

# AGENDA

## MEETING OF THE HORSHAM RURAL CITY COUNCIL

To be held on  
18 November 2021  
at 5.30pm

This meeting will be held online and livestreamed  
on the Horsham Rural City Council website

[www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)



**Horsham Rural City**  
Council urban rural balance

**COUNCILLORS are respectfully requested to attend the Council Meeting of the Horsham Rural City Council to be held at 5.30pm on Thursday 18 November 2021 to be held online and livestreamed at [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)**

**The meeting will be closed to the public due to COVID-19 but will be broadcast live on the Council website at [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)**

## **Order of Business**

### **PRESENT**

### **ALSO IN ATTENDANCE**

#### **1. PRAYER**

Almighty God, we pledge ourselves to work in harmony for, the social, cultural and economic well-being of our Rural City. Help us to be wise in our deliberations and fair in our actions, so that prosperity and happiness shall be the lot of our people. AMEN

#### **2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT**

The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagulk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community.

We pay our respects to the Elders, both past and present, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.

#### **3. OPENING AND WELCOME**

The Chief Executive Officer, Sunil Bhalla, will declare the meeting open.

The Chief Executive Officer will act as Chairperson to conduct the formal process for the Mayoral election.

#### **4. APOLOGIES**

#### **5. CONFLICTS OF INTEREST**

#### **Declarations of Interest**

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

#### **Members of Staff**

Under Section 130 of the *Local Government Act 2020*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

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**CLOSE**



SUNIL BHALLA  
Chief Executive Officer

## 7. OFFICERS REPORTS

### 7.1 TERM OF THE MAYOR

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Acting Manager Governance and Information	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F19/A05/000001

#### Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes  No

Reason: Nil

#### Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes  No

Reason: Nil

Appendix

Nil

#### Purpose

To determine the term of office for the next Mayor of Horsham Rural City Council.

Summary

- Section 26(3) of the *Local Government Act 2020* requires that:  
“Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.”

#### Recommendation

That pursuant to section 26 of the *Local Government Act 2020*, Council elect the Mayor for a term of ..... year/s.

## REPORT

### Background

Council may resolve to elect the Mayor for a term of 1 or 2 years. This decision must be made before the Mayor is elected (*Local Government Act 2020*, sections 25, 26).

### Discussion

Section 26 of the Local Government Act 2020 provides:

- (1) A Mayor is to be elected no later than one month after the date of a general election.*
- (2) The Mayor of the Greater Geelong City Council must be elected for a 2 year term.*
- (3) Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.*
- (4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.*
- (5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.*
- (6) A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.*
- (7) The election of a Mayor after the period specified in this section does not invalidate the election.*
- (8) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a 1 year or a 2 year term serves the remaining period of the previous Mayor's term.*

### Options to Consider

To determine the Mayoral term of office for 1 year or 2 years.

### Sustainability Implications

Not applicable.

### Community Engagement

Not applicable.

### Innovation and Continuous Improvement

Not applicable.

### Collaboration

Not applicable.

### Financial Implications

Not applicable.

**Regional, State and National Plans and Policies**

Not applicable.

**Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 5 – Leadership

**Governance Rules (August 2020)**

Part B

**Risk Implications**

Not applicable.

**Conclusion**

That Council determine the term of office for the next Mayor of Horsham Rural City Council.

## 7.2 ELECTION OF THE MAYOR

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Acting Manager Governance and Information	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F19/A05/000001

### Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes  No

**Reason:** Nil

### Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes  No

**Reason:** Nil

### Appendix

Nomination for the role of Mayor (Appendix 7.2A)

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### Purpose

To elect a Mayor for the Horsham Rural City Council in accordance with the *Local Government Act 2020* (The Act), sections 25, 26 and Council's Governance Rules, chapter 2, Part B.

### Summary

- At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- The Chief Executive Officer must chair the meeting for the election of the Mayor
- Any nominations for the office of Mayor must be:
  - In writing and in a form prescribed by the Chief Executive Officer (Appendix 7.2A); and
  - Seconded by another Councillor

### Election of Mayor

## REPORT

### Background

The *Local Government Act 2020*, Section 25(1) provides that Councillors must elect a Councillor to be Mayor of the Council.

The election of the Mayor must be conducted in accordance with the provisions of the Act and chapter 2, Part B of Councils Governance Rules.

The meeting procedure for the election of the Mayor will be chaired by the Chief Executive Officer.

Following the election, the Mayor shall assume the chair to deal with the remaining matters before the meeting.

Before the election of the Mayor, a Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term. It should be noted that at the Statutory Meeting held on 19 November 2020, Council determined to elect the Mayor for a 1 year term.

### Discussion

The Procedure for the election of Mayor is outlined in Part B of the Governance Rules as follows:

#### 4. *Election of the Mayor*

*The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Local Government Act 2020.*

#### 5. *Method of Voting*

*The election of the Mayor must be carried out by a show of hands.*

#### 6. *Determining the election of the Mayor*

6.1 *The Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for the office of Mayor.*

6.2 *Any nominations for the office of Mayor must be:*

6.2.1 *in writing and in a form prescribed by the Chief Executive Officer; and*

6.2.2 *seconded by another Councillor.*

6.3 *Once nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor:*

6.3.1 *if there is only one nomination, the candidate nominated must be declared to be duly elected;*

6.3.2 *if there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates;*



- 6.3.3 *in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;*
- 6.3.4 *in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;*
- 6.3.5 *if one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;*
- 6.3.6 *in the event of two or more candidates having an equality of votes and one of them having to be declared:*

*6.3.6(a) a defeated candidate; and*

*6.3.6(b) duly elected*

*the declaration will be determined by lot.*

- 6.3.7 *if a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:*
- (a) *each candidate will draw one lot;*
- (b) *the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and*
- (c) *as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected).*

## Options to Consider

Not applicable.

### **Sustainability Implications**

Not applicable.

### **Community Engagement**

The Act provides that the Councillors must elect a Councillor to be Mayor of the Council, therefore community engagement is not appropriate.

### **Innovation and Continuous Improvement**

Not applicable.

### **Collaboration**

Not applicable.

### **Financial Implications**

Funds are allocated annually for the office of the Mayor.

### **Regional, State and National Plans and Policies**

Not applicable.

### **Council Plans, Strategies and Policies**

2021-2025 Council Plan  
Theme 5 – Leadership

Governance Rules (August 2020)  
Part B

### **Risk Implications**

In accordance with section 25(5) of the Act, if an absolute majority of the Councillors cannot be obtained at the meeting to elect a Mayor, the Council may resolve to conduct a new election at a later specified time and date.

### **Conclusion**

That Council duly elect a Mayor for Horsham Rural City Council for the agreed term, in accordance with the provision of the *Local Government Act 2020* and Council's Governance Rules.

### 7.3 DEPUTY MAYOR

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Acting Manager Governance and Information	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F19/A05/000001

#### Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes  No

Reason: Nil

#### Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes  No

Reason: Nil

#### Appendix

Nil

#### Purpose

To consider whether Council has a Deputy Mayor and the term of office for the Deputy Mayor.

#### Summary

- Council must decide if it wishes to have a Deputy Mayor
- If Council is to have a Deputy Mayor, then it must resolve on whether it is for a 1 year or 2 year term.

#### Recommendation

That Council:

1. Establish/Not establish the office of the Deputy Mayor.
2. Elect the Deputy Mayor for a term of .....year/s.

## REPORT

### Background

Horsham Rural City Council has not in the past elected a Deputy Mayor. The introduction of the *Local Government Act 2020* (the Act), section 20A, requires Council to consider whether or not to establish an office of Deputy Mayor.

Section 27(2) of the *Local Government Act 2020* requires that the term of office for the Deputy Mayor be determined in the same manner as the term of office for the Mayor, stating “*Section 26 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*”

The decision with regards to the term of the Deputy Mayor must be made before the Deputy Mayor is elected (*Local Government Act 2020*, sections 25, 26).

### Discussion

Section 26 of the *Local Government Act 2020* provides:

- (1) A Mayor is to be elected no later than one month after the date of a general election.*
- (2) The Mayor of the Greater Geelong City Council must be elected for a 2 year term.*
- (3) Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.*
- (4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.*
- (5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.*
- (6) A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.*
- (7) The election of a Mayor after the period specified in this section does not invalidate the election.*
- (8) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a 1 year or a 2 year term serves the remaining period of the previous Mayor’s term.*

### Conclusion

That Council determine whether to have a Deputy Mayor, and if so, determine the term of office for the Deputy Mayor of Horsham Rural City Council.

## 7.4 ELECTION OF THE DEPUTY MAYOR

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Acting Manager Governance and Information	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F19/A05/000001

### Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes  No

**Reason:** Nil

### Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes  No

**Reason:** Nil

### Appendix

Nomination for the role of Deputy Mayor (Appendix 7.4A)

### Purpose

To elect a Deputy Mayor for the Horsham Rural City Council in accordance with the *Local Government Act 2020* (the Act), sections 25, 26 and Council's Governance Rules, chapter 2, Part B s(7).

### Summary

If Council has a Deputy Mayor then in accordance with Council's Governance Rules any nominations for the office of Deputy Mayor must be:

In writing and in a form prescribed by the Chief Executive Officer (Appendix 7.4A); and  
Seconded by another Councillor

### Election of Deputy Mayor

## REPORT

### Background

The *Local Government Act 2020*, requires that the procedure for the election of the Mayor will apply to the election of the Deputy Mayor, with the Mayor conducting the election.

Section 27(1) states “*Section 25, other than subsection (3)(a), applies to the election of a Deputy Mayor by the Councillors as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*”

Section 25 provides the regulations for the election of the Mayor. Section 25(3) sets out who is required to chair the meeting for the election of the Mayor.

If Council does not established an office of Deputy Mayor, section 20B applies in regard to the appointment of an Acting Mayor.

### Discussion

The Procedure for the election of Deputy Mayor is outlined in Part B of the Governance Rules and is as follows:

Clause 7 states:

**7. Election of Deputy Mayor and Chairs of Delegated Committees**

*Any election for:*

7.1 *any office of Deputy Mayor; or*

7.2 *Chair of a Delegated Committee*

*will be regulated by Rules 0-0 (inclusive) of this Chapter, as if the reference to the:*

7.3 *Chief Executive Officer is a reference to the Mayor; and*

7.4 *Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).*

Rules 4 to 6 are as follows:

**4. Election of the Mayor**

*The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act.*

**5. Method of Voting**

*The election of the Mayor must be carried out by a show of hands.*

**6. Determining the election of the Mayor**

6.1 *The Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for the office of Mayor.*

6.2 *Any nominations for the office of Mayor must be:*

6.2.1 *in writing and in a form prescribed by the Chief Executive Officer; and*

6.2.2 *seconded by another Councillor.*

6.3 *Once nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor:*

6.3.1 *if there is only one nomination, the candidate nominated must be declared to be duly elected;*

6.3.2 *if there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates;*

6.3.3 *in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;*

6.3.4 *in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;*

6.3.5 *if one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;*

6.3.6 *in the event of two or more candidates having an equality of votes and one of them having to be declared:*

(a) *a defeated candidate; and*

(b) *duly elected*

*the declaration will be determined by lot.*

6.3.7 *if a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:*

(a) *each candidate will draw one lot;*

- (b) *the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and*
- (c) *as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected).*

### **Options to Consider**

Should Council elect to have a Deputy Mayor.

### **Sustainability Implications**

Not applicable.

### **Community Engagement**

The Act provides that the Councillors must elect a Councillor to be Mayor of the Council, therefore community engagement is not appropriate.

### **Innovation and Continuous Improvement**

Not applicable.

### **Collaboration**

Not applicable.

### **Financial Implications**

Not applicable.

### **Regional, State and National Plans and Policies**

Not applicable.



## **Council Plans, Strategies and Policies**

2021-2025 Council Plan  
Theme 5 – Leadership

Governance Rules (August 2020)  
Part B

## **Risk Implications**

Not applicable.

## **Conclusion**

That Council duly elect a Deputy Mayor for Horsham Rural City Council for the agreed term, in accordance with the provision of the *Local Government Act 2020* and Council's Governance Rules.



## Nomination for the role of Mayor – November 2021

In accordance with Council's Governance Rules Part B s(6.2)

*Any nominations for the office of Mayor must be:*

*6.2.1. in writing and in a form prescribed by the Chief Executive Officer; and*

*6.2.1 seconded by another Councillor*

Councillor Nominated	Name of Councillor Nominating**	Date
Councillor Nominated	Name of Councillor Seconding above Nomination	Date
Received by Chief Executive Officer	Signature	Date

\*\* A Councillor can self-nominate

Nominations should be completed by one of the following methods:

- (1) Return this form electronically to the Chief Executive Officer [sunil.bhalla@hrcc.vic.gov.au](mailto:sunil.bhalla@hrcc.vic.gov.au) by [5 pm](#) on the Statutory Meeting day of 18 November 2021.
- (2) Return this form by hard copy to the CEO by 5 pm on the Statutory Meeting day of 18 November 2021.

Any enquiries should be directed to the CEO on 0428 372 987.



## Nomination for the role of Deputy Mayor – November 2021

In accordance with Council's Governance Rules Part B s(6.2)(s7)

*Any nominations for the office of Deputy Mayor must be:*

*6.2.1. in writing and in a form prescribed by the Chief Executive Officer; and*

*6.2.1 seconded by another Councillor*

Councillor Nominated for Deputy Mayor	Name of Councillor Nominating**	Date
Councillor Nominated for Deputy Mayor	Name of Councillor Seconding above Nomination	Date
Received by Chief Executive Officer		Date

\*\* A Councillor can self-nominate

Nominations should be completed at the Statutory Meeting following the determination of establishment of office for a Deputy Mayor.

Any enquiries should be directed to the CEO on 0428 372 987