

Instrument of Appointment and Terms of Reference

SUNBURY OUT OF HUME CITY COUNCIL

June 2014

LOCAL GOVERNMENT ACT 1989

SECTION 220A

LOCAL GOVERNMENT (SUNBURY OUT OF HUME CITY COUNCIL) PANEL

Instrument of Appointment and Terms of Reference

I, Jeanette Powell MP, Minister for Local Government, acting under section 220A(a) of the *Local Government Act 1989*, appoint:

Brian Haratsis,

Kelvin Spiller, and

Maxine Cooper

to be a Local Government (Sunbury out of Hume City Council) Panel (the Panel) to conduct a review and provide advice on the establishment and proposed boundary of a new Sunbury Shire Council as specified in the terms of reference set out in the schedule attached to this instrument.

Brian Haratsis will be the Chairperson of the Panel. The remuneration, including travelling, accommodation and out of pocket expenses payable to each member of the Panel, shall be set out in accordance with the *Appointment and Remuneration Guidelines for Victorian Government Boards, Statutory Bodies and Advisory Committees*

JEANETTE POWELL MP

Minister for Local Government

Local Government (Sunbury out of Hume City Council) Review Panel

Terms of Reference

1. The Panel is to conduct a review and make recommendations to the Minister on the following:
 - a. A proposed boundary for a new Shire of Sunbury;
 - b. An appropriate and equitable method for division and distribution of assets and liabilities between a new Shire of Sunbury and a restructured Hume City Council that has regard to sustainability and economic development objectives;
 - c. A process for establishing an administrative structure to support the new Shire of Sunbury including if appropriate recommendations regarding appointment and proposed terms for a panel of Administrators;
 - d. A process for ensuring the orderly transfer of responsibility for delivery of services from the existing Hume City Council to the new Shire of Sunbury in a way that provides for efficiency and innovation and minimal interruption in service delivery to residents of either municipality;
 - e. A process for establishing appropriate rates, fees and charges for residents and ratepayers of the new Shire of Sunbury;
 - f. Matters referred to the Panel for consideration by the Community Consultative Committee;
 - g. Any other transitional requirements associated with establishing a new Shire of Sunbury.
2. In making recommendations, the Panel is to have regard to:
 - a. the economic sustainability of a new Sunbury Shire and restructured Hume City Council; and
 - b. reflect communities of interest and the sociological, demographic, topographic, economic and employment factors relevant to the establishment of the new Sunbury Shire, restructured Hume City Council, and adjoining municipalities.
3. In undertaking the review the Panel is to have regard to:
 - a. The views of the communities affected by the change and in this regard will consult broadly to ensure community issues and concerns are effectively heard and addressed;

- b. The opportunities arising from this municipal reform to contribute to achieving the vision of the relevant initiatives and policies of the Victorian Planning Provisions, *Plan Melbourne* and relevant Regional Growth Plans;
 - c. Previous and relevant research and reports into the impact of the establishment of a new Shire of Sunbury;
 - d. The intention to conduct an election for councillors of a new Shire of Sunbury at the same time as general local government elections due to be held in October 2016; and
 - e. Any other relevant matters that may arise as a result of the review. This may include consequential impacts to adjoining municipalities.
4. The Panel may also make recommendations to the Minister on any action which may need to be taken on any other matter as a result of the review.
5. Any written submissions or other supporting documentation provided to the Panel must be available for public inspection, unless the Panel specifically determines that the material is to remain confidential. The Panel must disclose the identities of all individuals and organisations that make submissions, even where the content of submissions is determined to be confidential
6. The Panel is to report to the Minister by 30 June 2014.