

**MINUTES OF EXTRAORDINARY MEETING OF COONAMBLE SHIRE  
COUNCIL HELD IN THE SHIRE CHAMBER, COONAMBLE ON WEDNESDAY,  
11<sup>TH</sup> SEPTEMBER 2019, COMMENCING AT 10.07 A.M.**

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**PRESENT:** Cr Ahmad Karanouh, Mayor, in the Chair, with Crs Pat Cullen, Karen Churchill, Bill Fisher, Barbara Deans, Robert Thomas and Paul Wheelhouse.

Also present were the General Manager, Mr Hein Basson, the Director of Community Services, Ms Robyn Ryan, the Director of Corporate and Urban Services, Mr Bruce Quarmby, the Director of Engineering Services, Mrs Kookie Atkins and Mrs Jill Moorhouse.

**BUSINESS OF THE MEETING**

Note: The Mayor explained that the Extraordinary Meeting was convened to elect a Deputy Mayor and various Committee representatives for the ensuing term, as well as to implement a General Manager's Performance Review Panel.

**1. Election Procedures for the Election of Deputy Mayor.**

Note: The General Manager informed Council that this item is for Council to determine whether it wants to elect a Deputy Mayor and the method of election for that position.

**4493 RESOLVED** on the motion of Crs Fisher and Thomas :

- 1) That Council resolves to continue the practice of electing a Deputy Mayor annually in September.
- 2) That Council resolves to use the ordinary ballot method for the election of the Deputy Mayor.

**2. Election of a Deputy Mayor: 2019/20 Mayoral Term**

Note: At this juncture, the Mayor handed over to the General Manager who took the role of Returning Officer for the election of the Deputy Mayor.

Note: The General Manager, as Returning Officer, informed Council that he has received two nominations for the role of Deputy Mayor :

- 1) Cr Paul Wheelhouse  
(Nomination moved by Cr Karanouh, seconded by Cr Fisher).
- 2) Cr Karen Churchill  
(Nomination moved by Cr Churchill, seconded by Cr Fisher).

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The Returning Officer said that the two names would be placed in a receptacle and the one drawn out would be the first name on the ballot paper. The draw determined that Cr Paul Wheelhouse would be that candidate. The Returning Officer prepared ballot papers in that order and handed one to each Councillor.

Note: The Returning Officer instructed the Councillors to place an "X" behind the name of their preferred candidate. The result of the ballot was Cr Wheelhouse – 6 votes; Cr Churchill – 1 vote, and the Returning officer made the following announcement: "Cr Paul Wheelhouse has the higher number of votes and I declare that Cr Wheelhouse is elected as Deputy Mayor for the ensuing year – up until September 2020".

**4494 RESOLVED** on the motion of Crs Karanouh and Fisher that Councillor Paul Wheelhouse be declared Deputy Mayor for the ensuing period (to September 2020).

Note: At this juncture, the Returning Officer handed the meeting over to the Mayor.

**3. Fixing of Dates for Council Meetings for the 2018/20 Mayoral Term and Review of Fixing of Date and Time of Ordinary Council Meetings Policy**

**4495 RESOLVED** on the motion of Crs Churchill and Wheelhouse:

1) That Council fixes the dates and times for the 2019/2020 Ordinary Council Meetings as follows:

Date	Location	Time
09 October 2019	Memorial Hall – Mungie Street, Quambone	10.00am
13 November 2019	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
11 December 2019	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
12 February 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
11 March 2020	Memorial Hall – Bourbah Street, Gulargambone	10.00am
08 April 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am

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Date	Location	Time
13 May 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
10 June 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
08 July 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
12 August 2020	Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am
09 September 2020	Extraordinary Meeting for Mayoral/Deputy Mayoral Election and Election of Various Committee Representatives. Ordinary Meeting to follow immediately after the Extraordinary Meeting. Council Chamber – Council Administration Building, 80 Castlereagh Street, Coonamble	10.00am

- 2) That the General Manager communicates the dates and venues of Council Meetings for the October 2019 to September 2020 period of time to staff, and arranges for the times, dates and venues of future meetings as listed in Point One (1) above to be advertised on Council's website and in Council's column in the Coonamble Times.

**4. Implementation of a General Manager's Performance Review Panel**

**4496 RESOLVED** on the motion of Crs Fisher and Thomas that this matter be received and dealt with.

Note: The General Manager referred to the need to implement a General Manager's Performance Review Panel in accordance with guidelines provided by the Office of Local Government.

**4497 RESOLVED** on the motion of Crs Wheelhouse and Cullen that Councillor Bill Fisher be the Councillor nominated by Council to be included on the General Manager's Performance Review Panel.

**4498 RESOLVED** on the motion of Crs Thomas and Wheelhouse:

- 1) That Council implements a General Manager's Performance Review Panel consistent with the advice and guidelines provided by the NSW Office of Local Government in their document titled "Guidelines for the Appointment and Oversight of General Managers".
- 2) That the General Manager's Performance Review Panel consists of the following members: The Mayor, Deputy Mayor and Councillor Fisher, and a Councillor nominated by the General Manager.
- 3) That Council, pursuant to the provisions of Section 377 of the *Local Government Act 1993*, delegates the whole process of the performance management of the General Manager to this General Manager's Review Panel; acknowledging that all Councillors will have an opportunity to have input into the process through the Mayor, and the Panel will report back to the full Council the outcomes of annual performance reviews.
- 4) That Council requests quotes from LGNSW (Employment Solutions), McArthur Executive Recruitment and Blackadder Associates to provide training to the General Manager's Performance Review Panel, as well as a facilitation, support and assisting role in the future development of the General Manager's performance agreements and the annual performance review process, noting the General Manager's intention to also make use of the successful consultants to facilitate the annual performance reviews of the other executive management team members.
- 5) That Council requests the General Manager to prepare a further report for Council's consideration once the quotes referred to in paragraph four (4) above have been obtained.

## **5. Delegates to Committees**

Note: The General Manager informed the meeting that he has suggested for a few new Committees to be included into Council's committee structure, and that the "Coonamble Alcohol and Drug Initiative" to be changed to the "Coonamble Together Partnership Group".

Councillors were given the opportunity to be included on Committees in which they have an interest and/or step away from those on which they are currently serving.

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Note: Regarding outside representation on the recommended amended Roads Committee, the General Manager advised that expressions of interest would be advertised and the names received would be submitted for Council's determination.

**4499 RESOLVED** on the motion of Crs Wheelhouse and Cullen :

1) That Council nominates Councillors and staff as Council's delegates to the various committees for the September 2019 to September 2020 period of time, as shown on the list below:

<b>Councillor/Staff Committees of Council</b>		
<b>COMMITTEE</b>	<b>DELEGATE</b>	<b>STAFF</b>
General Manager's Recruitment and Selection Committee (As required)	All Councillors invited	Shortlisted Applicants
General Manager's Performance Management Committee (Annually)	Mayor, Deputy Mayor, Councillor Fisher, Councillor nominated by GM, facilitated by an external person (to be appointed)	General Manager
Donations Committee (Twice per Year)	Mayor, Deputy Mayor	Director Corporate & Urban Services
Saleyards Management Committee (Twice per Year)	Cr Wheelhouse/Cr Cullen	Director Engineering/ Manager Environmental Services
Significant Development Proposals Committee (As required)	Mayor, Deputy Mayor, Cr Deans/Cr Fisher	General Manager, Director Engineering, Manager Economic Development
Floodplain Risk Management Committee (As required to meet with consultants)	Cr Deans/Cr Cullen	Director Engineering/ Manager Environmental Services
Caravan Park Redevelopment Committee (Sunset Committee – As Required)	Mayor/Cr Churchill	General Manager/Director Community Services/ Manager Economic Development
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor/ Deputy Mayor/Cr Fisher/ Cr Thomas plus four (4) road user representatives from the NE, NW, SE, and SW parts of the LGA	General Manager/Director Engineering/Manager Roads & Bridges/Quarry Manager
Youth Council (Reinvigoration to be Investigated)	Mayor (Alternate Cr Wheelhouse)	Director Community Services
Local Traffic Committee (Quarterly)	Cr Deans (With Voting Rights)/Cr Thomas (Cr Wheelhouse as Alternate)	General Manager/Director Engineering Services
Closed Circuit Television Committee (As Required)	Mayor/Deputy Mayor	Director Corporate & Urban Services

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<b>COMMITTEE</b>	<b>DELEGATE</b>	<b>STAFF</b>
Code of Conduct Review Panel (As Required)	Aimee Saaib - O'Connell Workplace Relations Eden Elliott - Wise Workplace Rochelle Luhr - Nemisis Consultancy Group Peta Tumpey - Tress Cox Lawyers Robert Lopich - Mediate Today Phil O'Toole - Centium Kath Roach - Sinc Solutions Andrew Klein - Russell Kennedy Pty Ltd Chris Stratten - Quadrant Management Systems Pty Ltd	Code of Conduct Complaint Coordinator
<b>Outside Community Committees</b>		
<b>COMMITTEE</b>	<b>DELEGATE</b>	<b>STAFF</b>
Bush Fire Management	Mayor/Cr Thomas	Director Corporate & Urban Services
Local Emergency Management	Cr Wheelhouse	Director Engineering Services
Outback Arts	Cr Deans (Alternate Cr Wheelhouse)	Manager Tourism Development
Coonamble Together Partnership Group	Mayor/Cr Deans	Director Community Services
North Western Library Cooperative	Cr Churchill	Director Community Services
Castlereagh Macquarie Weeds County Council	Cr Cullen/Cr Fisher	Nil
Chamber of Commerce	Cr Wheelhouse	General Manager and/or Manager Economic Development
Quambone Resources	Cr Thomas	Nil

- 2) That Council adopts the frequency of Committee Meetings as shown in the brown-red colour in the first column of the table included with paragraph one (1) above; further that the Council staff member whose name is printed in red as shown in the third column of the mention table above, be the responsible person for the proper administration of future Committee Meetings – meaning that Constitutions/Terms of Reference need to be developed, Agendas need to be send out in a timely manner, Minutes need to be kept and distributed in a timely manner, and Actions originating from the Committee Meetings need to be pursued and implemented (acknowledging the right of the staff member to delegate duties, functions and actions as they deem fit – where applicable and appropriate).

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- 3) That Council confirms the importance of its community committee structure to facilitate the necessary flow of communication and information from its committees back to Council and vices versa.
- 4) That all Councillor delegates be required to provide the Executive Assistant with their reports containing relevant information pertaining to their attendance at committee meetings during the previous month in a timely manner for inclusion with the following month's Ordinary Council Meeting Business Paper.
- 5) That Council advertises for expressions of interest (EOI) from community members who are users of Council's local road network, who would like to participate in Council's Roads Committee into the future; with the view that four (4) community representatives from the North-Eastern, North-Western, South-Eastern, and South-Western parts of the Local Government Area are appointed by Council once the EOIs have been received.
- 6) That a further report be prepared by the General Manager pertaining to the implementation of a Community Committee Manual for the Councillor/Staff Committees of Council as Committees functioning pursuant to the provisions of Section 355 of the *Local Government Act 1993*.

This concluded the business and the meeting closed at 10.45 a.m.

These Minutes (Pages 1/6390 to 7/6397) were confirmed on the **9<sup>th</sup>** day of **OCTOBER 2019** and are a full and accurate record of proceedings of the Extraordinary Meeting of Coonamble Shire Council held on **11<sup>th</sup> September 2019**.

**MAYOR**