

Special Meeting of Council

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 8 November 2016 commencing at 7pm.

Agenda

Any member of the public is welcome to attend the Special Meeting of Council and to stay afterwards for a light supper with the opportunity to speak with Councillors.

Stuart Burdack
Chief Executive Officer

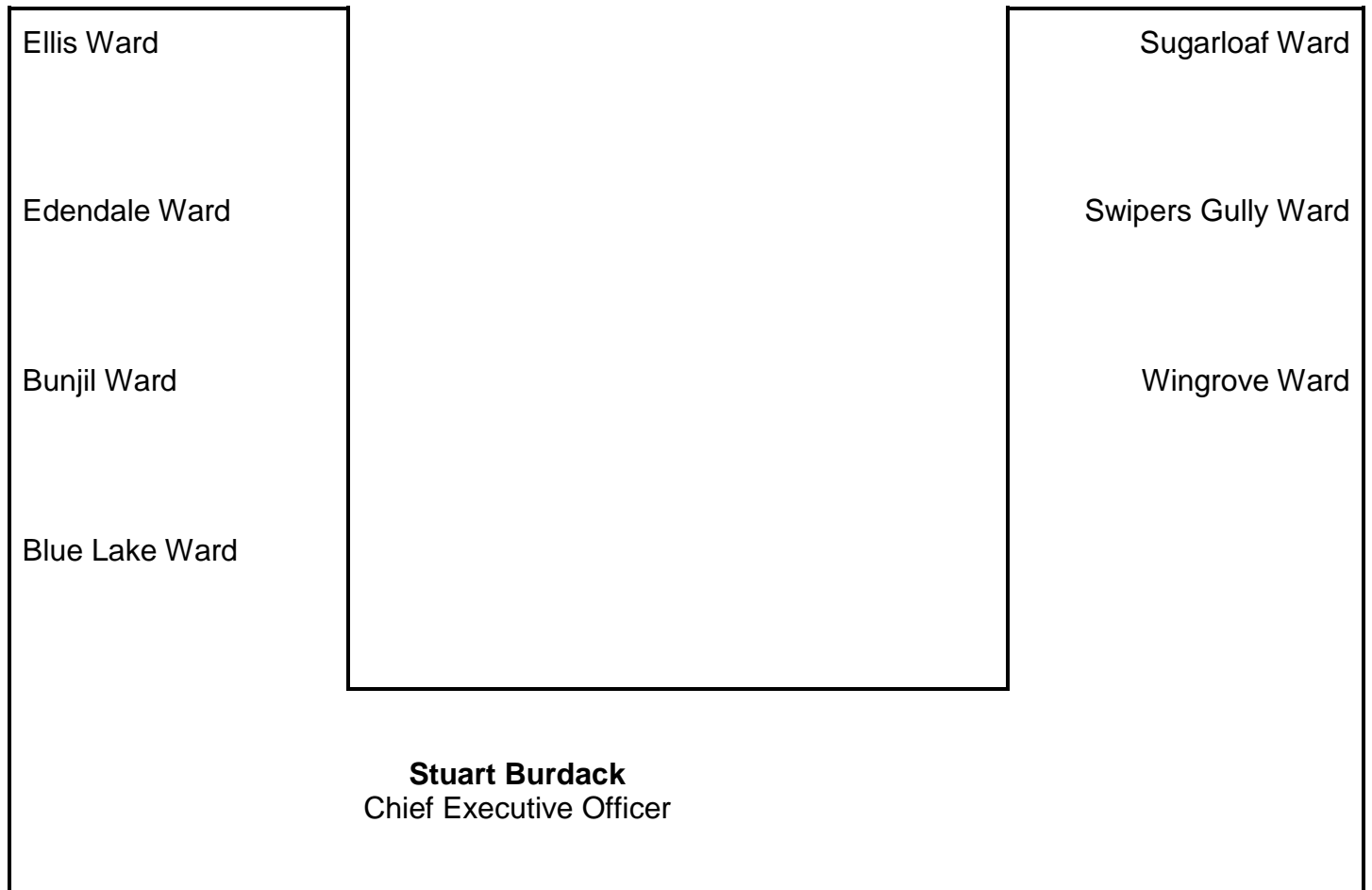
Monday 31 October 2016

Distribution: Public

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
Email nillumbik@nillumbik.vic.gov.au

Domin je ka

Special Meeting of Council seating plan



Visitors in the gallery at Council meetings are:

- Welcome to the tea, coffee and water provided in the foyer.
- Requested to observe Council deliberations quietly in order for Council meetings to run smoothly.
- Advised that an audio recording of this meeting will be made for the purpose of verifying the accuracy of the minutes. The recording will not be disclosed unless Council is compelled to do so by law or court order.

Nillumbik Shire Council

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Nillumbik Shire Council

Agenda of the Special Meeting of Nillumbik Shire Council to be held Tuesday 8 November 2016 commencing at 7pm.

1. Welcome

Members of the public are advised the meeting will be recorded for the purpose of verifying the accuracy of the minutes.

2. Reconciliation statement

Nillumbik Shire Council acknowledges the Wurundjeri as the traditional custodians of the land now known as the Shire of Nillumbik and values the significance of the Wurundjeri people's history as essential to the unique character of the Shire.

3. Oath/affirmation of office and Code of Conduct declaration for Councillors

In accordance with section 63(1) of the *Local Government Act 1989* Councillors-elect are required to take the Oath or Affirmation of Office and to read the Councillor Code of Conduct and make a declaration stating they will abide by the Code of Conduct before they are capable of acting as a Councillor.

Oath of office

'I, ... (name), ... swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Nillumbik and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1989* or any other Act to the best of my skill and judgment.'

Affirmation of office

'I, ... (name), ... solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Nillumbik and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1989* or any other Act to the best of my skill and judgment.'

Code of Conduct declaration

I hereby declare that I have read the Councillor Code of Conduct for Nillumbik Shire Council adopted on 24 May 2016 and declare that I will abide by this Code.

4. Councillors' address to the gallery

Councillors have the opportunity to address the gallery following the administration of the oath/affirmation of office and the Code of Conduct declaration.

5. Appointment of acting Chairperson

The Chief Executive Officer calls for a motion to appoint an acting Chairperson.

Motion

That Cr _____ be nominated as acting Chairperson.

The acting Chairperson assumes the Chair.

6. Election of Mayor

The acting Chairperson calls for nominations for the office of Mayor.

Motion

That Cr _____ be elected Mayor of Nillumbik Shire Council for a term of one year.

The acting Chairperson vacates the Chair and the Mayor assumes the Chair.

7. Election of Deputy Mayor

The Mayor calls for nominations for the office of Deputy Mayor.

Motion

That Cr _____ be elected Deputy Mayor of Nillumbik Shire Council for a term of one year.

8. Appointment of special committees

Council, in accordance with section 86 of the *Local Government Act 1989* may establish one or more special committees and delegate to the committee certain of its functions, duties or powers.

Council currently has two committees established under section 86:

- Policy and Services Committee – to consider matters of a policy and services nature.
- Planning Committee – to consider planning applications.

Council must appoint Councillors to each of these committees as well as appoint a Councillor to act as Chairperson (item 9 and 10 of agenda).

The following membership is recommended for each committee:

Special committee	Membership
Policy and Services Committee	All Councillors
Planning Committee	All Councillors

Motion

That Council appoints all Councillors to the Policy and Services Committee and the Planning Committee.

9. Appointment of Policy and Services Committee Chairperson

The Mayor calls for nominations for the Chairperson of the Policy and Services Committee.

Motion

That Council appoints Cr _____ as Chairperson of the Policy and Services Committee for a term of one year.

10. Appointment of Planning Committee Chairperson

The Mayor calls for nominations for the Chairperson of the Planning Committee.

Motion

That Council appoints Cr _____ as Chairperson of the Planning Committee for a term of one year.

11. Council and Committee meeting schedule for 2017

The arrangements for the meeting cycle will be as follows:

- Meetings will occur on Tuesday nights throughout the year unless otherwise notified.
- The Policy and Services Committee and the Planning Committee will be held on the same evening, usually on the second Tuesday of each month.
- The Policy and Services Committee will commence first at 7pm with the Planning Committee to follow.
- Ordinary Meetings of Council will commence at 7pm, usually on the fourth Tuesday of each month.
- Unless otherwise notified, meetings will be held at the Civic Centre, Civic Drive, Greensborough.
- At least one week of each school holidays has been left free of meetings.

The following meeting schedule is proposed for 2017.

Special Council meeting	Special Committee meeting	Ordinary Council meeting
	-	31 January
14 February (to review Code of Conduct)	14 February	28 February
	14 March	28 March
	18 April	2 May
	16 May	30 May
	13 June	27 June
	18 July	1 August
	15 August	29 August
	12 September	26 September
Monday 30 October (to elect Mayor)	17 October	31 October
	14 November	28 November
	12 December	19 December

Motion

That Council:

- 1. Adopts the Council and Special Committee meeting schedule as per the table above for the 2017 calendar year.**
- 2. Advertises the meeting schedule.**