

Council Meeting
15 December 2009

REPORT OF THE DIRECTOR OF CORPORATE GOVERNANCE
AGENDA ITEM 5.4

STATUTORY PROPER OFFICER: DEMOCRATIC FUNCTION AND OTHER MATTERS.

Mr David Seabrooke has now left the Council and although the Director of Corporate Governance can exercise these powers and the Acting Democratic Services Manager has been acting under his authority, it is necessary to appoint a Statutory Proper Officer to fulfil this role. Council is asked to appoint the Acting Democratic Services Manager, Aysen Giritli.

RECOMMEND – That Aysen Giritli, Acting Democratic Services Manager be confirmed as Statutory Proper Officer for:

- **All Democratic Services Manager functions in the constitution.**
- **Members' declaration of acceptance of office.**
- **Members' notice of resignation.**
- **Giving notice of casual vacancies.**
- **Convening Council to fill Mayoral casual vacancy.**
- **Signing summonses for council meeting and receiving notices as to Members' addresses for summonses.**
- **Receiving notification of political groups for the calculation of political balance.**
- **Returning Officer for election of parent governor representatives to Committee**
- **Deposit of documents.**
- **Certification and authentication of documents, byelaws and copy minutes and signing of other relevant formal notices and documents.**

Jeff Lustig
Director of Corporate Governance