



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Agenda

Statutory Meeting  
9 November 2016

To be held at 5.30pm in the Council  
Chambers at 5 Market Place, Hamilton

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## 1. Membership

### **Councillors**

Cr Mary Ann Brown  
Cr Chris Sharples  
Cr Greg McAdam  
Cr Albert Calvano  
Cr Katrina Rainsford  
Cr Cathy Armstrong  
Cr Colin Dunkley

### **Officers**

Mr Michael Tudball – Chief Executive Officer  
Ms Evelyn Arnold – Director Community and Corporate Services  
Mr Michael McCarthy - Director Shire Futures  
Mr David Moloney – Director Shire Infrastructure  
Ms Megan Kruger – Governance Coordinator

## 2. Acknowledgement of Country

## 3. Prayer

## 4. Apologies

## 5. Oath of Office

In accordance with Section 63 of the Local Government Act 1989, a person elected to be a Councillor is not capable of acting as a Councillor unless he or she has taken the Oath of Office and read the Councillor Code of conduct and made a declaration that they will abide by it.

All Councillors will be asked to take the Oath of Office:

“I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of 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.”

All Councillors will be asked to declared that they will abide by the Councillor Code of Conduct:

I hereby declare that I have read the Councillor Code of Conduct for the Southern Grampians Shire Council adopted on 15 June 2016 and declare that I will abide by the Code.

## 6. Election of Mayor 2016/2017

The Local Government Act 1989 provides that prior to the election of the Mayor, Council may resolve to elect a Mayor for a term of two years. In the absence of such a resolution the election of the Mayor is for a term of one year.

The Chief Executive Officer shall conduct the election of Mayor for 2016/2017.

The Mayor will be invested with the Mayoral Pendant by the Chief Executive Officer.

The Mayor will take the Chair.

## 7. Response by Mayor

## 8. Election of Deputy Mayor

Council's Meeting Procedures Local Law provides that the process for the election of a Deputy Mayor, should Council determine that it is appropriate to appoint a Deputy Mayor, will follow the same procedure as for the election of the Mayor.

Should Council determine to appoint a Deputy Mayor for 2016/2017, the Mayor will conduct the election.

## 9. Determination of Meeting Schedule

Council is requested to determine upon the Meeting Schedule for 2016/2017.

Previously Ordinary meetings of Council were held on the second Wednesday of each month and Councillor Briefing Sessions were held on the last Wednesday of each month. Throughout the year additional Special Meetings were held as required to ensure Council complied with all its statutory obligations, such as the adoption of the Annual Budget. These Special Meetings were mainly held on the last Wednesday of the month, following the Councillor Briefing Session.

Due to the better alignment between Council Meeting dates and statutory obligations it is recommended that the Meetings and Briefing days are swapped so that Meetings will be held on the fourth Wednesday of the month and Briefings on the second Wednesday of the month.

It is recommended that Council continue to have one Ordinary meeting per month preceded by a Councillor Briefing Session, and one Councillor Briefing Session per month.

These Ordinary Meetings of Council are to be held on fourth Wednesday of each month, commencing at 5.30pm. These should be preceded by a Councillor Briefing Session, commencing at 2pm. There are two exceptions to this:

- The December Council Meeting should remain on the second Wednesday of the month as the fourth Wednesday of the month conflicts with the Christmas holidays; and
- There should be no January Council Meeting as Councillors and Council staff are often away during the Christmas/January holiday period.

Councillor Briefing Sessions would then be held on the second Wednesday of each month, between 2pm and 5.30pm.

Extra Councillor Briefing Sessions are anticipated assist in the preparation of the 2017/2018 Annual Budget and the 2017-2021 Council Plan and Municipal Health and Wellbeing Plan. These Briefing Sessions are anticipated to be held in March 2017 and will be scheduled by the Chief Executive Officer as required. From time to time additional Council Meetings, Special Meetings, are also required. To enable the appropriate scheduling of additional Briefing Sessions and Special Meetings it is recommended that the Chief Executive Officer be authorised to set additional Councillor Briefing Sessions and call for Special Meetings of Council. This will be done in consultation with the Mayor and Councillors.

Council meetings be generally held in the Council Chambers, Market Place, Hamilton, unless otherwise varied by Council or the Chief Executive Officer.

### RECOMMENDATION

That:

1. Ordinary Meetings of Council be held on the fourth Wednesday of each month, except December 2016 and January 2017, commencing at 5.30pm.
2. The Ordinary Meeting of Council for December 2016 be held on the second Wednesday of the month, being 14 December 2016.
3. Ordinary Meetings of Council be preceded by a Councillor Briefing Session commencing at 2pm.
4. Councillor Briefing Sessions be held on the second Wednesday of each month, commencing at 2pm.
5. The Chief Executive Officer be authorised to set additional Councillor Briefing Sessions, call for Special Meetings of Council when required and move the location of Council Meetings and Briefings in consultation with the Mayor and Councillors.
6. The following schedule of dates for the holding of Ordinary Council Meetings in 2016/2017 be adopted:  
  
30 November 2016  
14 December 2016  
22 February 2017  
22 March 2017  
26 April 2017  
24 May 2017  
28 June 2017  
26 July 2017  
23 August 2017  
27 September 2017  
25 October 2017
7. That a Special Meeting for the purpose of reviewing the Councillor Code of Conduct be set for Wednesday 25 January 2017 commencing at 5.30pm.
8. That the Statutory Meeting for 2017 be set for Wednesday 8 November 2017 commencing at 5.30pm.

## 10. Recognition of Retiring Councils

The new Council thanks all the retiring Councillors and their partners for the dedication, hard work and commitment to the Southern Grampians Shire and commends them on working for and representing their community.

A small gift presentation will be made by the Mayor to all retiring Councillors and partners.

## 11. Close of Meeting

This concludes the business of the meeting.