



MINUTES

**Extraordinary Council Meeting
Tuesday, 11 January 2022**

**MINUTES OF COONAMBLE SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE SHIRE CHAMBER, COONAMBLE
ON TUESDAY, 11 JANUARY 2022 AT 10.00 AM**

PRESENT: Cr Tim Horan (Mayor); Cr Karen Churchill (Deputy Mayor); Cr Adam Cohen, Cr Pat Cullen, Cr Barbara Deans, Cr Bill Fisher, Cr Ahmad Karanouh, Cr Terence Lees, Cr Brian Sommerville.

IN ATTENDANCE: Hein Basson (General Manager), Bruce Quarmby (Executive Leader - Corporate and Sustainability), Daniel Noble (Executive Leader Infrastructure), Noreen Vu (Executive Leader - Environment, Strategic Planning & Community), Pip Goldsmith (Manager of Economic Development & Growth), Marina Colwell (Executive Support Officer).

1 OPENING MEETING

The General Manager opened the meeting at 10.00 am, advising the attendees of the following:

- The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast;
- Attendance at the meeting is to be taken as consent by a person to their image and /or voice being webcast (time will be allowed by the Chairperson for people to leave the meeting before it starts);
- All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent;
- Council accepts no liability for any damage that may result from defamatory comments made by persons attending the meetings – all liability will rest with the individual who made the comments;
- The recording will be available on Council's website for a minimum of 12 months and retained as a Council record;
- Individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting under the Council's Code of Meeting Practice;
- The meeting must not be recorded by others without the prior written consent of the Council in accordance with the Council's Code of Meeting Practice.

RESOLUTION 2022/1

Moved: Cr Tim Horan
Seconded: Cr Barbara Deans

That the General Manager acts in the role of Chairperson of the Meeting until the election of the Mayor.

CARRIED

2 ACKNOWLEDGEMENT OF COUNTRY

The General Manager read the following Acknowledgement of Country:

“We acknowledge the traditional custodians of this land on which we meet today, the Wailwan people and the Gamilaroi people and recognise their continuing connection to land, water and culture. We pay our respects to Elders past, present and emerging.”

3 COMMUNITY CONSULTATION

Nil.

4 APOLOGIES/APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil.

5 DEPUTATION/DELEGATIONS

Nil.

6 DISCLOSURES OF CONFLICTS OF INTEREST

Cr Deans informed the meeting that she has a non-pecuniary conflict of interest regarding Item 7.12 End of Term Report, regarding the Inland Rail Project and a potential farm-stay operation. Cr Deans further stated that her farming business is involved with grain production, her property is potentially affected by the proposed route of the Inland Rail Project and is in the vicinity of the recently approved quarry developments.

7 REPORTS TO COUNCIL

7.1 OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

RESOLUTION 2022/2

Moved: Cr Ahmad Karanouh

Seconded: Cr Karen Churchill

1. That each Councillor takes an oath or make an affirmation of office in the prescribed format commensurate with the provisions of Section 233A of the *Local Government Act 1993* (as amended) as the first item of business.
2. That each Councillor reads out loud the prescribed wording of the oath or affirmation of office in front of the General Manager and signs a statement containing this oath or affirmation of office for Council's records.

CARRIED

Each Councillor read the Oath/Affirmation of Office out loud and signed a statement containing this oath/affirmation in the presence of the General Manager in the following order:

1. Cr Tim Horan
2. Cr Brian Sommerville
3. Cr Bill Fisher
4. Cr Terence Lees
5. Cr Adam Cohen
6. Cr Barbara Deans
7. Cr Ahmad Karanouh
8. Cr Karen Churchill
9. Cr Pat Cullen

7.2 ELECTION PROCEDURES FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR

RESOLUTION 2022/3

Moved: Cr Tim Horan

Seconded: Cr Bill Fisher

1. That Council resolves to continue the practice of electing a Deputy Mayor on an annually basis.
2. That Council resolves to use the ordinary ballot method for the election of both the positions of Mayor and Deputy Mayor.

CARRIED

7.3 ELECTION OF MAYOR FOR THE 2022/2023 MAYORAL TERM

RESOLUTION 2022/4

Moved: Cr Karen Churchill

Seconded: Cr Pat Cullen

1. **That Council elects a Mayor for the 2022 / 23 Mayoral Term, noting that this term will end in September 2023.**
2. **That the General Manager advises Local Government NSW and the NSW Office of Local Government of the results of the Mayoral election.**

CARRIED

The General Manager, as Returning Officer, provided another opportunity for nominations for the position of Mayor to be brought forward.

The Returning Officer announced that two (2) nominations have been received for the position of Mayor, as follows:

1. Cr Tim Horan, moved by Cr Brian Sommerville and seconded by Cr Karen Churchill. Cr Horan has consented to the nomination.
2. Cr Ahmad Karanouh, moved by Cr Ahmad Karanouh and seconded by Cr Bill Fisher. Cr Karanouh has consented to the nomination.

Ballot papers were distributed, and the Returning Officer requested Councillors to write the first name of the candidate of their preference onto the ballot paper.

After the ballot papers have been counted by the Returning Officer and the Executive Leader Environment, Strategic Planning & Community, the Returning Officer made the following announcement:

“Cr Tim Horan has the higher number of votes (5/4) and I declare that Cr Tim Horan is elected as Mayor for the ensuing 2022/23 Mayoral Term. Congratulations Cr Horan.”

Mayor Tim Horan moved into the role of Chairperson.

7.4 ELECTION OF A DEPUTY MAYOR

RESOLUTION 2022/5

Moved: Cr Pat Cullen

Seconded: Cr Terence Lees

That Council elects a Deputy Mayor for a one-year term.

CARRIED

The Mayor provided opportunity for nominations for the position of Deputy Mayor.

The Mayor announced that two (2) nominations have been received for the position of Deputy Mayor, as follows:

1. Cr Karen Churchill, moved by Cr Brian Sommerville and seconded by Cr Ahmad Karanouh. Cr Churchill has consented to the nomination.
2. Cr Barbara Deans, moved by Cr Barbara Deans and seconded by Cr Bill Fisher. Cr Deans has consented to the nomination.

After the ballot papers have been counted by the Returning Officer and the Executive Leader Environment, Strategic Planning & Community, the Returning Officer made the following announcement:

“Cr Karen Churchill has the higher number of votes (5/4) and I declare that Cr Karen Churchill is elected as Deputy Mayor for the ensuing 12 month period. Congratulations Cr Churchill.”

At 10:38 am, Cr Brian Sommerville left the meeting.

At 10:40 am, Cr Brian Sommerville returned to the meeting.

7.5 USING COUNTBACKS TO FILL CASUAL VACANCIES

RESOLUTION 2022/6

Moved: Cr Karen Churchill
Seconded: Cr Terence Lees

That pursuant to section 291A(1)(b) of the *Local Government Act 1993* (the Act) Coonamble Shire Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at the election for the office in accordance with section 291A of the Act and directs the General Manager to notify the NSW Electoral Commissioner of the Council’s decision within seven (7) days of the decision.

CARRIED

7.6 DELEGATES TO COMMITTEES

RESOLUTION 2022/7

Moved: Cr Pat Cullen

Seconded: Cr Adam Cohen

1. That Council notes this report.
2. That Council nominates Councillors and staff as delegates to various committees until September 2022 as follows:

i) Councillor / Staff Committees of Council:

COMMITTEE	DELEGATE	STAFF
General Manager's Recruitment and Selection Committee (As required)	All Councillors	Shortlisted Applicants
General Manager's Performance Management Committee (Annually)	All Councillors to have input in the process, with the details of the actual review to be determined.	General Manager
Donations Committee (Frequency to be determined)	All Councillors	Executive Leader Corporate & Sustainability and/or General Manager
Saleyards Management Committee (Twice per year)	Cr Cullen / Cr Deans (Councillors without a Conflict of Interest need to be appointed)	Executive Leader Environment, Strategic Planning & Community
Significant Development Proposals Committee (As required)	Mayor / Deputy Mayor, Cr Deans / Cr Fisher	General Manager, Executive Leader Infrastructure, Manager Economic Development & Growth
Roads Committee (Incorporating Quarry) (Quarterly)	Mayor / Deputy Mayor / Cr Deans / Cr Fisher / Cr Karanouh plus four (4) road user representatives from the NE, NW, SE, and SW parts of the LGA	General Manager / Executive Leader Infrastructure / Manager Roads & Bridges / Quarry Supervisor (if and when required)
Youth Council	Mayor / Cr Cohen / Cr Lees / Cr Sommerville	Executive Leader Environment, Strategic Planning & Community
Local Traffic Committee (Quarterly)	Cr Karanouh (With Voting Rights) / (Alternate Cr Deans)	General Manager / Executive Leader Infrastructure

<p>(1) Council adopted the frequency of Committee Meetings as shown in the first column.</p> <p>(2) The staff member whose name is shown in red is the responsible person for the proper administration of Committee Meetings.</p>		
ii)Outside Community Committees		
COMMITTEE	DELEGATE	STAFF
Bush Fire Management	Mayor / Cr Karanouh	Executive Leader Corporate & Sustainability and/or General Manager
Local Emergency Management	Cr Karanouh	Executive Leader Infrastructure
Outback Arts	Cr Deans (Alternate Cr Sommerville)	Manager Economic Development & Growth
Coonamble Together Partnership Group	Mayor / Cr Cohen	Executive Leader Environment, Strategic Planning & Community
North-Western Library Cooperative	Cr Churchill	Executive Leader Environment, Strategic Planning & Community
Castlereagh Macquarie Weeds County Council	Cr Fisher / Cr Cullen	Nil
Chamber of Commerce	Cr Sommerville	General Manager and/or Manager Economic Development & Growth
Quambone Resources	Cr Sommerville	Nil

CARRIED

The above resolution had been adopted with the input of all Councillors and different Councillors proposing and supporting individual nominations and the abolishment of four (4) former committees (i.e. the Floodplain Risk Management Committee, Caravan Park Redevelopment Committee, Closed Circuit Television Committee, and Code of Conduct Review Panel).

7.7 FIXING OF DATES FOR COUNCIL MEETINGS UNTIL SEPTEMBER 2022**RESOLUTION 2022/8**

Moved: Cr Ahmad Karanouh

Seconded: Cr Bill Fisher

1. That Council fixes the dates and times for the February to September 2022 period for Ordinary Council Meetings and an Extra-Ordinary Meeting as follows:

Date	Location	Time
9 Feb 2022	Council Chamber – Council Admin Building	10.00a.m.
9 Mar 2022	Gulargambone – Memorial Hall	10.00a.m.
13 Apr 2022	Quambone – Community Hall	10.00a.m.
11 May 2022	Council Chamber – Council Admin Building	10.00a.m.
15 Jun 2022	Council Chamber – Council Admin Building	10.00a.m.
13 Jul 2022	Council Chamber – Council Admin Building	10.00a.m.
10 Aug 2022	Council Chamber – Council Admin Building	10.00a.m.
14 Sep 2022	Extra-Ordinary Meeting – Election of Deputy Mayor, Various Committee representatives, etc. Ordinary Meeting immediately following the Extraordinary Meeting. Council Chamber – Council Admin Building	10.00a.m.

2. That the General Manager communicates the dates and venues of Council Meetings for the February to September 2022 period to staff and arranges for the times, dates and venues of future meetings, as listed in paragraph one (1) above, to be advertised on Council's website and in Council's column in the Coonamble Times.

CARRIED**MOTION**

Moved: Cr Karen Churchill

That the 13 April 2022 Council Meeting proposed to be held in Quambone be changed with the 11 May Council Meeting to be held in the Council Chambers.

For want of a seconder, the motion **LAPSED**

7.8 RETURNS DISCLOSING PECUNIARY INTEREST**RESOLUTION 2022/9**

Moved: Cr Bill Fisher
Seconded: Cr Brian Sommerville

That all newly elected Councillors provide duly completed primary disclosure of interest forms to the General Manager by the end of March 2022, for these returns to be publicly tabled at the April 2022 Council meeting.

CARRIED

7.9 RELATED PARTY DISCLOSURE POLICY**RESOLUTION 2022/10**

Moved: Cr Ahmad Karanouh
Seconded: Cr Bill Fisher

That all newly elected Councillors provide the General Manager with their duly completed “Related Party Disclosure by Key Management Personnel” forms by Friday, 21 January 2022.

CARRIED

7.10 FRAMEWORK OF PRIORITY ITEMS TO BE PURSUED BY COUNCIL**RESOLUTION 2022/11**

Moved: Cr Pat Cullen
Seconded: Cr Terence Lees

- 1. That Council notes the requirements of the NSW Office of Local Government pertaining to the Integrated Planning and Reporting Framework; specifically, the development of a Community Strategic Plan and Delivery Program by 30 June 2022, as is discussed in the body of the report.**
- 2. That Council further notes the other priority items that are due for its review and adoption, with their respective timeframes for completion, as are discussed in the body of the report.**

CARRIED

7.11 COUNCILLOR INDUCTION AND REFRESHER TRAINING

RESOLUTION 2022/12

Moved: Cr Bill Fisher

Seconded: Cr Pat Cullen

1. That Council notes the contents of this report.
2. That the Mayor and Councillors make all reasonable efforts to participate in the Councillor Induction and Refresher Program Training as discussed in the body of the report and notify the General Manager of their interest in attending the sessions for catering purposes.

CARRIED

7.12 END OF TERM REPORT - STATE OF OUR SHIRE

RESOLUTION 2022/13

Moved: Cr Terence Lees

Seconded: Cr Pat Cullen

1. That Council notes the contents of this report as well as the contents of the End of Term Report: State of Our Shire.
2. That Council, acknowledging the short period of time available for the development of its suite of Integrated Planning and Reporting Framework documents and the current significantly shortened electoral term, provides the strategic direction for the Community Strategic Plan to be reviewed – using the State of Our Shire report, 2021/22 Delivery Program/Operational plan and the Community Services Satisfaction Survey as main foundational documents to inform Council's community engagement processes.
3. That Councillors note Monday, 7 February 2022 at 5.00pm has been allocated for purposes of holding a Councillor Workshop on the requirements and processes involved with the development of its suite of Integrated Planning and Reporting Framework documents; including the 10-year Community Strategic Plan, four-year Delivery program, annual Operational Plan and Annual Report, and associated Resourcing Strategy consisting of the Long-term Financial Plan, Workforce Management Strategy, and Asset Management Strategy and Plans.

CARRIED

8 CONCLUSION OF THE MEETING

The Meeting closed at 11.30am.

The minutes of this meeting were confirmed at the Council held on 9 February 2022.

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CHAIRPERSON