officers at least one month’s notice of their intention to hold a Ward Consultation Forum to ensure that all the necessary arrangements, including advertising, can be put into place.

The Councillor will need to set up the Forum and pick up the keys to the venue as required.

Councillors will provide a summary of the Ward Consultation Forum in the next available Councillor Delegate Report.

3. Officer Support

Officer support is provided to Councillors for their meetings regarding booking the venue and scheduling dates in the Councillors diary, advertising the meeting in advance in the local newspapers, local radio and on Council’s website and social media pages where applicable.

Officers will book the Forum in a suitable Council owned venue. If there are no Council owned venues, then the Director Corporate Services can authorise the booking of a non-Council owned venue instead.

At the Councillors request, documentation, pamphlets and other information can be provided to the Councillor to take to the Forum. Officers will not provide any other support to Councillors or attend Forums.

4. Conditions and Limitations

A Ward Consultation Forum will not be called or held where it will clash with a scheduled Council meeting, Special meeting, Hearings Committee or Strategy Briefing.

To avoid/minimise potential politicisation of meetings with ward constituents, the following rules will apply:

- Ward Consultation Forums will not be held during the caretaker period.
- Ward Consultation Forums scheduled where a Federal or State Election is called may be cancelled/rescheduled where there is the ability to provide reasonable notice to the community.

DEFINITIONS

Caretaker Period:

A period determined by the State Government immediately prior to a Local Government Election where the current Council have restricted decision making powers.
Ward Constituents:
Community members associated with the Ward of the Councillor through residential, business, recreational or other community affiliation.

RESPONSIBILITIES
Director Corporate Services
Communication
Governance and Corporate Accountability
8.2 CONDUCT OF THE 2016 MITCHELL SHIRE COUNCIL ELECTION

**Author:** Lidia Harding - Governance and Corporate Accountability Coordinator

**File No:** GV/12/004

**Attachments:** 1. Mitchell Shire Council - Election Report

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**SUMMARY**

Mitchell Shire Council conducted its Council Election in October 2016 as per legislative requirements. The Victorian Electoral Commission (VEC) was contracted by Council to undertake the election on Council’s behalf. As a follow up to the election services, the VEC has provided Council with a report on the conduct of the election.

**RECOMMENDATION**

**THAT** Council resolve that the report from the Victorian Electoral Commission regarding the conduct of the Mitchell Shire Council General Elections in October 2016 be received and noted.

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**BACKGROUND**

As part of the specification requirements provided in the Election Services contract, the successful contractor is to provide the Chief Executive Officer with a report on the conduct of the Election. Council received the Victorian Electoral Commission (VEC) Election Report on 20 January 2017 (Attachment 1), which satisfies these requirements.

**ISSUES AND DISCUSSION**

The VEC has undertaken all their specific works to date, in accordance with the tender specification. The VEC is now in the final phase of its contract requirements, being the enforcement of the compulsory voting process. Any person who was required to vote at the 2016 Mitchell Shire Council general election and failed to vote will be issued with an apparent failure-to-vote notice. This notice will allow non-voters an opportunity to provide the VEC with an explanation as to why they did not vote in the election. The reason will be assessed against a set criteria and a fine issued if the reason is not accepted.

The certified voters’ roll for the 2016 Mitchell Shire Council general election included 31,323 enrolled voters. The Returning Officer received 17,936 returned postal votes by the close of voting on 21 October 2016 and an additional 5,866 postal votes during the extended postal vote receipt period. In total, the Returning Officer admitted 23,437 ballot paper envelopes to the extraction and counting process. 430 ballot papers were returned to sender as a result of the addressee having left the address.
The number of ballot papers counted (formal and informal), as a percentage of the total enrolment for the October 2016 elections was 74.65%, compared to 72.75% at the 2012 election.

Some key statistics for results in each Ward are provided in the following table. Please note that a vote is regarded as informal if the ballot paper has not been completed properly. Informal ballot papers are not counted towards any candidate but are set aside.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Central Ward</th>
<th>North Ward</th>
<th>South Ward</th>
</tr>
</thead>
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<tr>
<td>Enrolment</td>
<td>10,672</td>
<td>9,417</td>
<td>11,234</td>
</tr>
<tr>
<td>Formal votes</td>
<td>7,986</td>
<td>6,680</td>
<td>7,946</td>
</tr>
<tr>
<td>Informal votes</td>
<td>268 (3.25%)</td>
<td>219 (3.17%)</td>
<td>283 (3.44%)</td>
</tr>
<tr>
<td>Voter turnout</td>
<td>8,254 (77.34%)</td>
<td>6,899 (73.26%)</td>
<td>8,229 (73.25%)</td>
</tr>
</tbody>
</table>

Statutory advertising and media releases formed an important part of the voter information campaign, assisting journalists in providing factual and accurate information when reporting on the conduct of the Election. A series of statewide media releases publicising the Elections were undertaken leading up to the Election.

The VEC provided a customised home page for Mitchell Shire Council’s elections on its website, providing links to other relevant pages that provided information on various aspects of the election process. During each process, the website was updated by the VEC.

The VEC worked with a number of partners to provide suitable communication services including Vision Australia and Blind Citizens Australia to provide election information for blind and low-vision voters. This included making large print and audio files available for download, ‘BrowseAloud’ functionality on the VEC website. Braille and large print ballot material was also available on request.

The Victorian Interpreting and Language Services’ (VITS) Language Link telephone interpreting and multi-language information service operated throughout the election period. The VEC advertised direct lines for 20 languages other than English.

The report also highlights a number of interesting issues and elements, which provide further insights into the elections:

- 17 nominations were received by close of nominations on 20 September 2016.
- In addition to a statement and photograph candidates were able to lodge their answers to a set of prescribed questions in accordance with the Regulations. 16 of the 17 candidates lodged the questionnaire with the Returning Officer.
- The informal vote for Mitchell Shire Council was 3.29% (up from 2.16% in 2012) compared with 6.06% for all postal elections across the State.
- The VEC received 4 written complaints regarding the Mitchell Shire Council election. 1 related to the conduct of a participant in the election and the other three related to a possible breach of the *Local Government Act 1989* or local law.
CONSULTATION
Preparation for the election was reported to Council on 15 February 2016 at which time Council resolved to conduct a postal election.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS
A net allocation of $149,300 was made in the 2016-2017 Council budget for Council Election Services 2016 ($185,000 for expenditure and $35,700 for income).

An invoice for the final election costs was received in February 2017 for $170,228 (including GST). The income will come to Council in bulk payments once the failure to vote fines have been paid. The actual total income from fines cannot be determined at this time as notices have only recently been issued.

POLICY AND LEGISLATIVE IMPLICATIONS
Council held its 2016 Election on 22 October 2016 in line with the legislative timetable prescribed in the Local Government Act 1989.

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)
There are no sustainability implications associated with this report.

CHARTER OF HUMAN RIGHTS IMPLICATIONS
The rights protected in the Charter of Human Rights and Responsibilities Act 2006 were considered in preparing this report and it’s determined that the subject matter does not raise any human rights issues.

OFFICER DECLARATION OF CONFLICT OF INTEREST
No officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION
As outlined above, the VEC has now commenced the failure to vote process. Council will receive the infringement income as a result of failure to vote. This will complete the election service for the October 2016 election.
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

CORPORATE SERVICES

20 MARCH 2017

8.2

CONDUCT OF THE 2016 MITCHELL SHIRE COUNCIL ELECTION

Attachment No: 1

Mitchell Shire Council - Election Report
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Letter of Transmittal

20 January 2017

David Turnbull
Chief Executive Officer
Mitchell Shire Council
113 High Street
Broadford Vic 3658

Dear Mr Turnbull

Pursuant to clause 14 of Schedule 3 of the Local Government Act 1989, I submit this report on the Mitchell Shire Council general election held in October 2016.

Yours sincerely

[Signature]

Warwick Gately AM
Electoral Commissioner
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Introduction

The Mitchell Shire Council general election was held on 22 October 2016 by postal voting.

The election was conducted by the Victorian Electoral Commission (VEC), as the statutory election service provider to Mitchell Shire Council in accordance with clause 1 of Schedule 2 of the Local Government Act 1989 (the LG Act).

About the Victorian Electoral Commission

The VEC is an independent and impartial statutory authority established under the Electoral Act 2002 (the Electoral Act). The VEC conducts Victorian State elections, local government elections, certain statutory elections, commercial and community elections, conducts boundary reviews, electoral representation and subdivision reviews, and maintains the Victorian electoral enrolment register. The VEC’s electoral education and research programs work to engage and inform all Victorians who are entitled to enrol and vote in the democratic process.

The Electoral Commissioner is Warwick Gately AM and the Deputy Electoral Commissioner is Liz Williams. The Commissioner reports to the Victorian Parliament in relation to the VEC’s activities.

The Commissioner and Deputy are assisted by an Executive Management Group to deliver the functions of the VEC. The Local Government Program Manager, Keegan Bartlett, oversees the VEC’s local government electoral activity and chairs the Planning Group, comprised of activity and project lead staff across the organisation. The Executive Management and Planning Groups jointly met each weekday morning for the duration of the 2016 local government elections.

About Mitchell Shire Council

Mitchell Shire Council is comprised of nine councillors elected from three three-councillor wards. The structure was last reviewed through an electoral representation review in 2011. The next scheduled review of Mitchell Shire Council is required before the 2024 local government elections.

Figure 1 shows the electoral structure of Mitchell Shire Council.

Figure 1. The electoral structure of Mitchell Shire Council at the general election held on 22 October 2016.

Key changes

Changes in legislation

The electoral provisions in the LG Act were amended in 2015 to clarify responsibilities for preparing and conducting local government elections, strengthen provisions in relation to the eligibility of candidates, and consider the powers of the Returning Officer. In July 2016, the Victorian Government also made the new Local Government (Electoral) Regulations 2016 (the Regulations) to come into effect in time for the 2016 local government elections.

Extended postal vote receipt period

The Regulations provided an extended period for postal votes to be received and accepted by the Returning Officer during the week after Election Day. This changed the VEC’s timeline for completing the counting of ballot papers and the availability of results for all contested elections.

Introduction of the candidate questionnaire

The Regulations also introduced a set of prescribed questions that candidates were invited to answer through the candidate questionnaire.

Changes to indication of preferences

In August 2016, the Legislative Council disallowed Regulation 38 of the Regulations. This removed the opportunity for candidates at elections held by postal voting to lodge an indication of preferences for inclusion in the ballot pack mailed to voters.
Election timeline

Deadline fixed by the Registrar for council primary enrolment data ........................................... Monday 11 July 2016

Entitlement date ............................................................................................................................ 4.00 pm on Friday 26 August 2016

Opening of the election office to the public .................................................................................... Wednesday 14 September 2016

Certification of the voters’ roll and opening of nominations .......................................................... Thursday 15 September 2016

Close of nominations ...................................................................................................................... 12 noon on Tuesday 20 September 2016

Ballot draw ................................................................................................................................. From 1.00 pm on Tuesday 20 September 2016

Deadline for lodging candidate statements, photographs and candidate questionnaires .......... 12 noon on Wednesday 21 September 2016

General mail out of ballot packs to voters .................................................................................... Tuesday 4 October – Thursday 6 October 2016

Close of voting .............................................................................................................................. 6.00 pm on Friday 21 October 2016

Election day ..................................................................................................................................... Saturday 22 October 2016

Close of the extended postal vote receipt period .......................................................................... 12 noon on Friday 28 October 2016

Declaration of the election ............................................................................................................ 10.00 am on Monday 31 October 2016

**Bolded** dates relate to contested elections only.
Voters’ roll

The VEC prepared the Mitchell Shire Council voters’ roll for the general election under section 8(2)(c) of the Electoral Act and in accordance with section 24 of the LG Act. Pursuant to section 24(6) of the LG Act, the Registrar, Melanie Davidson, certified the voters’ roll on 15 September 2016.

The certified voters’ roll for the 2016 Mitchell Shire Council general election included 31,323 enrolled voters.

Composition of the roll

The LG Act specifies that the voters’ roll for a local government election is formed by combining two separate lists of voters:

1. The Victorian Electoral Commissioner’s (EC’s) List of State electors.
   The EC’s List made up 89.34 percent of the Mitchell Shire Council voters’ roll.

2. The Chief Executive Officer’s (CEO’s) List of council-entitled voters.
   The CEO’s List made up 10.66 percent of the Mitchell Shire Council voters’ roll.

Refer to Appendix 1 for a further breakdown of the Mitchell Shire Council general election voters’ roll.

Amendments to the voters’ roll

In accordance with section 24A of the LG Act, the Registrar was able to amend any error in the preparation, printing or copying of the voters’ roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters’ roll. If the amendment relates to a CEO’s List voter, the Registrar must obtain the approval of the Council’s Chief Executive Officer.

The Registrar made no amendments to the Mitchell Shire Council voters’ roll.

Advertising and communication

Advertising

The VEC published a series of statutory notices in relation to the Mitchell Shire Council general election. These notices are required by the LG Act and contain critical information relevant to each point of the election timeline. Refer to Appendix 2 for further information in relation to the statutory advertising.

A statewide advertising campaign complemented the statutory advertising. The campaign concentrated on maximising the promotion of local government elections across the key areas of enrolment and voting. Coverage included major metropolitan and regional newspapers, metropolitan and regional radio, ethnic print and radio media, and social media.

The VEC also ran interactive advertisements on Facebook. These advertisements targeted geographic areas as well as demographic segments of the population that typically have low participation rates. In addition, Google search advertising was used to direct enquiries to VEC information online.

Accommodating voters with special needs

The VEC worked with a number of partners to provide suitable communication services for blind and low vision voters, voters with disability, and culturally and linguistically diverse voters.

Blind and low vision services

The VEC worked with Vision Australia and Blind Citizens Australia to provide election information to blind and low vision voters. This included making large print and audio files available for download, ‘BrowseAloud’ functionality of the VEC website, and assisted reading equipment at all attendance election offices and the Melbourne City Council election office. Braille and large print ballot material was also available on request.

Interpreting services

In addition to in-language information presented through ethnic print and radio media as part of the statewide advertising campaign, the VEC engaged the Victorian Interpreting and Language Services’ Language Link to provide a telephone interpreting service for multi-language telephone enquiries. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Media liaison

The VEC’s media liaison program principally featured staged media releases aimed to highlight key milestones during the election timetable and capitalise on existing general news coverage. More information on the VEC’s media release schedule is available at Appendix 3.

Two media briefing sessions were held for media outlets from across Victoria; an in-person media
Item 8.2 - Attachment 1

Mitchell Shire Council - Election Report

briefing was held on 1 August 2016 and an online webinar media briefing was held on 3 August 2016. The webinar was also accessible to council officials and could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2016 local government elections, and also provided a specific update in relation to the availability of election results in light of the extended postal vote receipt period introduced to the Regulations.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC’s head office media contacts. The VEC’s communication team supported each Returning Officer as the primary media spokesperson in relation to each election.

Telephone enquiry service

The VEC operated a local telephone enquiry service at the election office from 14 September 2016 until the close of voting at 6.00 pm on 21 October 2016. The types of calls related to:

- voting entitlements and obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoilt or destroyed, so replacement ballot material was required
- a voter advising that he or she was overseas or interstate, and
- queries regarding the content of the ballot pack.

The telephone enquiry service was supplemented by an overflow call centre at the VEC’s head office. The overflow call centre received calls made directly to the VEC’s head office line (131 VEC or 131 832) and diverted calls from the election office when the lines were at capacity.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the Mitchell Shire Council general election is available at Appendix 4.

Returning Officer

The VEC maintains a pool of trained senior election officials located across the State to fill election management roles that occur for State and local government elections. Additional election-specific training is provided to relevant senior election officials prior to each election management appointment.

In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Alison Ridley as the Returning Officer for the Mitchell Shire Council general election. The Electoral Commissioner appointed Chris Chadwick as the Deputy Returning Officer for the election.

Election office

The Returning Officer established an election office at the Mitchell Shire Council Offices, 113 High Street, Broadford. The election office space was provided by the Council.

The election office was open to the public from 14 September 2016 until 21 October 2016. The election office was open 9.00 am to 5.00 pm weekdays, except on public holidays. Opening hours were extended on 20 October 2016 (9.00 am to 8.00 pm) and 21 October 2016 (9.00 am to 6.00 pm) to allow for last minute voting enquiries.

Candidates

Nominations for the election opened at 9.00 am on 15 September 2016 and closed at 12 noon on 20 September 2016. Nomination forms were required to be lodged by candidates in person at the election office. A $250 nomination fee applied.

Information for candidates

Candidates were able to access the VEC’s information about the process of nominating and becoming a candidate for the election from 9 August 2016, when the VEC’s Candidate Handbook was published online. From early September, candidates were able to access a candidate information kit, which included the Candidate Handbook, as well as a number of other relevant forms and documents.

The Returning Officer conducted one information session. Approximately 10 attended the session. The presentation at the session summarised critical aspects of the Candidate Handbook and the election timeline.

Candidates in the election

The election involved a total of 17 candidates. There were seven candidates in Central Ward and five candidates in each of North Ward and South Ward.
The ballot draws were held shortly after the close of nominations on 20 September 2016 to determine the order of candidates’ names on the ballot papers (see Appendix 5).

Further information about the candidates, including candidate statements and photographs (where lodged), is available at Appendix 6.

Candidate questionnaire

In addition to a statement and photograph, candidates were able to lodge their answers to a set of prescribed questions in accordance with the Regulations. The Returning Officer accepted questionnaire submissions lodged by 16 of the 17 candidates at the election.

Voters could access candidates’ answers to the candidate questionnaire through the VEC website, or by requesting a hardcopy from the Returning Officer.

Voting

Early votes

The Returning Officer may issue an early vote upon request by an enrolled voter if the request is reasonable. Requests for early votes could be processed from 21 September 2016, the day after nominations closed, until the general mail out. Due to the timing for early votes, some early voters may not have had access to the candidates’ statements, photographs, or candidate questionnaires.

The Returning Officer issued no early votes.

General mail out

The VEC mailed out 31,323 ballot packs between 4 October 2016 and 6 October 2016. This included one ballot pack that was redirected to an alternative address by a voter that had applied to redirect their ballot pack before 15 September 2016.

In accordance with the Regulations, no more than 35 percent of ballot packs were mailed out on any one day during the mail out period. All ballot packs were mailed out using Australia Post’s priority paid service.

Refer to Appendix 7 for a daily breakdown of the ballot packs mailed out on each day during the general mail out.

Following the general mail out, the Returning Officer also issued 384 replacement ballot packs to enrolled voters that advised they had not received, destroyed, or spoil their general mail out ballot pack.

Unenrolled declaration votes

Unenrolled declaration votes were issued to persons that did not receive a ballot pack and whose name could not be found on the voters’ roll and who believed that they were entitled to be enrolled for the election. The unenrolled ballot pack includes a declaration that was required to be completed by the person to be assessed by the Returning Officer prior to admitting the ballot pack for counting.

The Returning Officer issued five unenrolled declaration votes and four were admitted to the count.

Return of ballot paper envelopes

Completed ballot paper envelopes returned inside the reply-paid envelopes were returned using Australia Post’s priority paid service. The VEC’s arrangements with Australia Post allowed returned mail to be pre-sorted and could be collected by the Returning Officer or delivered to the election office from a nearby postal facility or distribution centre.

The Returning Officer received 17,936 returned ballot paper envelopes through the post by the close of voting at 6.00 pm on 21 October 2016.

For the 2016 local government elections, the Regulations allowed for the Returning Officer to admit returned ballot paper envelopes received by post before 12 noon on 28 October 2016 if satisfied that the vote had been posted prior to the close of voting. The Returning Officer received 5,886 returned ballot paper envelopes during the extended postal vote receipt period.

In total, the Returning Officer admitted 23,437 ballot paper envelopes to the extraction and counting process. Any ballot paper envelopes not signed by the voter or, in the case of unenrolled declaration votes, where an entitlement was not found for the person, were set aside and not admitted to the extraction and count.

By the close of voting, 430 ballot packs had been returned to the Returning Officer as return-to-sender mail. Most of this mail was due to the addressee having left the address.
Results

Extraction

Following the close of voting, the extraction of ballot papers occurred at the election office beginning on 24 October 2016. The extraction of all admitted ballot paper envelopes was completed on 28 October 2016, following the end of the extended postal vote receipt period. The extraction process involved separating the declaration flaps containing the voter’s details from each admitted ballot paper envelope, and then extracting the contents from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a regulation ballot paper or contained more than one ballot paper were required to be rejected and could not be counted. There were 55 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the returned ballot paper envelopes, a total of 23,382 were submitted for counting.

Counting

Computer count

Ballot papers for the election were counted by computer data entry using the VEC’s computer counting application in the Council Chamber, Mitchell Shire Council, 113 High Street, Broadford. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. The Returning Officer invited candidates and their scrutineers to attend an information session on the computer count process, which was held at 5.30 pm on 20 October 2016 in the Council Chamber, Mitchell Shire Council, 113 High Street, Broadford.

Following the completion of data entry, the provisional results were calculated at 6.00 pm on 29 October 2016 in the Council Chamber, Mitchell Shire Council, 113 High Street, Broadford. The provisional results were published to the VEC website as they became available.

For a breakdown of the results by ward, refer to Appendix 8.

Declaration of results

The results of the 2016 Mitchell Shire Council general election were declared at 10.00 am on 31 October 2016 in the Council Chamber, Mitchell Shire Council, 113 High Street, Broadford.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Turnout

As a percentage of the total enrolment for the 2016 Mitchell Shire Council general election, the number of ballot papers counted (formal and informal) was 74.65 percent. This is compared with an average turnout of 75.67 percent for all postal elections across the State at the 2016 local government elections (excluding Melbourne City Council). Mitchell Shire Council recorded a turnout of 72.75 percent at its last general election in October 2012.

Refer to Appendix 9 for further information on turnout, including a breakdown by enrolment category.

Informality

The informal vote recorded at the 2016 Mitchell Shire Council general election was 3.29 percent, compared with 6.06 percent for all postal elections across the State at the 2016 local government elections. Mitchell Shire Council recorded an informal rate of 2.16 percent at its last general election in October 2012.

Complaints

Type of Complaints

At local government elections, complaints generally fall into two broad categories:

1. The conduct of participants in the election.
   Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

2. The administration of the election.
   Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2016 local government elections were related to category one,
often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

**Complaints process**

The VEC operated a streamlined complaints process that had been developed in consultation with local councils and enforcement agencies. The process required complaints to be lodged, in writing, and was processed through the VEC’s head office in Melbourne.

Each complaint was evaluated and an appropriate course of action was determined. Complaints alleging a breach of the LG Act, for example, were forwarded to the Local Government Investigations and Compliance Inspectorate. Complaints about the VEC’s services or the behaviour or actions of VEC staff and election officials were the responsibility of the VEC. In these cases, the VEC investigated the matter and determined the most appropriate response.

**Complaints received**

The VEC received four written complaints in relation to the 2016 Mitchell Shire Council general election. One complaint related to the conduct of a participant in the election and the other three related to a possible breach of the LG Act or local laws.

**Post-election activities**

**Storage of election material**

All records from the election are required to be kept by the VEC safely and secretly in accordance with Regulation 117 of the Regulations.

**Refund of nomination fee**

Nomination fees were refunded to eligible candidates in December 2016. Eligible candidates included those who were elected or who received at least four percent of the first preference vote. Any forfeited nomination fees were remitted to Mitchell Shire Council in December 2016.

**Courts and tribunals**

There were no applications to the Municipal Electoral Tribunal disputing the results of the 2016 Mitchell Shire Council general election.

**Non-voter follow up**

In accordance with Division 7 of Part 3 of the LG Act, the VEC has commenced its compulsory voting enforcement following the 2016 local government elections. Any person who was required to vote at the 2016 Mitchell Shire Council general election and failed to vote will be issued with an apparent failure-to-vote notice. A person who does not respond to that notice or does not provide a satisfactory response to the notice may be fined.

Following the conclusion of the notices, the VEC will lodge the file of any remaining non-voters with the Infringements Court. A non-voter who is issued with a notice may also request for the matter to proceed directly to court.

**Evaluating the VEC’s services**

The VEC is committed to providing high quality election services to its local government clients. Through the VEC’s formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

**Feedback from Mitchell Shire Council**

Through its contact officer at Mitchell Shire Council, the VEC has invited feedback on its services. Further feedback may also be provided to the Local Government Program Manager by emailing LGProgram@vec.vic.gov.au.

**Internal debriefing activity**

The VEC has commenced its internal debriefing activity following the 2016 local government elections.

In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. A copy of this report will be forwarded to Mitchell Shire Council.
### Schedule 1: Record of ballot papers

<table>
<thead>
<tr>
<th>Mitchell Shire Council, Central Ward election</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot papers printed</strong></td>
</tr>
<tr>
<td>Victorian Electoral Commission</td>
</tr>
<tr>
<td>Returning Officer</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

|**Ballot papers issued**                     |
| General mail out                            | 10,672 |
| Replacement votes                          | 137    |
| Unenrolled declaration voters              | 1      |
| Spoilt                                     | Not applicable |
| Unused                                     | 2,197  |
| **Total**                                   | 13,007 |

|**Declarations returned**                    |
| General mail out admitted to the count      | 8,147  |
| Replacement votes admitted to the count     | 123    |
| Unenrolled declaration voters admitted to the count | Not applicable |
| Returned declarations unable to admit to count | 146    |
| **Total**                                   | 8,416  |
### Mitchell Shire Council, North Ward election

<table>
<thead>
<tr>
<th>Ballot papers printed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Victorian Electoral Commission</td>
<td>12,000</td>
</tr>
<tr>
<td>Returning Officer</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,007</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ballot papers issued</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General mail out</td>
<td>9,417</td>
</tr>
<tr>
<td>Replacement votes</td>
<td>131</td>
</tr>
<tr>
<td>Unenrolled declaration voters</td>
<td>2</td>
</tr>
<tr>
<td>Spolit</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Unused</td>
<td>2,457</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,007</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Declarations returned</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General mail out admitted to the count</td>
<td>6,812</td>
</tr>
<tr>
<td>Replacement votes admitted to the count</td>
<td>102</td>
</tr>
<tr>
<td>Unenrolled declaration voters admitted to the count</td>
<td>2</td>
</tr>
<tr>
<td>Returned declarations unable to admit to count</td>
<td>108</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,024</strong></td>
</tr>
</tbody>
</table>
### Mitchell Shire Council, South Ward election

#### Ballot papers printed

<table>
<thead>
<tr>
<th>Source</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victorian Electoral Commission</td>
<td>14,000</td>
</tr>
<tr>
<td>Returning Officer</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14,000</td>
</tr>
</tbody>
</table>

#### Ballot papers issued

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>General mail out</td>
<td>11,234</td>
</tr>
<tr>
<td>Replacement votes</td>
<td>116</td>
</tr>
<tr>
<td>Unenrolled declaration voters</td>
<td>2</td>
</tr>
<tr>
<td>Spoilt</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Unused</td>
<td>2,648</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14,000</td>
</tr>
</tbody>
</table>

#### Declarations returned

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>General mail out admitted to the count</td>
<td>8,149</td>
</tr>
<tr>
<td>Replacement votes admitted to the count</td>
<td>100</td>
</tr>
<tr>
<td>Unenrolled declaration voters admitted to the count</td>
<td>2</td>
</tr>
<tr>
<td>Returned declarations unable to admit to count</td>
<td>111</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,362</td>
</tr>
</tbody>
</table>
Schedule 2: Certification statement

I certify that Schedule 1 of this report on the conduct of the 2016 Mitchell Shire Council general election is a true and correct account of the number of ballot papers issued, returned and not used in this election.

Warwick Gately AM
Electoral Commissioner
### Appendix 1: Breakdown of the voters' roll

#### Mitchell Shire Council

<table>
<thead>
<tr>
<th>Whole of council enrolment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters enrolled</td>
<td>27,964</td>
</tr>
<tr>
<td>through an entitlement</td>
<td></td>
</tr>
<tr>
<td>under section 12 of the</td>
<td></td>
</tr>
<tr>
<td>LG Act</td>
<td></td>
</tr>
<tr>
<td>Voters enrolled</td>
<td>3,339</td>
</tr>
<tr>
<td>through entitlements</td>
<td></td>
</tr>
<tr>
<td>under sections 13 – 16</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>31,323</td>
</tr>
</tbody>
</table>

#### Central Ward election

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters</td>
<td>9,808</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through an</td>
<td></td>
</tr>
<tr>
<td>entitlement</td>
<td></td>
</tr>
<tr>
<td>under section 12</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td>Voters</td>
<td>864</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through entitlements</td>
<td></td>
</tr>
<tr>
<td>under sections 13 – 16</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td><strong>Central Ward election total</strong></td>
<td>10,672</td>
</tr>
</tbody>
</table>

#### North Ward election

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters</td>
<td>8,311</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through an</td>
<td></td>
</tr>
<tr>
<td>entitlement</td>
<td></td>
</tr>
<tr>
<td>under section 12</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td>Voters</td>
<td>1,106</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through entitlements</td>
<td></td>
</tr>
<tr>
<td>under sections 13 – 16</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td><strong>North Ward election total</strong></td>
<td>9,417</td>
</tr>
</tbody>
</table>

#### South Ward election

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters</td>
<td>9,865</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through an</td>
<td></td>
</tr>
<tr>
<td>entitlement</td>
<td></td>
</tr>
<tr>
<td>under section 12</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td>Voters</td>
<td>1,369</td>
</tr>
<tr>
<td>enrolled</td>
<td></td>
</tr>
<tr>
<td>through entitlements</td>
<td></td>
</tr>
<tr>
<td>under sections 13 – 16</td>
<td></td>
</tr>
<tr>
<td>of the LG Act</td>
<td></td>
</tr>
<tr>
<td><strong>South Ward election total</strong></td>
<td>11,234</td>
</tr>
</tbody>
</table>
## Appendix 2: Public notices

**Schedule of public notices**

<table>
<thead>
<tr>
<th>Mitchell Shire Council election</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notice of entitlement</strong> (see Appendix 2.1 for example)</td>
</tr>
<tr>
<td>North Central Review</td>
</tr>
<tr>
<td>Seymour Telegraph</td>
</tr>
<tr>
<td>Heathcote McIvor Times</td>
</tr>
<tr>
<td><strong>Notice of election</strong> (see Appendix 2.2 for example)</td>
</tr>
<tr>
<td>North Central Review</td>
</tr>
<tr>
<td>Seymour Telegraph</td>
</tr>
<tr>
<td>Heathcote McIvor Times</td>
</tr>
<tr>
<td><strong>Voting details notice</strong> (see Appendix 2.3 for example)</td>
</tr>
<tr>
<td>North Central Review</td>
</tr>
<tr>
<td>Seymour Telegraph</td>
</tr>
<tr>
<td>Heathcote McIvor Times</td>
</tr>
<tr>
<td><strong>Reminder notice</strong> (see Appendix 2.4 for example)</td>
</tr>
<tr>
<td>North Central Review</td>
</tr>
<tr>
<td>Seymour Telegraph</td>
</tr>
<tr>
<td>Heathcote McIvor Times</td>
</tr>
<tr>
<td><strong>Notice of results</strong> (see Appendix 2.5 for example)</td>
</tr>
<tr>
<td>North Central Review</td>
</tr>
<tr>
<td>Seymour Telegraph</td>
</tr>
<tr>
<td>Heathcote McIvor Times</td>
</tr>
</tbody>
</table>
Appendix 2.1: Notice of entitlement for Mitchell Shire Council

Mitchell Shire Council elections
Your Council, Your Vote

You must be enrolled to vote
Elections will be held for Mitchell Shire Council in October 2016.
To be able to vote, you must be enrolled by 4.00 pm on Friday 26 August 2016.

Am I enrolled to vote?
You are already enrolled for these elections if:
• you will be 18 years of age or over on 22 October 2016 AND
• you live in Mitchell Shire AND
• you are on the State electoral roll for your present address.
Or if:
• you own a property within Mitchell Shire but don’t live in the municipality.
You may also be enrolled to vote for these elections if you pay rates for a residence or corporation within Mitchell Shire. If you enrolled directly with Mitchell Shire Council for a previous election you will need to renew your application if you wish to be enrolled for these elections.

How can I check my enrolment?
If you are an Australian citizen you can check your enrolment details at vec.vic.gov.au at any time, or call 1300 805 478.
If you have any other voting entitlements, contact the council on (03) 5734 6200.

How do I enrol?
You must enrol by 4.00 pm on Friday 26 August if you are an Australian citizen, living in Victoria, aged 18 or over on 22 October 2016, and:
• you are not on the State electoral roll or
• you have lived at your present residential address for at least a month and have not updated your enrolment details.
Complete an enrolment form online at vec.vic.gov.au or pick one up at any post office or Australian Electoral Commission office and return it to the Victorian Electoral Commission by 4.00 pm on Friday 26 August.
If you are not on the roll for this election, but you do pay rates in Mitchell Shire, you may be eligible to apply to be enrolled with council. Please contact the council on (03) 5734 6200 for more information.

Enrol before 4.00 pm Friday 26 August 2016
Register for SMS and email alerts at vec.vic.gov.au

For enquiries in languages other than English call our Interpreting service:
  • Arabic 9228 0160 Amharic 9228 0130 Arabic 9229 0191 Albanian 9228 0191
  • Kazakh 9220 0191 Georgian 9228 0191 Hmong 9228 0191 Icelandic 9228 0191
  • Greek 9228 0191 Italian 9228 0191 Persian 9228 0191 Polish 9228 0191
  • Russian 9228 0191 Romanian 9228 0191 Slovak 9228 0191 Spanish 9228 0191
  • Turkish 9228 0191 Vietnamese 9228 0191

vec.vic.gov.au Victorian Electoral Commission

Acknowledged by W. Cately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.
Appendix 2.2: Notice of election for Mitchell Shire Council

**Mitchell Shire Council elections**
Your Council, Your Vote

**Vote by post this October**

**Ballot packs will be mailed to voters enrolled in the Mitchell Shire Council elections from Tuesday 4 October 2016.** Your completed ballot must be in the mail or hand delivered to the Returning Officer by 6:00 pm on Friday 21 October.

If you will be away
If you will be away when ballot packs are mailed, or your address has changed since Friday 26 August, your ballot pack can be redirected by writing to:
Returning Officer
Mitchell Shire Council elections
c/o Victorian Electoral Commission
Level 7, 520 Collins Street
Melbourne VIC 3000

Please include the address for redirection. Alternatively, you can fax your request to (03) 9620 1168 or scan and email it to redirection@vec.vic.gov.au. Each voter requesting redirection must sign their request. Requests for redirection must be received by Thursday 13 September.

For blind and vision impaired voters who register by Tuesday 13 September. To register, call (03) 9620 1122 during business hours.

**Large print and braille ballot papers**
Large print or braille ballot papers are available for blind and low vision voters who register by Tuesday 13 September. To register, call (03) 9620 1122 during business hours.

**How to nominate as a candidate**
To nominate as a candidate you must complete a nomination form and lodge it, together with the $250 nomination fee, in person with the Returning Officer. Nomination forms can be lodged during business hours from Thursday 13 September until 12 noon on Tuesday 20 September at Mitchell Shire Council Offices, 113 High Street, Broadford.

**Candidate Information Session**
When: 7:00 pm on Wednesday 14 September
Where: Mitchell Shire Council, 113 High Street, Broadford

Candidate Information Kits containing nomination forms and other electoral information will be available at this session.

**Alison Ridley**
Returning Officer

**Nominations close 12 noon Tuesday 20 September**

**Register for SMS and email alerts**

**Contact**

**Mitchell Shire Council**

1300 585 793

**Victorian Electoral Commission**
Appendix 2.3: Voting details notice for Mitchell Shire Council

Mitchell Shire Council elections
Your Council, Your Vote

Postal election: check the mail for your ballot pack
Ballot packs containing voting material will be mailed to enrolled voters from Tuesday 4 October 2016. This is a postal election. If you do not receive your ballot pack by Wednesday 12 October please call 1300 383 793 during office hours to arrange an alternative.

Candidates
Candidates who have nominated to stand for election will be listed in the ballot pack and at vec.vic.gov.au. Where provided by candidates, a photo and a statement will also be included.

Responses to the candidate questionnaire, where provided, will also be available at vec.vic.gov.au.

How to vote correctly
You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your preference. You must number EVERY BOX and only use each number once.

How to return your ballot material
Post your completed ballot paper using the reply paid envelope provided, or hand-deliver it during office hours to Mitchell Shire Council Offices, 113 High Street, Broadford

Voting is compulsory
Voting is compulsory for voters who were on the State roll at 4:00 pm on Friday 26 August 2016. Enrolled residents may be fined if they do not vote — this includes homeowners and tenants. You are encouraged to vote (but won’t be fined if you don’t).

For assistance in languages other than English call our interpreting service:
1300 363 031 (Interpreting service for people who are deaf or have a hearing impairment) or call 1300 363 031 and follow the menu for assistance in languages other than English.

Your completed ballot material must be in the mail or hand-delivered by 6:00 pm Friday 21 October

Register for SMS and email alerts at vec.vic.gov.au

2016
Appendix 2.4: Reminder notice for Mitchell Shire Council

**Postal election: check the mail for your ballot pack**

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 4 October 2016. This is a postal election.

If you have not received your ballot pack, please call 1300 383 793 during office hours to arrange an alternative.

**Candidates**

Candidates who have nominated to stand for election are listed in the ballot packs and are also available at vec.vic.gov.au. Where provided by candidates, a photo and a statement will also be included.

Responses to the candidate questionnaire, where provided, are also available at vec.vic.gov.au.

---

**How to vote correctly**

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your preference. You must number EVERY BOX and only use each number once.

**How to return your ballot paper**

Post your completed ballot paper using the reply-paid envelope provided, or hand-deliver it during office hours to Mitchell Shire Council Offices 113 High Street, Broadford. Voting is compulsory. Voting is compulsory for voters who were on the State roll at 4:00 pm on Friday 26 August 2016.

Leased residents may be fined if they do not vote — this includes homeowners and tenants.

You are encouraged to vote (but won’t be fined if you don’t):
- you are aged 70 years or over
- you live outside this council area
- you applied directly with Council to be on the roll.

---

**Your completed ballot material must be in the mail or hand-delivered by 6.00 pm Friday 21 October**

Register for SMS and email alerts at vec.vic.gov.au
Appendix 2.5: Notice of results for Mitchell Shire Council

Mitchell Shire Council elections
Declaration of results

The following candidates were elected to the Mitchell Shire Council at general elections held in October 2016:

Central Ward
GOBLE, Annie (1st elected)
ATKINSON, David (2nd elected)
HUMM, Bob (3rd elected)

North Ward
STEVENS, Fiona (1st elected)
SANDERSON, Rhonda (2nd elected)
CHISHOLM, Bill (3rd elected)

South Ward
CORNISH, Bob (1st elected)
ELDRIDGE, Rob (2nd elected)
LOWE, David (3rd elected)

Further details about the results are available at vec.vic.gov.au.

Alison Ridley
Returning Officer
Monday 31 October 2016

vec.vic.gov.au
Victorian Electoral Commission

Authorized by H. Gatty, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.
## Appendix 3: Schedule of media releases and advisories

<table>
<thead>
<tr>
<th>Mitchell Shire Council election-specific media releases and advisories</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol to vote in the 2016 Mitchell Shire Council elections</td>
<td>8 August 2016</td>
</tr>
<tr>
<td>Last chance to enrol for the 2016 Mitchell Shire Council elections</td>
<td>22 August 2016</td>
</tr>
<tr>
<td>Call for candidates for the upcoming Mitchell Shire Council elections</td>
<td>5 September 2016</td>
</tr>
<tr>
<td>Ballot packs mailed this week for Mitchell Shire Council elections</td>
<td>3 October 2016</td>
</tr>
<tr>
<td>Voting closes soon for the Mitchell Shire Council elections</td>
<td>17 October 2016</td>
</tr>
<tr>
<td>Results information and invitation to the media: Mitchell Shire Council (media advisory, not for publication)</td>
<td>24 October 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statewide media releases and advisories</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victorians urged to enrol for upcoming council elections</td>
<td>8 August 2016</td>
</tr>
<tr>
<td>Ground breaking app gives voters with a disability a voice</td>
<td>9 August 2016</td>
</tr>
<tr>
<td>Older Australians urged to update enrolment for council elections</td>
<td>10 August 2016</td>
</tr>
<tr>
<td>How young people can have their say in the upcoming council elections</td>
<td>10 August 2016</td>
</tr>
<tr>
<td>Last chance to enrol for Victorian council elections</td>
<td>22 August 2016</td>
</tr>
<tr>
<td>Enrolment closes tomorrow for October's council elections</td>
<td>24 August 2016</td>
</tr>
<tr>
<td>Nominations open soon for Victorian local council elections</td>
<td>5 September 2016</td>
</tr>
<tr>
<td>Accessing candidate information for the 2016 Victorian local council elections</td>
<td>15 September 2016</td>
</tr>
<tr>
<td>Nominations are in for the October council elections</td>
<td>20 September 2016</td>
</tr>
<tr>
<td>Voting deadline this week</td>
<td>17 October 2016</td>
</tr>
<tr>
<td>Results timeline for Victorian local council elections (media advisory, not for publication)</td>
<td>19 October 2016</td>
</tr>
</tbody>
</table>
Appendix 4: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service as well as those received by the VEC’s overflow call centre and tagged as relating to Mitchell Shire Council during the 2016 local government elections.
Appendix 5: Final list of candidates in ballot paper order

<table>
<thead>
<tr>
<th>Mitchell Shire Council election</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Ward election</strong></td>
</tr>
<tr>
<td>• GOBLE, Annie</td>
</tr>
<tr>
<td>• HUMM, Bob</td>
</tr>
<tr>
<td>• LEE, Ross</td>
</tr>
<tr>
<td>• ATKINSON, David</td>
</tr>
<tr>
<td>• CALLAGHAN, Desmond Anthony</td>
</tr>
<tr>
<td>• PERROTT, Mark</td>
</tr>
<tr>
<td>• LINTON, Lisa</td>
</tr>
<tr>
<td><strong>North Ward election</strong></td>
</tr>
<tr>
<td>• SANDERSON, Rhonda</td>
</tr>
<tr>
<td>• TULLETT, Carol</td>
</tr>
<tr>
<td>• STEVENS, Fiona</td>
</tr>
<tr>
<td>• SALAKOWSKI, Val</td>
</tr>
<tr>
<td>• CHISHOLM, Bill</td>
</tr>
<tr>
<td><strong>South Ward election</strong></td>
</tr>
<tr>
<td>• LANGBORNE, Neal</td>
</tr>
<tr>
<td>• CORNISH, Bob</td>
</tr>
<tr>
<td>• ELDRIDGE, Rob</td>
</tr>
<tr>
<td>• MARSTAELLER, Sue</td>
</tr>
<tr>
<td>• LOWE, David</td>
</tr>
</tbody>
</table>
## Appendix 6: Candidates’ statements and photographs

<table>
<thead>
<tr>
<th>Mitchell Shire Council election</th>
<th>Central Ward election (see Appendix 6.1 for candidate statement leaflet)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total number of candidates at close of nominations</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

|                                 | North Ward election (see Appendix 6.2 for candidate statement leaflet) |
|                                 | Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|                                 | 5                             | 5                                          | 5                                          |

|                                 | South Ward election (see Appendix 6.3 for candidate statement leaflet) |
|                                 | Total number of candidates at close of nominations | Number of candidates that lodged a candidate statement | Number of candidates that lodged a candidate photograph |
|                                 | 5                             | 5                                          | 5                                          |
Appendix 6.1: Candidate statement leaflet for Central Ward election

YOUR VOTE MUST BE IN THE MAIL OR IN THE HANDS OF THE RETURNING OFFICER OR IN THE POST BY 6.00 PM ON FRIDAY 23 OCTOBER 2015.

See ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST

In 2016 Mitchell Shire Council offered their residents the opportunity to vote by post.

COMPULSORY VOTING PROVISIONS APPLY

You have received this ballot pack because you are entitled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 26 August 2016.

If you are 70 years of age or over on election day, you are encouraged to vote, but will not be fined if you do not vote.

Further information on voting entitlements can be found at vote1.vic.gov.au

MITCHELL SHIRE COUNCIL

2016 Council Election

Central Ward

This is a postal election only.

Your ballot paper is attached to this leaflet.

Voting is compulsory for residents

For further information visit elect.vic.gov.au phone 1300 563 783 during business hours.

Voter Information Leaflet

For your information, a voter information leavelet is provided with your ballot pack.

MITCHELL SHIRE COUNCIL

GIBBS, Annie

My reason for election to Mitchell Shire Council (Central Ward) is motivated by compassion, trust, experience and community awareness. I have the ability, commitment and determination to make a difference.

My philosophy is to bring about positive change through a proactive and healthy environment, where residents are encouraged to grow and support our local community. I will continue to represent our residents and work towards improving the quality of life.

Confidence in my Council must be a given but not always guaranteed. I will always be open to feedback and work towards improving the efficiency of the Council.

LEE, Ross

For the past 15 years I have worked for the interests of the Central Ward area, serving in various roles including mayor, councillor and community leader. I am committed to representing the residents of Central Ward and ensuring that their voices are heard.

My main areas of focus include providing a safe and welcoming community, supporting local businesses and promoting sustainable development. I will continue to strive for a better future for Central Ward residents and their families.

HANNAH, Bob

My reason for election to Mitchell Shire Council is to represent the Central Ward residents and their interests. I am motivated by a desire to improve the quality of life for all residents.

I will continue to support initiatives that promote sustainable development, encourage community involvement and ensure effective local governance. A stronger working relationship with the state government and other local councils will be prioritised.

For the past 15 years I have worked for the interests of the Central Ward area, serving in various roles including mayor, councillor and community leader. I am committed to representing the residents of Central Ward and ensuring that their voices are heard.

My main areas of focus include providing a safe and welcoming community, supporting local businesses and promoting sustainable development. I will continue to strive for a better future for Central Ward residents and their families.

MITCHELL SHIRE COUNCIL

Page 100
ATKINSON, David

My name is David Atkinson and I have lived in Kilmore for over 20 years. I am married and have two children. I am an Accountant and my own business in Kilmore. I am a very community-minded person currently involved with Mitchell Lodge inBroadford, Kilmore Men's Shed and Hume Community Bank Branch in Kilmore. I have been involved with Broadford Apex Club, Bulleen/ South Melb. Hall Committee, Kilmore Men's Shed, Railways Friends of Mountview Hill, UPYC Little Athletics, Railfest Foundation, Kilmore Primary School, Tree Planting and Clean Up Australia Day. I was instrumental in setting up the Maryvale Men's Shed after the 2009 bushfires and have been involved in raising money for Anti-Cancer Council. I feel I can offer a balanced approach to our Shire with my business and finance background ensuring we get the best value for our rates. I believe in our children and bringing up a safe and harmonious environment, the importance of the revitalisation plan, the need for environmental health and well being, the importance of Railpath connectivity, good roads, open space, beautification of land use and recreational facilities and to get the balance right for our residents of the Mitchell Shire.

CALLAGHAN, Desmond Anthony

My name is Desmond Antony Callaghan OAM, born and educated in Seppewalk to Elizabeth. I am a father and grandfather. Aiding in Broadford, I have established long standing involvement and commitment within community organisations. Organisations I am involved with include - The Returned & Services League of Australia, Hume Community Bank Branch, Rotary Club, Kilmore Men's Shed, Kilmore Lions Club, United Kingdom Women's Association (apart from underwear knitting). I have also been a Member of the Returned & Services League (Broadford Sub branch), recently I was appointed a Member of the RSL 3rd Servicemen Victoria Branch. In 2014 I received the Order of Australia Medal, for Service to the Community of Mitchell Shire. I have been a Central Victorian Council for the past 9 years and have found the role to be challenging, demanding, but very rewarding when working with our Community and getting the best results for our residents. As Chair of the Youth Standing Committee, I am proud to say that not within the length in Mitchell Shire, our next generation of leaders has been-uplifting. I am the Chair of Road Safe Goulburn Valley and LTP driving program. If re-elected I will be an honour and privilege to continue to be your advocate.

LINTON, Lisa

Living, working and volunteering in Mitchell Shire for many years has shown me that what is needed is a fresh approach to the future. My passion for leadership will represent community priorities and stand up for a fair system where infrastructure, service delivery and asset costs are managed equitably. I will bring my knowledge of innovation and business partnerships to Council to build our financial sustainability. I will dedicate myself to a transparent, accountable relationship between Council and the community built on trust, and where solutions are developed together. I will work towards improving processes of consultation to ensure that all views are heard and that this occurs early. I have experience in educating to all levels of government, and the corporate sector on how to fight for greater investment in our community. I believe that sustainable and local economic development drives a thriving community. My commitment is to ensure that we consult with our residents on what they need, so we can build the future. I will work toward ensuring that education, housing, education and community services are keeping up with growth and that we are in a better position to face environmental challenges in the future.

Mitchell Shire Council has some new challenges ahead and there is an opportunity for incoming Councils to bring different qualifications, skills and experience to the table. I have lived in Kilmore for more than twenty years and have seen many changes take place. I look forward to working with the incoming Council and new work in a home-based business role. I was CBS Federal Volunteer, 10 years, and am currently Committee for President for local Community Radio Station OHM 97 where I have been a volunteer for twelve years. I strongly support the recent examples of well community consultation by Council and greater transparency. Strengthening partnership with business and community organisations for funding opportunities and advocacy support should also be encouraged. I hope to be part of a team of councillors working together to see Mitchell Shire progress.
Appendix 6.2: Candidate statement leaflet for North Ward election

SANDERSON, Rhonda

My family home is in Seymour and I am passionate about Mitchell Shire’s future, Community service is important to me, as a volunteer and my employment. Before my 2012 election to Council, I was actively involved in a range of local community groups and organisations, including: The Salvation Army, community development groups and Seymour Business B. Tourism. I have a strong interest in management and administrative experience, notably in law enforcement, adult training and education, and the Australian Institute of Company Directors membership. I work at Melbourne Airport and Pushypan. I am a delegate on the Council Committees, including Audit. In 2012 I committed to pursuing the following goals: Improved consultation, effective and open communication, community consultation and development and ongoing feedback to the community. I am a safe network of footpath, parks and gardens. Council has made progress in these areas but there is still much more to do, including upgrading and building better community infrastructure. That is why I am seeking your support for re-election. Vote 1 - Rhonda Sanderson, a positive voice and knowledgeable approach for North Ward.

TULLETT, Carol

I’ve worked as a Midwife/Manager and have a Bachelor of Business Management. I’ve lived in Seymour for nearly 15 years and volunteered at my son’s schools, roles including Treasurer of the Seymour Primary School Classrooms and Chairperson of the Pushypan School Committee. I’ve organised the Pushypan School Committee. As a member of the Committee, I am a member of the local community where I am involved in multiple volunteer roles, including the Salvation Army and Community Assault. I’ve been involved in the community for many years and I have been the Treasurer and volunteer for the Seymour Youth’s Business Centre. Our centre is one of the best in Australia and has a great future ahead. I support policies that better the Seymour Youth’s Business Centre. As a member of the Committee, I am involved in multiple volunteer roles, including the Salvation Army and Community Assault. I’ve been involved in the community for many years and I have been the Treasurer and volunteer for the Seymour Youth’s Business Centre. Our centre is one of the best in Australia and has a great future ahead. I support policies that better the Seymour Youth’s Business Centre.

STEIMNS, Fiona

I am a long-time local raised in Broadford and returning to Seymour in 1993 with my husband. From 1993 until retirement in 2012, I served with Victoria Police from Seymour Police Station. My career participation in the Community and being on committees has kept me in touch, and I remain active and interested. I will advocate for: 1. Improved transparency and accountability for Council. 2. Consultation to be honest, constructive, and with feedback to Council and at its request. 3. Safeguarding and improving the Mitchell Outdoor Events exceptional assets and Memorial. 4. Development to be complementary to our way of life and inclusive of current crime prevention strategies. 5. Keeping Council focussed, time, and funding on core responsibilities. 6. Immediate change to the new council will mean continued recovery and we will continue to listen and support our community. 7. North Ward being allocated its fair share of funding, support, and assistance. 8. Engaging and valuing local expertise and knowledge. (Date). I am working on stream and am connected to our tourism for the next four years. Im asking for a few minutes of your time and your support and trust. Your vote will allow me to represent you. Thank you.

NOTICE: Information in candidate statements is provided by the candidates. Any opinions, facts, statements, facts, or conclusions are intended to be disclosed by the candidates. Mitchell Shire Council accepts no responsibility for the accuracy of the information provided by the candidates.
As a North Ward resident and long suffering taxpayer, I offer you my skill set, experience and purpose as your representative on Council. With a management and accounting background, having worked for a professional accounting practice, private enterprise and local government (Maroondah and Knox Shire Councils), I offer a strong level of accountability and transparency. I believe in fiscally responsible spending and the delivery of services in a cost-effective manner. We need to prioritise projects for future generations. I believe in community consultation and engagement to create a policy driven organisation that maximises ratepayers value for money. 

I believe in the need for a sustainable future, minimising rate increases and maximising the council’s financial reserves. I am an advocate for accountability, transparency and community consultation. 

As a resident of the North Ward, I offer you my support, experience and listen to your concerns. I will not shy away from the tough decisions that need to be made to ensure the future of the council is sustainable and affordable for all residents.

*SAKOWSKY, Val*

---

As a resident of North Ward, I offer you my support and experience. I believe in the need for a sustainable future, minimising rate increases and maximising the council’s financial reserves. I am an advocate for accountability, transparency and community consultation. 

As a resident of the North Ward, I offer you my support, experience and listen to your concerns. I will not shy away from the tough decisions that need to be made to ensure the future of the council is sustainable and affordable for all residents.

*CHISHOLM, Bill*
Appendix 6.3: Candidate statement leaflet for South Ward election

I have lived in Wallan for more than 40 years with my wife, Kevin. My children and grandchildren live in the area and we are all involved in the community. I am currently a councillor and member of the Council. I have a background in community development and have extensive experience in the field of education and planning.

I have been involved in the community for many years and have a deep understanding of the needs of the community. My main focus will be on providing quality services to the community and ensuring that the Council operates efficiently and transparently.

I believe that the Council should be accountable to the community and that the community should have a say in the decision-making process. I am committed to ensuring that the Council operates in an open and transparent manner and that the community is kept informed of the latest developments.

I have a strong commitment to the community and I will work hard to ensure that the Council operates in a way that is responsive to the needs of the community. I am committed to ensuring that the Council operates in an open and transparent manner and that the community is kept informed of the latest developments.

I would like to thank you for taking the time to read this leaflet and I look forward to working with you during the coming term of office.
I seek your support to continue my service as your councillor. Since 2003, I have represented the South Ward and have been elected by my fellow councillors to three terms of May. I have lived in the region for 27 years and have been a passionate advocate for increased services and facilities for the South Ward. The South Ward needs to continue to have strong and experienced representation to face our future growth challenges.

It is crucial that council services and infrastructure are continued and put into place and planned for the future growth of our region. Being a councillor is a role you are able to do anywhere at times you have to make hard decisions in the best interests of the community which are considered and I carefully assess the impact of my decisions in a fair and balanced manner. I am proud to continually dedicate myself to work hard for my community. I have been very successful in gaining improvements within the area and will work to ensure any new infrastructure and community projects planned come to fruition. Make your vote count, vote for Sue Marstaller.

I am David Lowe, a resident of our South Ward for ten years. I want to represent you on the Mitchell Shire Council. I am originally from a working class background and have been fortunate enough to work in senior management positions for the past 10 years. I am a member of the Shire Council and have a good understanding of the issues facing us.

Recently I have been working with Infrastructure Victoria as part of the Metropolitan Green Corridor project. I am a keen supporter of its plan for the future of Melbourne. We all know that there are a number of important issues that need bringing to the fore, particularly in our Ward. These include the Watson Drive and Morphett P neben interchange, kindergarten places, the proposed dual carriageway through the town centre, the lack of public transport, and the general financial management of the Shire. Our population in the South Ward has grown rapidly with various developments including the new Maroondah Highway, Woodstock, and the smaller development in and around Wallan. Our public services have not kept pace with this unprecedented population growth. The focus on the development of the South Ward must be the Council’s priority. More about me at davidloweanddata.com
### Appendix 7: Daily breakdown of the general mail out

#### Mitchell Shire Council election

<table>
<thead>
<tr>
<th>Date</th>
<th>4 October 2016</th>
<th>5 October 2016</th>
<th>6 October 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole of council general mail out</td>
<td>10,650</td>
<td>10,650</td>
<td>10,023</td>
<td>31,323</td>
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</table>

#### Central Ward election

<table>
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<tr>
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<th>5 October 2016</th>
<th>6 October 2016</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
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<td>3,628</td>
<td>3,628</td>
<td>3,416</td>
<td>10,672</td>
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</table>

#### North Ward election

<table>
<thead>
<tr>
<th>Date</th>
<th>4 October 2016</th>
<th>5 October 2016</th>
<th>6 October 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,202</td>
<td>3,202</td>
<td>3,013</td>
<td>9,417</td>
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#### South Ward election

<table>
<thead>
<tr>
<th>Date</th>
<th>4 October 2016</th>
<th>5 October 2016</th>
<th>6 October 2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,820</td>
<td>3,820</td>
<td>3,594</td>
<td>11,234</td>
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</table>
## Appendix 8: Result information

<table>
<thead>
<tr>
<th>Mitchell Shire Council election</th>
<th>Central Ward election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment:</td>
<td>10,672</td>
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<tr>
<td>Formal votes:</td>
<td>7,986</td>
</tr>
<tr>
<td>Informal votes:</td>
<td>268 (3.25% of the total ballot papers)</td>
</tr>
<tr>
<td>Voter turnout:</td>
<td>8,254 (77.34% of the total enrolment)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidates (in ballot paper order)</th>
<th>First preference votes</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOBLE, Annie</td>
<td>1,875</td>
<td>23.48%</td>
</tr>
<tr>
<td>HUMM, Bob</td>
<td>1,300</td>
<td>16.28%</td>
</tr>
<tr>
<td>LEE, Ross</td>
<td>951</td>
<td>11.91%</td>
</tr>
<tr>
<td>ATKINSON, David</td>
<td>1,501</td>
<td>18.80%</td>
</tr>
<tr>
<td>CALLAGHAN, Desmond Anthony</td>
<td>1,103</td>
<td>13.81%</td>
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<tr>
<td>PERROTT, Mark</td>
<td>210</td>
<td>2.63%</td>
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<tr>
<td>LINTON, Lisa</td>
<td>1,046</td>
<td>13.10%</td>
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</table>

### Successful candidates

- GOBLE, Annie (1st elected candidate)
- ATKINSON, David (2nd elected candidate)
- HUMM, Bob (3rd elected candidate)
### North Ward election

<table>
<thead>
<tr>
<th>Enrolment:</th>
<th>9,417</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal votes:</td>
<td>6,680</td>
</tr>
<tr>
<td>Informal votes:</td>
<td>219 (3.17% of the total ballot papers)</td>
</tr>
<tr>
<td>Voter turnout:</td>
<td>6,899 (73.26% of the total enrolment)</td>
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</table>

<table>
<thead>
<tr>
<th>Candidates (in ballot paper order)</th>
<th>First preference votes</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>SANDERSON, Rhonda</td>
<td>2,018</td>
<td>30.21%</td>
</tr>
<tr>
<td>TULLETT, Carol</td>
<td>801</td>
<td>11.99%</td>
</tr>
<tr>
<td>STEVENS, Fiona</td>
<td>2,050</td>
<td>30.69%</td>
</tr>
<tr>
<td>SALAKOWSKI, Val</td>
<td>613</td>
<td>9.18%</td>
</tr>
<tr>
<td>CHISHOLM, Bill</td>
<td>1,198</td>
<td>17.93%</td>
</tr>
</tbody>
</table>

### Successful candidates

- STEVENS, Fiona (1st elected candidate)
- SANDERSON, Rhonda (2nd elected candidate)
- CHISHOLM, Bill (3rd elected candidate)
### South Ward election

<table>
<thead>
<tr>
<th></th>
<th>First preference votes</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANGBORNE, Neal</td>
<td>1,192</td>
<td>15.00%</td>
</tr>
<tr>
<td>CORNISH, Bob</td>
<td>2,236</td>
<td>28.14%</td>
</tr>
<tr>
<td>ELDRIDGE, Rob</td>
<td>1,718</td>
<td>21.62%</td>
</tr>
<tr>
<td>MARSTAELLER, Sue</td>
<td>1,354</td>
<td>17.04%</td>
</tr>
<tr>
<td>LOWE, David</td>
<td>1,446</td>
<td>18.20%</td>
</tr>
</tbody>
</table>

**Successful candidates**

- CORNISH, Bob (1st elected candidate)
- ELDRIDGE, Rob (2nd elected candidate)
- LOWE, David (3rd elected candidate)
## Appendix 9: Election participation statistics

### Mitchell Shire Council election

<table>
<thead>
<tr>
<th>Enrolment category</th>
<th>Participation</th>
<th>Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole of council turnout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voters enrolled through section 12 of the LG Act</td>
<td>78.20%</td>
<td>79.51%</td>
</tr>
<tr>
<td>• aged 18 to 69 years old on election day</td>
<td>77.42%</td>
<td>78.28%</td>
</tr>
<tr>
<td>• aged 70 years and over on election day</td>
<td>83.64%</td>
<td>79.73%</td>
</tr>
<tr>
<td>Voters enrolled through sections 13 – 16 of the LG Act</td>
<td>55.50%</td>
<td>55.54%</td>
</tr>
<tr>
<td>Council total</td>
<td>75.78%</td>
<td>75.67%</td>
</tr>
</tbody>
</table>

### Central Ward election

<table>
<thead>
<tr>
<th>Enrolment category</th>
<th>Participation</th>
<th>Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters enrolled through section 12 of the LG Act</td>
<td>80.80%</td>
<td>78.51%</td>
</tr>
<tr>
<td>• aged 18 to 69 years old on election day</td>
<td>80.17%</td>
<td>78.28%</td>
</tr>
<tr>
<td>• aged 70 years and over on election day</td>
<td>84.30%</td>
<td>79.73%</td>
</tr>
<tr>
<td>Voters enrolled through sections 13 – 16 of the LG Act</td>
<td>53.82%</td>
<td>55.54%</td>
</tr>
<tr>
<td>Central Ward election total</td>
<td>78.62%</td>
<td>75.67%</td>
</tr>
</tbody>
</table>
### North Ward election

<table>
<thead>
<tr>
<th>Enrolment category</th>
<th>Participation</th>
<th>Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters enrolled through section 12 of the LG Act</td>
<td>75.96%</td>
<td>78.51%</td>
</tr>
<tr>
<td>• aged 18 to 69 years old on election day</td>
<td>74.87%</td>
<td>78.28%</td>
</tr>
<tr>
<td>• aged 70 years and over on election day</td>
<td>81.54%</td>
<td>79.73%</td>
</tr>
<tr>
<td>Voters enrolled through sections 13 – 16 of the LG Act</td>
<td>62.48%</td>
<td>55.54%</td>
</tr>
<tr>
<td>North Ward election total</td>
<td>74.38%</td>
<td>75.67%</td>
</tr>
</tbody>
</table>

### South Ward

<table>
<thead>
<tr>
<th>Enrolment category</th>
<th>Participation</th>
<th>Statewide postal election comparator for 2016 LG elections (excl. Melbourne City Council)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters enrolled through section 12 of the LG Act</td>
<td>77.51%</td>
<td>78.51%</td>
</tr>
<tr>
<td>• aged 18 to 69 years old on election day</td>
<td>76.86%</td>
<td>78.28%</td>
</tr>
<tr>
<td>• aged 70 years and over on election day</td>
<td>86.43%</td>
<td>79.73%</td>
</tr>
<tr>
<td>Voters enrolled through sections 13 – 16 of the LG Act</td>
<td>50.91%</td>
<td>55.54%</td>
</tr>
<tr>
<td>South Ward election total</td>
<td>74.27%</td>
<td>75.67%</td>
</tr>
</tbody>
</table>
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
9 ENGINEERING AND INFRASTRUCTURE

9.1 SALE OF LAND AT 5 O’SULLIVAN ROAD, SEYMOUR

Author: Teresa Hendy - Property Officer

File No: 100959

Attachments:
1. Reserve on Plan of Subdivision
2. Locality Plan

SUMMARY

At the Council meeting of 20 July 2015, support was given to the sale of a small reserve in O’Sullivan Road, Seymour. At the time of the report, a neighbour had expressed their interest in purchasing the land in the reserve however the neighbour subsequently changed their mind and the sale did not proceed.

This report now seeks Council’s support to continue with the sale of the land by placing the land on the open sales market. This Council resolution is required due to the original sale being proposed to be by private treaty to the neighbour and is now being changed to an open market sale proposal through an agent to an as yet unknown purchaser.
RECOMMENDATION

THAT Council:

1. Confirm support for the sale of the land held within the reserve at 5 O’Sullivan Road, Seymour in accordance with the Council Resolution of 20 July 2015, Council reference CM15/140.

2. Authorise the CEO to commence all of the necessary legislative processes as required in accordance the Local Government Act 1989, Planning and Environment Act 1987 and the Subdivision Act 1988 to remove the reserve status of Reserve 1 on Plan of Subdivision 208186Q, Volume 09775 Folio 389 located at 5 O’Sullivan Road, Seymour and to have the new title issued.

3. Authorise the Chief Executive Officer and/or delegate to continue the necessary legislative processes required in accordance the Local Government Act 1989 to enable the sale of the part of the land currently known as Reserve 1 on Plan of Subdivision 208186Q, Volume 09775 Folio 389 located at 5 O’Sullivan Road, Seymour.

4. Upon the completion of the processes required under the Local Government Act 1989, Authorise the Chief Executive Officer and/or delegate to commence the sale of the part of the land currently known as of Reserve 1 on Plan of Subdivision 208186Q, Volume 09775 Folio 389 located at 5 O’Sullivan Road, Seymour.

5. Authorise the signing and sealing of all forms and legal documentation required to complete the registration, sale and transfer of the part of the land currently known as of Reserve 1 on Plan of Subdivision 208186Q, Volume 09775 Folio 389 located at 5 O’Sullivan Road, Seymour.

6. As required by the Subdivision Act 1988, expend the funds from the sale of the land at 5 O’Sullivan Road, Seymour in accordance with Section 20 of that Act within the township of Seymour for the purposes of open space development and/or embellishment for public benefit.

BACKGROUND

The title for the O’Sullivan Road reserve was issued in 1987 and the subdivision which created the reserve also created 24 lots for residential use. The reserve is a scalene triangle shaped parcel of land which is 634m² in size as shown on the title plan in Attachment 2.

The reserve is located on the corner of O’Sullivan Road and Delatite Road, with the southern boundary abutting the site of the now closed Seymour Primary School. The western boundary abuts private land. A locality map is provided (Attachment 2) which shows the reserve and surrounding neighbourhood. There is a pedestrian link which provides access to the O’Sullivan Road residents and other residents in the locality to the recreation and open space facilities at Chittick Park.

The reserve is unimproved vacant land and, while the primary school was operating, was used as a drop off and pick up point for children attending the school.
ISSUES AND DISCUSSION

The O’Sullivan Road reserve has been identified as surplus to Council requirements, with no issues being raised regarding the disposal of the land from the internal referral process.

The reserve is not being used for an open space, drainage, conservation or other municipal purpose however, Council must maintain the reserve and is accountable for any public liability claim which may occur as a result of an incident on the reserve.

CONSULTATION

In accordance with the Local Government Act 1989, Council is required to give public notice in local newspapers of any sale and/or exchange of property and receive submissions under Section 223 of this Act.

The proposed sale of the reserve was advertised in two local newspapers, the North Central Review on 7 April 2015 and the Seymour Telegraph on 8 April 2015. The public notice of the proposed sale invited submissions under Section 223, with submitters able to be heard by a Hearings Committee on 9 June 2015. No submissions were received in response to the public notice.

The Local Government Act 1989 also requires that all public notices are placed on Council’s website and this requirement has been satisfied.

A letter was sent to the Department of Education and Early Childhood Development on 11 December 2014 advising of the consideration of the sale of the land at 5 O’Sullivan Road and enquiring as to whether there was interest in acquiring the land by that department.

A response dated 1 January 2015 was received, which advised that due to the closure of the Delatite Road school campus site, there was not an interest in acquiring the land by the Department of Education and Early Childhood Development.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

As there is no other change proposed to the land parcel at O’Sullivan Road apart from the removal of the reserve status, a survey of the land will not be required however a new title would need to be issued to reflect the removal of the reserve status. The removal of the reserve status by a planning permit application would be able to be completed within current Council resources, with a surveyor engaged to create the new title plan to be lodged with the Victorian title office.

Table 1 provides a brief outline of the steps which need to be undertaken to sell the land, along with an estimation of costs and income.

<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Engagement of Surveyor to provide new title plan</td>
<td>$700.00</td>
</tr>
<tr>
<td>2 Planning permit for removal of reserve status</td>
<td>Within staff resources</td>
</tr>
</tbody>
</table>
The 2016 valuation of the reserve was $38,000.00. A preliminary estimate from an agent for value on the open market is in the vicinity of $65,000 to $75,000.00. It was the agent’s view that, even considering the unusual shape of the land, that a dwelling could be constructed on the site.

**POLICY AND LEGISLATIVE IMPLICATIONS**


The funds from the sale of the land would be expended in accordance with the *Subdivision Act 1988, S.20(2)*.

**SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)**

There are no sustainability implications as a result of this report, although it could be argued that the small unimproved piece of land can attract the dumping of rubbish and a possible gathering place. Amenity and security/safety benefits may result through the sale of this small piece of land.

Additionally, Council will no longer maintain Public Liability insurance cover over the land.

**CHARTER OF HUMAN RIGHTS IMPLICATIONS**

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered in preparing this report and it’s determined that the subject matter does not raise any human rights issues.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

The sale of the O’Sullivan Road reserve will not impact on any community or Council use or operational capacity. The sale would reduce Council’s risk associated with the land and, after costs, provide some monetary income.

It is recommended that support be given for the sale of the land within the reserve at O’Sullivan Road through an agent appointed by Council, with sale on the open market by private treaty.
9.1
SALE OF LAND AT 5 O'SULLIVAN ROAD
SEYMOUR

Attachment No: 1
Reserve on Plan of Subdivision
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

ENGINEERING AND INFRASTRUCTURE

20 MARCH 2017

9.1
SALE OF LAND AT 5 O'SULLIVAN ROAD
SEYMOUR

Attachment No: 2
Locality Plan
Attachment 2 – Locality plan. Reserve shown in red.
THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
10 EXECUTIVE SERVICES AND GOVERNANCE

10.1 ASSEMBLY OF COUNCILLORS

Author: Lidia Harding - Governance and Corporate Accountability Coordinator

File No: CL/04/013-02

Attachments: 1. Assembly of Council Record

SUMMARY

This report provides records of assemblies of Councillors that have occurred since the last Council meeting, which includes matters considered and any conflict of interest disclosures made by a Councillor.

RECOMMENDATION

THAT Council receive and note the records of assembly of Councillors.

BACKGROUND

The Local Government Act 1989 requires a written record of an assembly of Councillors to form part of the Council Minutes.

The Chief Executive Officer must ensure that the written record includes the following:

(a) Names of all Councillors and members of Council staff attending.
(b) Matters considered.
(c) Any conflict of interest disclosures made by a Councillor attending under subsection (3).
(d) Whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.

ISSUES AND DISCUSSION

An Assembly of Councillors means:

- A planned or scheduled meeting that includes at least half the Councillors and a member of Council staff (providing that the matter/s considered are intended or likely to be the subject of a future decision by the Council or an officer decision under delegated authority); or
- An Advisory Committee of the Council where one or more Councillors are present.

Some examples include:

- Councillor Briefings – Strategy meeting, Councillor and Officer Discussion (Pre-Council meeting)
ASSEMBLY OF COUNCILLORS (CONT.)


A list of the Assembly of Councillors Record for the period February 2017 is at Attachment 1. There were no Assembly of Councillors Records in January 2017.

CONSULTATION

Members of the Executive Leadership Team, Mayor, Councillors and relevant Managers have been consulted in preparing this report.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

There are no financial resource and asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

This report is consistent with Section 80A of the Local Government Act 1989 which requires the Chief Executive Officer to ensure that the written record of an assembly of Councillors is reported at an ordinary meeting of Council as soon as practicable and is incorporated in the Minutes of that Council meeting.

SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)

This is an administration process and does not have any environment and sustainability implications associated with this report.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect interest in this matter.

CONCLUSION

This report is consistent with Section 80A of the Local Government Act 1989 which requires the Chief Executive Officer to ensure that the written record of an assembly of Councillors is reported at an ordinary meeting of Council as soon as practicable and is incorporated in the Minutes of that Council meeting.
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

EXECUTIVE SERVICES AND GOVERNANCE

20 MARCH 2017

10.1
ASSEMBLY OF COUNCILLORS

Attachment No: 1
Assembly of Council Record
### Assembly of Councillors Record

**February 2017**

**Assembly of Councillors** -
- A planned or scheduled meeting that includes at least half the Councillors and a member of Council staff; and the matter/s considered are intended or likely to be subject of a future decision by the Council; OR
- An Advisory Committee of the Council where one or more Councillors are present.

<table>
<thead>
<tr>
<th>Assembly Details</th>
<th>Councillor Attendees</th>
<th>Officer Attendees</th>
<th>Matters Discussed</th>
<th>Conflict of Interest Disclosures</th>
</tr>
</thead>
</table>
| Mitchell Environment Advisory Committee 1 February 2017 | In Attendance Cr Rob Eldridge | Environment Coordinator Recreation & Open Space Co-ordinator | - Guest Presentation - Recreation & Open Space Co-ordinator  
- Mitchell Shire Integrated Strategies Survey  
- Mitchell Shire Environmental Strategy Year 3 Mid-Term Review Update  
- Mitchell Shire Sustainable Resource Management Strategy Review  
- Salinity Management Overlay Planning Scheme Review  
- Review of Native Vegetation Clearing Guidelines  
- Roadside Weeds  
- Welcome Kits for New Landholders Adjoining Bushland Park, Seymour  
- Smart Street Lighting  
- Seymour Structure Plan Consultation Period | Nil |
| Strategy Briefing 6 February 2017 | In Attendance Cr Rhonda Sanderson Cr Bill Chisholm Cr David Lowe Cr Fiona Stevens Cr Bob Humm Cr Annie Goble Cr David Atkinson Cr Rob Eldridge Cr Bob Cornish | Chief Executive Officer Director Corporate Services Director Engineering & Infrastructure Acting Director Sustainable Communities Manager Planning & Compliance Emergency Management & Recovery Coordinator Manager Community Strengthening Community Compliance Officer | - Fire Prevention Issues  
- Councillor Planning - Session 1 – Council Plan  
- Transfer Station – Wandong Road, Kilmore  
- 59 High Street, Wallan – PLP112/16 & Heritage Overlay Planning Scheme Amendment  
- Pyalong Community Centre  
- Tip Tickets | Nil |
### Strategy Meeting 13 February 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Coordinator Strategic Planning</td>
</tr>
<tr>
<td>Statutory Planning Coordinator</td>
<td></td>
</tr>
<tr>
<td>Coordinator Community Development &amp; Youth</td>
<td></td>
</tr>
</tbody>
</table>

**In Attendance**
- Cr Rhonda Sanderson
- Cr Bill Chisholm (arrived 3.26pm)
- Cr David Lowe
- Cr Fiona Stevens
- Cr Bob Humm (arrived 3.43pm)
- Cr Annie Goble
- Cr David Atkinson
- Cr Rob Eldridge
- Cr Bob Cornish

**Apologies**
- Nil

**Meeting Agenda**
- White Street Pedestrian Crossing

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### Strategy Meeting 20 February 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Nil</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Nil</td>
<td>Director Engineering &amp; Infrastructure</td>
</tr>
<tr>
<td>Nil</td>
<td>Acting Director Sustainable Communities</td>
</tr>
<tr>
<td>Nil</td>
<td>Manager Finance</td>
</tr>
<tr>
<td>Nil</td>
<td>Coordinator Economic Development</td>
</tr>
<tr>
<td>Nil</td>
<td>Coordinator Strategic Planning</td>
</tr>
<tr>
<td>Nil</td>
<td>Statutory Planning Coordinator</td>
</tr>
<tr>
<td>Nil</td>
<td>Manager Planning &amp; Compliance</td>
</tr>
<tr>
<td>Nil</td>
<td>Environmental Programs Coordinator</td>
</tr>
<tr>
<td>Nil</td>
<td>Manager Engineering &amp; Assets</td>
</tr>
<tr>
<td>Nil</td>
<td>Manager Operations &amp; Parks</td>
</tr>
<tr>
<td>Nil</td>
<td>Maintenance Coordinator</td>
</tr>
</tbody>
</table>

**In Attendance**
- Cr Rhonda Sanderson
- Cr Bill Chisholm
- Cr David Lowe
- Cr Fiona Stevens (entered the meeting at 3.28pm)
- Cr Bob Humm
- Cr Annie Goble
- Cr David Atkinson
- Cr Rob Eldridge
- Cr Bob Cornish

**Apologies**
- Nil

**Meeting Agenda**
- Discuss Draft Council Agenda
- Proposed Development at 470 Seymour-Toobarac Road, Hildene
- Kilmore Bypass Update
- Road Management Plan
- Interface/NGAA (National Growth Areas Alliance)

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### Strategy Meeting 20 February 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Nil</td>
<td>Director Corporate Services</td>
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<tr>
<td>Nil</td>
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<tr>
<td>Nil</td>
<td>Coordinator Strategic Planning</td>
</tr>
</tbody>
</table>

**In Attendance**
- Cr Rhonda Sanderson
- Cr Bill Chisholm
- Cr David Lowe
- Cr Fiona Stevens (entered the meeting at 3.28pm)
- Cr Bob Humm
- Cr Annie Goble
- Cr David Atkinson
- Cr Rob Eldridge
- Cr Bob Cornish

**Apologies**
- Nil

**Meeting Agenda**
- Kilmore Flood Mapping Strategy
- VicRoads Presentation
- Council Plan Update
- Pre-Council Meeting Discussion
<table>
<thead>
<tr>
<th>Strategy Meeting</th>
<th>In Attendance</th>
<th>Item</th>
<th>In Attendance</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 February 2017</td>
<td>Cr Rhonda Sanderson Cr Bill Chisholm Cr David Lowe Cr Fiona Stevens Cr Bob Humm Cr Annie Goble Cr David Atkinson Cr Rob Eldridge Cr Bob Cornish</td>
<td>Director Corporate Services Acting Director Sustainable Communities Manager Engineering &amp; Assets Manager Community Strengthening Coordinator Economic Development Coordinator Community Development &amp; Youth Services Business Development &amp; Engagement Officer Acting Manager Active Communities</td>
<td>Pyalong Community Centre Presentation Rail Trail Feasibility Study Council Plan Briefing Kilmore East Footpath Pet registration</td>
<td>Nil</td>
</tr>
<tr>
<td>Cultural Diversity Advisory Committee</td>
<td>In Attendance</td>
<td>Item</td>
<td>In Attendance</td>
<td>Item</td>
</tr>
<tr>
<td>28 February 2017</td>
<td>Cr Annie Goble Cr Bob Cornish</td>
<td>Community Development Officer</td>
<td>Around the table – Introduction and Aspirations for CDAC in 2017 Cultural Diversity Week 2017 – Mitchell Multicultural Food Trick Festival Emerging Issues</td>
<td>Nil</td>
</tr>
</tbody>
</table>
11 NOTICES OF MOTION

11.1 NOTICE OF MOTION: NO. 893 - COUNCIL MEETING RECORDINGS

Author: Councillor Rhonda Sanderson

File No: LL/06/012-02

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Officers prepare a report to the April meeting discussing the feasibility (pros, cons, costs, etc.) of placing Ordinary and Special Council Meeting recordings on the Mitchell Shire Council website.

Councillor Comment

It's 2017. Councils across the state are 'moving with the times' and placing recordings of their meetings online so community members can listen to Council meetings anywhere, anytime, at their convenience.

Transparency, accountability and accessibility are important good governance ideals. This motion ticks off each one.

Signed: ____________________

Cr Rhonda Sanderson

Date: 13/02/2017
11.2 NOTICE OF MOTION: NO. 894 - WALSHS STREET BRIDGE

Author: Councillor Bob Humm

File No: FP/01/009

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council receive a report from Officers on the estimated costs associated with increasing the load limit of the Bridge at Walshs Bridge Track, Pyalong to the extent necessary to make it suitable for use by (CFA) tankers. The report is to be prepared following consultation with the CFA and is to include commentary on the roles and responsibilities that Council has if it commits to the upgrade.

It should be noted this is a government road and funding needs to be supported through Funding And Service Agreement and the Country Fire Authority agreement.

Councillor Comments:

Walshs Bridge Track, Pyalong is a Fire Access Track running from the Pyalong-Lancefield Road through private property to the Lancefield-Tooborac Road, Nulla Vale. It is used by the CFA to access a significant area of farm land from the Pyalong side which has very limited access. The load limit on the bridge was recently reduced due to the deteriorating condition of the timber structure.

The bridge is not located on a publicly accessible road and does not qualify for usual road infrastructure grant funding. Walshs Bridge Track is not listed on Council public road register.

The CFA have confirmed that this bridge is a strategic fire response asset as it is the only access point into this area from Pyalong. The load limit reduction has increased the travel time significantly to drive from the Pyalong side around to Nulla Vale to gain access. This delay allows any fire in the area to increase in size before the local fire brigades arrive.

Placing the bridge on the capital expenditure schedule will allow for Council to plan for an upgrade of the bridge if and when funds become available.

Signed: ____________________

Cr Bob Humm

Date: 8/03/2017
11.3 NOTICE OF MOTION: NO. 895 - MITCHELLS ROAD, NULLA VALE FIRE ACCESS TRACK

Author: Councillor Bob Humm

File No: FP/01/009

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council receive a report on the feasibility of registering Mitchells Road, Nulla Vale as a Fire Access Track. The report is to include a discussion on the implications for Council in respect to obligations on it and level of service that will need to be required and/or expected as a result of pursuing a registration should it wish to do so.

Councillor Comments:

Mitchells Road is not on Council Register of Public Road, and is considered to be a privately managed access track. Council does not inspect, repair or maintain Mitchells Road.

CFA D12 HQ and Nulla Vale Fire Brigade have been consulted and agree that Mitchells Road is strategically important for fire suppression activities, and it should be identified as a Fire Access Track.

This matter was raised at the Mitchell Fire Consultative Forum meeting on 1 February 2017 where it gained support from the attending fire brigade representatives.

Signed: ____________________

Cr Bob Humm

Date: 8/03/2017
11.4 NOTICE OF MOTION: NO. 896 - VEHICLE SPEED ADVISORY SIGN

**Author:** Councillor Bill Chisholm

**File No:** LL/06/012-02

**Attachments:** Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

**MOTION**

THAT Council again advocate to VicRoads about the re-installation of the Vehicle Speed Advisory sign that was located on the gantry on the North Bound Lanes just south of the Beveridge exit on the Hume Freeway.

**Councillor comment**

Council have previously advocated to VicRoads to re-install a speed advisory sign on the existing gantry just South of the Beveridge exit on the Hume Freeway. However, to date this has not occurred. A sign at this location using the existing gantry would help to ensure driver safety. This is a major Freeway, with many people undertaking long journeys, as well as very significant local traffic. For safety reasons it is extremely important people know what speed they are travelling at.

Signed: ____________________

Cr Bill Chisholm

Date: 9/03/2017
11.5 NOTICE OF MOTION: NO. 897 - MAV STATE COUNCIL MOTION - 12 MAY 2017

**Author:** Councillor Bill Chisholm  
**File No:** CL/04/001-03  
**Attachments:** 1. MAV State Council Motion - Housing Affordability

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

**MOTION**

**THAT** Council submits the attached motion to the Municipal Association of Victoria (MAV) State Council meeting on 12 May 2017.

Signed: ____________________  
Cr Bill Chisholm  
Date: 9/03/2017
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

NOTICES OF MOTION

20 MARCH 2017

11.5
NOTICE OF MOTION: NO. 897 - MAV STATE COUNCIL MOTION - 12 MAY 2017

Attachment No: 1
MAV State Council Motion - Housing Affordability
MAV State Council Meeting – 12 May 2017

To submit a motion for consideration by State Council on 12 May 2017, please complete this form and email to State Council, no later than 14 April 2017. Please note, motions received by 6 April (early motions) will be distributed to all MAV representatives on 7 April. Submitters may amend their own motions up to 5pm on 21 April 2017.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>HOUSING AFFORDABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by: Mitchell Shire Council</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>THAT the MAV State Council lodge a submission on behalf of rural Councils to the housing affordability enquiry.</td>
</tr>
</tbody>
</table>
RATIONALE:

This should, among other points, outline the fact that there is a 3 to 1 cost benefit advantage in establishing housing in rural and regional towns where most of the infrastructure is already in place. The one thing missing from the equation is jobs.

If only half the projected savings from the infrastructure required (re green fields site versus established towns) was direct towards a subsidy type scheme to encourage existing and new businesses to expand or relocate to these areas, it could have huge benefits to all involved.

Rural and Regional Development should be a part of the housing affordability mix.

*Note: Motions must be submitted by one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. The motion and rationale should be no longer than one page.
11.6 NOTICE OF MOTION: NO. 898 - ROADS TO RECOVERY PROGRAM

Author: Councillor Bob Humm
File No: GS/04/068
Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council write to the MAV President, Board Members and staff requesting they lobby the Federal and State Government to increase the $ value of grant funding (such as "Roads to Recovery") plus continue this increase for a further 5 years to allow Rural Road improvement throughout Victoria.

Councillor Comment:

Mitchell Shire has some 1356km road surface of which 641km is sealed. Mitchell Shire is currently sealing approximately 4-5km per year when they are not doing Bridge Programs. When Sealed Roads are required to last some 15 years normally that would require Mitchell Roads to last 100 plus years on the current program.

Signed: ____________________

Cr Bob Humm

Date: 14/03/2017
11.7 NOTICE OF MOTION: NO. 899 - MAV STATE COUNCIL MOTION - 12 MAY 2017

Author: Councillor Bob Humm

File No: CL/04/001-03

Attachments: 1. MAV State Council Motion Roads to Recovery Program

I hereby give notice of our intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council submits the attached motion to the Municipal Association of Victoria (MAV) State Council meeting on 12 May 2017.

Signed: ____________________

Cr Bob Humm

Date: 14/03/2017
NOTICE OF MOTION: NO. 899 - MAV STATE COUNCIL MOTION - 12 MAY 2017

Attachment No: 1
MAV State Council Motion Roads to Recovery Program
MAV State Council Meeting – 12 May 2017

To submit a motion for consideration by State Council on 12 May 2017, please complete this form and email to State Council, no later than 14 April 2017. Please note, motions received by 6 April (early motions) will be distributed to all MAV representatives on 7 April. Submitters may amend their own motions up to 5pm on 21 April 2017.

MOTION

ROADS TO RECOVERY FUNDING

Submitted by: Mitchell Shire Council

MOTION:

THAT the MAV State Council lobby the Federal and State Government to increase the dollar value of grant funding (such as "Roads to Recovery") plus continue this increase for a further 5 years to allow Rural Road improvement throughout Victoria.

RATIONALE:

Mitchell Shire has some 1356km road surface of which 641km is sealed. Mitchell Shire is currently sealing approximately 4-5km per year when they are not doing Bridge Programs. When sealed roads are required to last some 15 years normally that would require Mitchell Roads to last 100 plus years on the current program.

*Note: Motions must be submitted by one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. The motion and rationale should be no longer than one page.
11.8 NOTICE OF MOTION: NO. 900 - REINTRODUCING QUESTION TIME TO COUNCIL MEETINGS

Author: Councillor Annie Goble
File No: LL/06/012-02
Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council Officers provide a report to the Council on the feasibility of the reintroduction of public question time at Council meetings with the report to canvass the practical steps required to facilitate the initiative should Council decide to proceed.

Councillor Comment:

Question Time worked very well a few years back and gave the community a sense of involvement and participation in the Council. The community have been very vocal about the return of Question Time and I believe the reintroduction would demonstrate our new Council’s commitment to open communication and engagement with our Shire’s residents and ratepayers.

Signed: ____________________
Cr Annie Goble
Date: 15/03/2017
11.9 NOTICE OF MOTION: NO. 901 - INCREASED FUNDING ON VICROADS ROADS

Author: Councillor Rhonda Sanderson

File No: CSC17/6660

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council writes to the Premier Daniel Andrews, Treasurer Tim Pallas, Member for Northern Victoria, Jaclyn Symes, Member for Yan Yean, Danielle Green and Member for Euroa, Steph Ryan seeking increased State funding for VicRoads and VicRoads roads.

Signed: ____________________

Cr Rhonda Sanderson

Date: 15/03/2017
11.10 NOTICE OF MOTION: NO. 902 - SCHOOL CROSSING SUPERVISORS

Author: Councillor Rhonda Sanderson

File No: LLL/04/002

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council writes to the Premier Daniel Andrews, Treasurer Tim Pallas, Member for Northern Victoria, Jaclyn Symes, Member for Yan Yean, Danielle Green and Member for Euroa, Steph Ryan seeking increased state funding for school crossing supervisors.

Signed: ____________________
Cr Rhonda Sanderson

Date: 15/03/2017
11.11 NOTICE OF MOTION: NO. 903 - ROADSIDE WEEDS AND PESTS

Author: Councillor Rhonda Sanderson
File No: ET/02/010-02
Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT Council writes to the Premier Daniel Andrews, Treasurer Tim Pallas, Member for Northern Victoria, Jaclyn Symes, Member for Yan Yean, Danielle Green and Member for Euroa, Steph Ryan seeking increased state funding for management of pests and roadside weeds.

Signed: ____________________
Cr Rhonda Sanderson
Date: 15/03/2017
NOTICE OF MOTION: NO. 904 - SUBMITTING NOTICES OF MOTION

Author: Councillor Rhonda Sanderson
File No: CL/04/001-03
Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council Meeting to be held on 20 March 2017.

MOTION

THAT until Local Law No 1 is reviewed, a policy is implemented which requires Councillors to submit Notices of Motion to the Chief Executive Officer 12 days prior to the Ordinary Council Meeting (at the latest) to enable the Notices of Motion to be included in the draft agenda one week prior to the Ordinary Council Meeting.

Councillor comment:

This will provide Councillors with an opportunity to consider the Notice of Motion and inform themselves of any issues prior to the Council Meeting rather than receiving items at short notice.

Signed: ____________________
Cr Rhonda Sanderson
Date: 15/03/2017
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12 DELEGATES REPORTS

12.1 DELEGATE REPORT - OVERVIEW AND UPDATE ON ACTIVITIES AND DELEGATE DELIBERATIONS

Author: Lidia Harding - Governance and Corporate Accountability Coordinator

File No: CL/04/001-03


SUMMARY

This delegate's report provides an update on activities and deliberations of groups and associations for which Councillors are an appointed delegate for the period February 2017 and also other activities attended as a Council representative.

RECOMMENDATION

THAT the Delegate's Report on Overview and Update on Activities and Delegate Deliberation by Councillors for February 2017 be received and noted.

BACKGROUND

The 2016 Council Elections were held on 22 October 2016. New committee and organisation delegates were appointed on 21 November 2016. This report is presented in response to NOM881 of the 21 November 2016 meeting which requested that each Councillor submits a Delegate Report for inclusion in the monthly Council Meeting agenda, commencing from the December 2016 meeting.

The Delegates Reports will include:

a. Activities attended as a nominated Council Delegate; and

b. Other activities attended as a Council representative.

The Report will not include:

a. Assemblies of Councillors (as they are already reported in Council Agendas)

b. Private meetings.

The Report should be verifiable by the Councillor from the Councillor's Council Diary.

DISCUSSION

Councillors have attended a number of meetings in this period as per their appointments as delegate and other activities as a Council representative as per Attachment 1.
MITCHELL SHIRE COUNCIL

Council Meeting Attachment

DELEGATES REPORTS

20 MARCH 2017

12.1

DELEGATE REPORT - OVERVIEW AND UPDATE ON ACTIVITIES AND DELEGATE DELIBERATIONS

Attachment No: 1

Councillor Delegate Report - February 2017
Councillor Delegate Report – February 2017

Cr David Atkinson

Cr Atkinson submitted the following Delegate report for this period:

Meetings and events attended as a delegate:

21 February 2017 - Harley Hammond Reserve Committee meeting
22 February 2017 - Goulburn Broken Greenhouse Alliance Implementation Forum meeting
23 February 2017 - Audit Committee

Other meetings and events attended as a Council representative include:

3 February 2017 - White Street, Kilmore crossing opening with Minister and The Kilmore International School (TKIS) staff
8 February 2017 - Seymour Business and Tourism meeting
9 February 2017 - The O’Keefe Rail Trail Marathon meeting, Bendigo
23 February 2017 - Kilmore Creek Flood Study – John Taylor Room
25 February 2017 - Rail Trail Listening Post Kilmore Scout Market

Cr Bill Chisholm

Cr Chisholm submitted the following Delegate report for this period:

Meetings and events attended as a delegate:

2 February 2017 - Municipal Fire Advisory Group meeting, Broadford
3 February 2017 - Tallarook Hall Committee meeting, Tallarook
15 February 2017 - Municipal Fire Management meeting, Broadford
22 February 2017 - Pyalong Recreation Reserve Inc. meeting, Pyalong

Other meetings and events attended as a Council representative include:

1 February 2017 - Seymour Outdoor Pool meeting, Seymour
3 February 2017 – Special Meeting regarding FASA, Tallarook Mechanics Institute Committee of Management Inc., Tallarook
8 February 2017 - Seymour Business and Tourism meeting, Seymour
9 February 2017 - Seymour Employment Launch with Army Rotary Park, Seymour
10 February 2017 - Tallarook Mechanics Institute Committee of Management Inc., Tallarook
13 February 2017 – Municipal Association of Victoria Conference, Bendigo
14 February 2017 - Seymour U3A Annual General Meeting, Seymour
16 February 2017 - Kangaroo meeting with Steph Ryan, Pyalong
16 February 2017 – Meeting with CFA, Tooborac
17 February 2017 - Seymour Expo Mitchell Shire Council stall
19 February 2017 - Seymour Expo Mitchell Shire Council stall
25 February 2017 - Kilmore Market, Rail Trail, Kilmore
25 February 2017 - Health and Wellbeing Expo, Wallan

Cr Bob Cornish
Cr Cornish submitted the following Delegate report for this period:

Meetings and events attended as a delegate:
8 February 2017 - Beveridge Recreation Reserve Committee Meeting
28 February 2017 - Cultural diversity advisory committee meeting

Other meetings and events attended as a Council representative include:
Piccolo Production, Wallan
Skate Park Competition, Wallan
25 February 2017 - Health and Wellbeing Expo

Cr Rob Eldridge
Cr Eldridge submitted the following Delegate report for this period:

Meetings and events attended as a delegate:
1 February 2017 - Mitchell Shire Environment Advisory Committee
16 February 2017 - Merri Creek Management Committee
22 February 2017 - Greenhill Reserve Management Committee

Other meetings and events attended as a Council representative include:
9 February 2017 - O'Keefe Rail Trail Event Launch, Bendigo
18 February 2017 - Seymour Expo Mitchell Shire Council stall
19 February 2017 - Seymour Expo Mitchell Shire Council stall

Cr Annie Goble
Cr Goble submitted the following Delegate report for this period:

Meetings and events attended as a delegate:
28 February 2017 – Cultural Diversity Advisory Committee meeting, Broadford

Other meetings and events attended as a Council representative include:
3 February 2017 - White Street School Crossing Opening, Kilmore
14 February 2017 – Kilmore and District Residents' and Ratepayers' Association meeting, Kilmore

19 February 2017 – Seymour Alternate Farming Expo, Kings Park, Seymour

24 February 2017 – Better Together Forum, St. Patrick's Primary School, Kilmore

27 February 2017 – Meeting with ratepayer Mike Barbour, Cr. Bob Humm, Cr. Atkinson and Council Officers, Broadford

28 February 2017 – Honbetsu Sister City Committee meeting, Wallan

Cr Bob Humm
Cr Humm submitted the following Delegate report for this period:

Meetings and events attended as a delegate:

15 February 2017 - Municipal Fire Management Planning Committee Meeting

22 February 2017 - Mitchell Heritage Advisory Committee, Wallan

23 February 2017 – JJ Clancy Reserve Committee of Management meeting

Other meetings and events attended as a Council representative include:

13 February 2017 – Municipal Association of Victoria, Bendigo "Strategic Planning"

17 February 2017 - Seymour/Telstra and Government Officials meeting

23 February 2017 - Kilmore Flood Mapping Community Day

24 February 2017 - St Patrick's Primary School "Better Together Forum"

25 February 2017 - Kilmore Miniature Train Community Day

Cr David Lowe
Cr Lowe submitted the following Delegate report for this period:

Other meetings and events attended as a Council representative include:

18 February 2017 - Seymour Alternative Farming Expo (SAFE) Mitchell Shire Stall

19 February 2017 - Seymour Alternative Farming Expo (SAFE) Mitchell Shire Stall

Cr Rhonda Sanderson
Cr Sanderson submitted the following Delegate report for this period:

Meetings and events attended as a delegate:
1 February 2017 - Interface Councils CEOs' & Mayors' meeting - The CEO and I attended this meeting of the 10 Interface councils and discussed the 2017 work plan. Immediately following this meeting, reps from the Interface Councils met with the Local Government Minister, Natalie Hutchins.

14 February 2017 - Kings Park Committee of Management - This large and very active Committee met to discuss ongoing management issues for this park. The main issues discussed were: newly funded change room design, proposed Seymour FM extension and reinstatement of the unsafe CFA competition training track.

15 February 2017 - Australian Light Horse Memorial Park Committee of Management meeting - This Committee of enthusiastic and hardworking volunteers met to discuss ongoing park management issues including: the draft Funding and Service Agreement (FASA), acknowledgements of donations, and weed and fire management.

21 February 2017 - MAV Emergency Management Consultation Session, Bendigo - Councillors and staff from across the region attended this session facilitated by ex-CFA chief Russell Rees which discussed the LGV Councils and Emergencies Discussion Paper.

22 February 2017 - Bushland Park Committee of Management meeting, Seymour - This Committee of passionate volunteers met to discuss ongoing park management issues including: the draft FASA and maintenance of the tracks and composting toilet.

Other meetings and events attended as a Council representative include:

1 February 2017 – Mitchell Shire Council Seymour War Memorial Outdoor Pools Community Reference Group meeting at SWMOP - I chaired the final meeting of this group for the season, where the group prioritised the main activities to be undertaken.

2 February 2017 - Puckapunyal Military Area Annual Welcome Event for new families, Puckapunyal - Many local voluntary groups, sporting clubs and community services held stalls showcasing their activities, including MSC Leisure Services and the MSC Seymour Visitor Information Centre. I joined the Senior Army Defence Force Officer in welcoming those present.

3 February 2017 - Assumption College Commencement Mass, Gonzales Centre, Assumption College, Kilmore

8 February 2017 - Meeting with SADFO, Puckapunyal

8 February 2017 - Seymour Business and Tourism meeting, Seymour

9 February 2017 - CRLLEN Seymour-Puckapunyal Partnership Launch, Rotary Park, Seymour - This event launched a fantastic project between BroadSpectrum at Puckapunyal, local education providers, employers and the CRLLEN to assist young local people into meaningful employment.
10 February 2017 - Rotary Club of Southern Mitchell Community Police Awards, Trackside, Kilmore

14 February 2017 - Seymour and District U3A AGM, Chittick Park Community Place, Seymour

15 February 2017 - VLGA Gambling Forum, North Melbourne
16 February 2017 - Northern Community Legal Centre official opening by the State Attorney-General, Gladstone Park Shopping Centre - This community legal centre will provide an outreach service to Mitchell Shire.

17 February 2017 - Telstra and Australian Farmers' Federation Seymour Alternative Farming Expo event, Kings Park, Seymour

17 February 2017 - Seymour Alternative Farming Expo MSC stall, Exhibition Shed, Kings Park, Seymour

17 February 2017 - Seymour Alternative Farming Expo, Official Opening event, Kings Park, Seymour

22 February 2017 - Victorian Working Sheep Dog Association (VWSDA) National 'Supreme' Working Sheep Dog Trials Organising Committee Meeting, Kings Park, Seymour – Representatives from VWSDA, Kings Park Committee of Management and Mitchell Shire Council met for the first time to organise this national event to be held at Kings Park, Seymour, in October 2017

22 February 2017 - Meeting with V/Line Board, Broadford

23 February 2017 - 103.9 Seymour FM 'Talking about Mitchell' radio programme, Kings Park Studio, Seymour

23 February 2017 – Mitchell Shire Council Audit Committee meeting, Broadford

25 February 2017 – Mitchell Shire Council Wallan to Heathcote Rail Trail Feasibility Study Consultation, Kilmore Scouts Market, Hudson Park, Kilmore

25 February 2017 - Kilmore Miniature Railway Teddy Bears Picnic, White Street, Kilmore

25 February 2017 – Mitchell Shire Council Health and Wellbeing Expo, Wallan Multi-Purpose Centre, Hadfield Park, Wallan

27 February 2017 - OKR FM Mitchell Shire Radio Programme, Kilmore Racecourse studio

28 February 2017 - WHIN/VLGA/City of Whittlesea/City of Darebin Family Violence and Gambling Forum, Coburg Concert Hall, Coburg - Councillors and staff from municipalities as far afield as Mildura attended this informative forum which highlighted the strong correlation between problem gambling and family violence. The role of local government policies and Municipal Health and Wellbeing Plans in addressing these public health issues was discussed.
Cr Fiona Stevens

Cr Stevens submitted the following Delegate report for this period:

Meetings and events attended as a delegate:


Other meetings and events attended as a Council representative include:

1 February 2017 - Attended the Council/Community advisory meeting for the Seymour War Memorial Outdoor Pool. A decision was made to request a master plan for future proposed developments.

8 February 2017 - Seymour Business and Tourism meeting, Seymour

9 February 2017 - Launch of the CRLLEN Seymour and Puckapunyal partnership. This is aimed at employment experiences and potential ongoing work within Puckapunyal support services. A very exciting project for local youth in Mitchell.

22 February 2017 - Launch and unveiling of commemorative pavers for The 9th Squadron laid at the Seymour Vietnam Veterans Memorial.

22 February 2017 - Met with representatives of the Vietnam Association and Council Engineering staff onsite to address a number of issues.

28 February 2017 - Attended the second community engagement session at the Broadford Living and Learning Centre for advancement of the internal renewal. Good turn up and input from the community. The architect's plans are coming together well for what will be a spectacular modernised community facility.
12.2 DELEGATE REPORT - HERITAGE ADVISORY COMMITTEE OVERVIEW AND UPDATE

Author: Andrea Meagher - Strategic Planner
File No: HI/04/005
Attachments: Nil

SUMMARY
This report provides an overview of the Mitchell Heritage Advisory Committee (MHAC).

Cr. Bob Humm chaired the meeting and Council’s Manager Strategic Planning and Strategic Planning Officer attended the meeting held on the 22 February 2016 at Council’s Wallan Office.

RECOMMENDATION
THAT Council:

1. receive and note this Delegate Report – Heritage Advisory Committee Overview and Update.

2. adopts the amended Terms of Reference as recommended by the Heritage Advisory Committee at its meeting on the 22 February 2017.

BACKGROUND
The Mitchell Heritage Advisory Committee was established in 2007. The purpose of the Mitchell Heritage Advisory Committee is to provide strategic advice on natural, built and heritage issues within the municipality. The Terms of Reference outline the relationship of the committee to Council as follows:

The Committee will make recommendations to Council in an advisory capacity. The Committee will provide technical advice, local knowledge and support to Council.

The committee will meet every two months. The first meeting of the year was held on the 22 February 2017.

DISCUSSION
The meeting commenced with a review of the Mitchell Shire Heritage Strategy Checklist.

This was followed by a presentation by Council’s Manager Strategic Planning and a Strategic Planning Officer on the status of current Planning Scheme Amendments that have heritage implications.

In General Business the Committee discussed;

- Changes required to the Terms of Reference (refer recommendation);
DELEGATE REPORT - HERITAGE ADVISORY COMMITTEE OVERVIEW AND UPDATE (CONT.)

- The need to review Council procedures/policies so that heritage impacts are considered when delivering town centre and infrastructure upgrades/improvements; and

- Agenda items for the next meeting on the 19 April 2017.

The Heritage Advisory Committee made the following recommendation:

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<thead>
<tr>
<th>RECOMMENDATION</th>
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<tr>
<td>THAT The Mitchell Heritage Advisory Committee:</td>
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<td>1 Amend the Terms of Reference for the Heritage Advisory Committee as follows: under Membership replace 'Manager Active Communities' with 'Manager Strategic Planning or a representative nominated by the Manager Strategic Planning'.</td>
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MOVED : F HAYNES  
SECONDED : G RUTHERFORD  
CARRIED
13 GENERAL BUSINESS

In accordance with Clause 30 of the Meeting Procedure Local Law.

14 URGENT BUSINESS

In accordance with Clause 31 of the Meeting Procedure Local Law.

15 CONFIDENTIAL BUSINESS

RECOMMENDATION

THAT in accordance with Section 89(2) of the Local Government Act 1989, Council resolves to close the meeting to members of the public to consider the following items which relate to matters specified under Section 89(2), as specified below.

15.1 Confirmation of Minutes of previous Confidential Meeting

15.2 Re-opening of Meeting to members of the public

16 DATE OF NEXT MEETING

The next Ordinary meeting of Council is scheduled to be held on Tuesday 18 April 2017 at the Mitchell Council Chambers, 113 High Street Broadford, commencing at 7.00pm.

17 CLOSE OF MEETING