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RW JM

5 September 2018

Dear Councillor

NOTICE IS HEREBY GIVEN of an **EXTRAORDINARY MEETING** of **COONAMBLE SHIRE COUNCIL** to be held in the **SHIRE CHAMBER, COONAMBLE** on **WEDNESDAY, 12th SEPTEMBER 2018** at 9.00 a.m.

Yours faithfully

Rick Warren
General Manager

BUSINESS OF THE MEETING:

1. Election of Mayor (2 year term)
2. Election of Deputy Mayor (1 year term)
2. Election of Various Council Committees (1 year term)
3. Election of Delegates –Various Outside Committees (1 year term)
4. Reports from Section 355 Committees
5. Regular Meeting Day
6. Notice of Meetings
7. Meeting Quorum
8. Pecuniary Interest Forms

**REPORT BY GENERAL MANAGER TO EXTRAORDINARY
MEETING OF COONAMBLE SHIRE COUNCIL ON WEDNESDAY,
12 SEPTEMBER 2018**

1. ELECTION OF MAYOR

Nominations must be in writing signed by two Councillors, in addition to written acceptance by the person being nominated. The term for a mayor elected by councillors is now two (2) years.

Attached to this business paper are Nomination Forms which should be filled out and returned to the General Manager prior to the meeting.

It will be necessary to resolve whether the voting for Mayor and Deputy Mayor is to be by secret ballot or open voting. Council may need to resolve the method of voting (ordinary ballot or preferential ballot) should more than one candidate be nominated. In the past the election has been by Ordinary Ballot.

2. ELECTION OF DEPUTY MAYOR

The same procedure applies as for the election of Deputy Mayor. Attached to this business paper is a Nomination Form which should be filled out and returned to the General Manager prior to the meeting in connection with the election of Deputy Mayor.

Recommendation:

That Council determine the method of voting for the positions of Mayor and Deputy Mayor, i.e. whether ordinary ballot or preferential ballot) should more than one candidate be nominated for each position.

3. ELECTION OF VARIOUS COUNCIL COMMITTEES (One Year Term)

The following are Committees which have operated during the past year and it is suggested that they remain and a representative, together with an alternate delegate, be appointed to each.

The Mayor, by virtue of his office, shall be a member of every Committee consisting of Councillors.

Chapter 12 of the Local Government Act 1993 prohibits Council delegating any function to a staff member other than the General Manager.

The following are the current delegates on the various Committees:

- (i) **Saleyards Management Committee:**
Councillors Wheelhouse and Vacant
- (ii) **OROC Code of Conduct Review Panel:**
Council is a member of the Orana Regional Organisation of Councils (OROC) Conduct Review Panel – there is no specific delegate.

- (iii) **Quarry Management Committee:**
Councillors Karanouh, Wheelhouse & Fisher
- (iv) **Floodplain Risk Management Committee:**
Councillors Webb and Walker
- (v) **Caravan Park Redevelopment Committee:**
Councillors Webb and Karanouh

Recommendation:
That Council note the above delegates to the various Committees and amend them if necessary.

**4. ELECTION OF DELEGATES – VARIOUS OUTSIDE COMMITTEES
(One Year Term)**

- (i) **Traffic Facilities Committee:**
Councillor Webb
- (ii) **Bush Fire Management Committee:**
Councillor Webb Alternate Councillor Karanouh
- (iii) **Outback Arts:**
Councillor Walker Alternate Councillor Wheelhouse
- (iv) **Local Emergency Management Committee:**
Councillor Webb Alternate Councillor Wheelhouse
- (v) **Closed Circuit Television:**
Councillors Webb Alternate Councillor Walker
- (vi) **Coonamble Alcohol & Drug Initiative (CAADI):**
Councillors Webb and Walker

Recommendation:
That Council note the above delegates to the various Committees and amend them if necessary.

5. REPORTS FROM S355 COMMITTEES

The only Section 355 Committee is the Coonamble Shire Youth Council. The Committee has not met for over 12 months and there is nothing to report at this time.

Recommendation:
That Council note the Coonamble Shire Youth Council is a Section 355 Committee of Council, however due to no activity over more than 12 month period, no report was provided.

6. REGULAR MEETING DAY

Section 365 states that Council is required to meet at least 10 times each year, each time in a different month. Council should now decide the time and date for its monthly meetings.

Historically Council has not met in January and the regular meetings are held on the second Wednesday in each month commencing at 9.00 a.m.

Recommendation:

That Council agree to hold its Ordinary Meeting on the second Wednesday of each month, excluding January, commencing at 9.00 a.m. AND FURTHER that the March meeting be held at Gulargambone and the October meeting at Quambone.

7. NOTICE OF MEETINGS

Section 367(1) provides:

“The General Manager of a Council must send to each Councillor, at least 3 days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting”.

Section 367(2) provides as follows:

“Notice of less than 3 days may be given of an extraordinary meeting called in an emergency”.

Recommendation:

Submitted for Council’s information.

8. MEETING QUORUM

Is the majority of the Councillors of the Council who hold office for the time being and are not suspended from Office.

Recommendation:

Submitted for Council’s information.

9. PECUNIARY INTEREST FORMS

Councillors are advised that in accordance with Section 449(3) of the Local Government Act 1993 the Pecuniary Interest Forms must be completed. The forms were provided at the July meeting. They must be returned to the Director of Corporate & Urban Services.

“Pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss” - defined in Section 442(1).

When completed these forms must be tabled at a meeting of Council. The responsibility for completing and submitting a Pecuniary Interest form is that of the individual, not a responsibility of the General Manager

Pecuniary interest extends to the person's spouse, de facto, relative, employer, partner, company. It should be noted that under Section 448 Councillors do not have to disclose being a member of a Club provided he/she does not hold office (e.g. president, treasurer, etc.) and membership of non-profit making organisations do not have to be disclosed.

Recommendation:

That the Pecuniary Interest forms be completed and returned to the Manager of Corporate & Urban Services no later than 10 OCTOBER 2018.

RICK WARREN

General Manager

5 September 2018

COONAMBLE SHIRE COUNCIL

NOMINATION PAPER

FOR THE OFFICE

OF

MAYOR

We, the undersigned, hereby propose for nomination for the Office of Mayor:

Name of Candidate

Name of Proposer:

Name of Proposer:

I, the above-named,.....
hereby consent to the nomination.

(Signature of person
proposed for nomination)

COONAMBLE SHIRE COUNCIL

NOMINATION PAPER

FOR THE OFFICE

OF

DEPUTY MAYOR

We, the undersigned, hereby propose for nomination for the Office of Deputy Mayor:

Name of Candidate

Name of Proposer:

Name of Proposer:

I, the above-named,....., hereby consent to the nomination.

(Signature of person proposed for nomination)