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6 September 2017

**NOTICE IS HEREBY GIVEN** of an **EXTRAORDINARY MEETING** of **COONAMBLE SHIRE COUNCIL** to be held in the **SHIRE CHAMBER, COONAMBLE** on **WEDNESDAY, 13<sup>th</sup> SEPTEMBER 2017** at 9.00 a.m.

Yours faithfully

*Rick Warren*

General Manager

**BUSINESS OF THE MEETING:**

1. Election of Deputy Mayor
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,  
13 SEPTEMBER 2017**

**1. 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.

**2. 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 Cullen and Wheelhouse
- (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

**Recommendation:**

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

**3. 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 and 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.

**4.      *REPORTS FROM S355 COMMITTEES***

In accordance with Council's Resolution 1023 of 13 August 2014 which, in part, adopted the revised *Guide to Operations Section 355 Committees*, letters were written to the committees informing them of the revision of the Guide and enclosing a copy of the adopted document. Each committee also received a copy of the publication from Office of Local Government *Model Code of Conduct – Your Obligations as a Council Committee Member*.

The committees were reminded of their reporting obligations and advised that the reporting meeting each year for the Section 355 Committees was the Extraordinary Meeting in September.

The following s355 Committee has complied with reporting obligations :

- i)      Coonamble Shire Youth Council

**Recommendation:**  
That the information provided by the Coonamble Shire Youth Council be noted and that Council disband all other Section 355 Committees for continuing breaches of governance obligations.

**5.      *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.

## **6. 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.**

## **7. 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.**

## **8. 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 August 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 11 OCTOBER 2017.**

**RICK WARREN**  
General Manager  
5 September 2017

**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) .....