



Warrumbungle Shire Council

Call to Council Special Council meeting

Thursday, 20 September 2012

to be held at the Council Chambers, Coolah

commencing at 9.00 am

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Murray Coe

Councillor Victor Schmidt

Councillor Peter Shinton

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Rebecca Ryan (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Director Environmental &
Community Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

Working for the benefit and care of our community and the natural environment

Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLE SHIRE COUNCIL

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CALL TO COUNCIL SPECIAL COUNCIL MEETING

NOTICE is hereby given that a special meeting of Warrumbungle Shire Council will be held on Thursday 20th September 2012 commencing at 9.00 am at the Council Chambers, Coolah. Your presence is required to determine the following business.

You should note the requirement of the Warrumbungle Shire Council's Code of Meeting Practice which provides:

5.1. A Councillor cannot participate in a meeting of a Council or Committee unless personally present at the meeting

The business to be transacted relates to the election of a Mayor and Deputy Mayor for the forthcoming year and Councillor representation on external and internal Council Committees.

Special Meeting Business

- 1S Election of Mayor
- 2S Election of Deputy Mayor
- 3S Council Committees
- 4S Meeting Schedule

Steve Loane
General Manager

WARRUMBUNGLE SHIRE COUNCIL

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| | | | |
|-----------------------------|---|------------------|-----------------|
| Item | 1S Election of Mayor | | |
| Division: | Executive Services | | |
| Management Area: | Governance | | |
| Author: | Director Corporate Services – Rebecca Ryan | | |
| CSP Key Focus Area: | Local Governance and Finance | | |
| Priority / Strategy: | GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan | | |
| File Ref: | Function: | Activity: | Elected Members |

Background

As per s225 -230 of the NSW Local Government Act (1993) an area must have a Mayor who is elected in accordance with the Act.

The role of the Mayor is:

- *to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council*
- *to exercise such other functions of the council as the council determines*
- *to preside at meetings of the council*
- *to carry out the civic and ceremonial functions of the Mayoral office.*

In Warrumbungle Shire Council, the person elected to the office of mayor by the councillors from among their number and is for a one (1) year term subject to the Act.

Issues

As per Schedule 7 of the Local Government Regulations (2005) parts 1-13 the General Manager is the returning officer.

A Councillor may be nominated without notice for election as Mayor.

The nomination is to be made in writing by two (2) or more Councillors (one of who may be the nominee) and is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered to or sent to the General Manager however a valid written nomination will be accepted up until the announcement of the nominations for the position.

The General Manager is to announce the names of the nominees at the Council meeting at which the election is to be held for the election of Mayor for forthcoming period.

Options

If only one councillor is nominated, that councillor is elected.

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If more than one councillor is nominated, Council is to resolve whether the election is to proceed by Ballot; which under the Regulations means secret ballot or Open Voting; which means voting by a show of hands or similar means.

In addition, Council also needs to determine if the method of voting is by Preferential Ballot or Ordinary Ballot and the order that candidates will appear on the ballot paper.

- **Preferential Ballot**

If the election proceeds by preferential ballot the ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers '1', '2' and so on against the various names so as to indicate the order of their preference for all the candidates. An informal ballot-paper must be rejected at the count.

If a candidate has an absolute majority of first preference votes, that candidate is elected. If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers. A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected. An *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

- **Ordinary Ballot and Open Voting**

If there are only two (2) candidates, the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one elected is to be chosen by lot.

If there are three (3) or more candidates, the one with the lowest number of votes is to be excluded. This process is to be repeated until only two (2) candidates remain and a further vote is to be taken of the two (2) remaining candidates. If at any stage during this process when two (2) candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Financial Considerations

Nil

Summary

If, on any count of votes, there are two (2) candidates in, or remaining in, the election and the numbers of votes cast are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected. If, on any count of votes, there are three (3) or more candidates in, or remaining in, the election and the numbers of votes cast for two (2) or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

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To choose a candidate by lot, the names of the candidates who have equal numbers of votes the General Manager will write the names on similar slips of paper, fold the slips so as to prevent the names being seen, mix and draw one at random. The candidate whose name is on the drawn slip is chosen.

The result of the election is to be declared to the Councillors at the Council meeting at which the election is held by the General Manager, and sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

Councillors have enclosed under separate cover a nomination sheet for the Mayor.

RECOMMENDATION

For Council's determination

WARRUMBUNGLE SHIRE COUNCIL

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| | | | |
|-----------------------------|---|------------------|-----------------|
| Item | 2S Election of Deputy Mayor | | |
| Division: | Executive Services | | |
| Management Area: | Governance | | |
| Author: | Director Corporate Services – Rebecca Ryan | | |
| CSP Key Focus Area: | Local Governance and Finance | | |
| Priority / Strategy: | GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan | | |
| File Ref: | Function: | Activity: | Elected Members |

Background

Whilst not a requirement under the NSW Local Government Act (1993) s231, Warrumbungle Shire Council has traditionally elected a Deputy Mayor.

The Act states '*the Councillors may elect a person from among their number to be the Deputy Mayor*' who;

- *may be elected for the mayoral term or a shorter term*
- *may exercise any function of the mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.*

Issues

A Councillor may be nominated without notice for election as Deputy Mayor.

The nomination is to be made in writing by two (2) or more Councillors (one of who may be the nominee) and is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered to or sent to the General Manager however a valid written nomination will be accepted up until the announcement of the nominations for the position.

The General Manager is to announce the names of the nominees at the Council meeting at which the election is to be held for the election of Deputy Mayor for forthcoming period.

Options

If only one councillor is nominated, that councillor is elected.

If more than one councillor is nominated, Council is to resolve whether the election is to proceed by Ballot; which under the Regulations means secret ballot or Open Voting; which means voting by a show of hands or similar means.

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In addition, Council also needs to determine if the method of voting is by Preferential Ballot or Ordinary Ballot and the order that candidates will appear on the ballot paper.

Financial Considerations

In past practice the Deputy Mayor is paid an allowance of five hundred dollars (\$500) being part of the Mayoral allowance which is provided annually by monthly payments in arrears. This amount has been included in the current 2012-2013 budget under Councillor expenses.

Summary

The result of the election is to be declared to the Councillors at the Council meeting at which the election is held by the General Manager, and sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

Councillors have enclosed under separate cover a nomination sheet for Deputy Mayor.

RECOMMENDATION

For Council's determination

WARRUMBUNGL SHIRE COUNCIL

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| | |
|-----------------------------|---|
| Item | 3S Council Committees |
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Director Corporate Services – Rebecca Ryan |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority / Strategy: | GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan |
| File Ref: | Function: Corporate Management |
| | Activity: Committee Meetings |

Background

Council may, by resolution, establish such committees as it considers necessary which consist of the Mayor and/or Councillors as appointed by the Council.

Each committee be that external or internal, has a specific function, delegated responsibilities by the Council or legislative framework from which to operate.

Issues

A Councillor who is not a member of a committee of a Council is entitled to attend, and to speak at, a meeting of the committee however is not entitled to give notice of business for inclusion in the agenda for the meeting, move or second a motion at the meeting, or vote at the meeting.

Each committee of a council may regulate its own procedure and must ensure that full and accurate minutes of the proceedings of its meetings are kept and presented to Council for adoption.

The chairperson of each committee of the Council must be: the Mayor, or if the Mayor does not wish to be the chairperson of a committee—a member of the committee elected by the Council, or if Council does not elect such a member—a member of the committee elected by the committee.

The chairperson is to preside at a meeting of a committee of a Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

If in a report of a committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation. The recommendations of a committee of Council are, so far as adopted by the Council, resolutions of the Council.

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Council representation on Council committees; either external or internal is classified as Council approved business. Where a Councillor incurs expenses in the course of discharging their civic office responsibilities, such expenses will be reimbursed as per Council policy (Strategic 1.1) Policy for the Payment of Expenses and the Provision of Facilities to Mayors and Councillors.

Options

It is the practice at the Call to Council Special Council meeting held at the commencement of the new Council term that the committees and representatives from the elected Council are reviewed and nominated for the full four (4) year Council term.

There are a number of external organisations and regional committees that have voting places in the Charter or Constitution for member Councils. These committees are part of this Council's wider involvement in the region and the majority of these committees have legislative powers creating them or formal agreements between Warrumbungle Shire and other Councils. It is essential that all of these committees have active elected representative involvement. In addition there are committees of Council which have special interest and focus. Some of these committees also have community or business representation to ensure stakeholder involvement in decision making process.

Town meetings are held twice yearly in October/ November and April/May, after hours in a two (2) week block, providing an opportunity to share Council information, consult and obtain feedback with the community on local issues. All Councillors may attend any of these meetings with the General Manager and Directors (MANEX), and are encouraged to take the opportunity of acting as chairperson. Recommendations from these meetings are noted by Council and referred to MANEX for action and consideration. Since a designated Councillor representative is not required, the town meeting committees have not been included in the list of Council committees following.

Financial Considerations

Councillor travel reimbursements are budgeted for in the 2012-2013 Operational Plan under Councillor expenses. Where there is a staff member involved, all efforts are made to ensure the Councillor representative is provided with a transport option.

Committee or Organisation membership/subscription or financial contributions where required have all been allocated to the respective management area and budgeted for in the 2012-2013 Operational Plan.

Summary

Councillors who are representatives to External Committees are expected to provide a delegates report in writing to the General Manager for presentation to the following Council meeting. All efforts will be made by the Internal committee convenor (Director/Manager) where possible to schedule meetings on the first Thursday of the month alternating between Coonabarabran and Coolah offices. This will ensure minutes are presented to Council that same month. Unless specified otherwise the meetings are generally held during the day.

A list of External and Internal committees follows, with a brief description and required or recommended Councillor representation for Council consideration.

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A small number of committees require technical or specialist expertise, in which case the responsible Director who is delegated as Council representative is noted for Council information and approval.

External Committees

1. Castlereagh Macquarie County Council

This noxious weeds County Council was formed in 1949 and membership includes Walgett and Coonamble, Warren, Gilgandra and Warrumbungle Shire Councils. The operation of County Councils are legislated by the NSW Local Government Act (1993) pt 5. and NSW Local Government Regulations (2005). Meetings are held every second month, on a rotational basis so that a meeting is held within each Council area. The budget allocation for the annual member contribution is the responsibility of the Director Environmental and Community Services.

Two (2) Councillor representatives are required.

2. Macquarie Regional Library (MRL) Service Committee

Committee comprises of two (2) councillors each from the participating Councils in the MRL service agreement (2010-2014) between Dubbo, Warrumbungle, Wellington and Narromine Shire Councils pursuant to the s121 of the Library Act (1939). A chairperson and deputy chairperson is elected from the Committee at a special meeting held each November.

The Administering Council (Dubbo) is delegated with function of providing, controlling and managing libraries and library services in the area and the library service (MRL) is managed by the Director of Macquarie Regional Library. The committee adopts an annual Operational Plan and budget, fees and charges policy and marketing plan. Councillors are supported by the Director Environmental and Community Services who attends MRL meetings as a non voting attendee. Quarterly meetings are held on a rotational basis in each participating Council area with a special budget meeting in conjunction with an ordinary meeting held in April.

Two (2) Councillor representatives are required.

3. Warrumbungle Bushfire Management Committee

This committee is responsible for preparing, coordinating, reviewing and monitoring the Plan of Operations and Bush Fire Risk Management Plan for the area. The group assists in the coordination of bush fire detection, mitigation, control and suppression and is made up of all stakeholders in Bushfire management including Shire, National Parks, State Forests and landholders.

The Rural Fire Service conducts and coordinates the Bushfire Management Committee (BFMC) meetings twice yearly with the Mayor as chairperson. Meetings are held at Coonabarabran Rural Fire Service Centre. Council's Emergency Services Coordinator also attends these committee meetings.

The Mayor represents Council.

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4. Castlereagh Zone Liaison Committee

Involving Warrumbungle and Gilgandra Shire Councils this committee was established to monitor and review the Rural Fire Service budget and fire cover operations of the Castlereagh Zone. Meetings are held twice a year and coincide with the BFMC meeting, and the Mayor and General Manager from both shires attend this meeting.

The Mayor and General Manager represent Council.

5. Local Emergency Management Committee

The Local Emergency Management Committee is responsible for the preparation of plans in relation to the prevention of, preparation for, response to and recovery from emergencies in the Warrumbungle Shire Council area.

Council's Emergency Services Coordinator provides the secretariat and meeting support, with the Director Technical Services attends in the delegated role of Local Emergency Management Officer (LEMO).

Members include Police, NSW Fire and Rescue, NSW Ambulance, NSW Rural Fire Service, Volunteer Rescue Association (VRA), State Emergency Service (SES), Western Area Health, DEECWR (formerly National Parks, NSW Industry and Investment (formerly NSW Department of Agriculture), LHPA and Essential Energy.

The LEMC meet on the 3rd Monday in February, May, August and November alternating between Coolah and Coonabarabran.

The LEMO is the Councillor representative, being the Director Technical Services.

6. North West Weight of Loads Group

A collaborative committee of a group of Councils in the northwest region, administered through Moree Plains Shire Council to carry out random weight checks of loaded vehicles on Council roads. The aim is to minimise subsequent damage to local roads from overloading.

There are three (3) meetings are held each year in various locations.

One (1) Councillor representative is required.

7. Central Ranges Natural Gas and Telecommunications Association

This is a regional committee established in late 1990's involving; Mid Western, Tamworth, Gilgandra, Warrumbungle, Liverpool Plains and Warrumbungle Shire Councils. The original purpose was to progress the concept of a natural gas pipeline into the region to service local towns and industry. Whilst a pipeline does traverse through the shire from Dubbo to Tamworth, the planned spurs into several communities including Coonabarabran, Coolah and Dunedoo to service industry and residents has not eventuated. This remains a watching brief in case an opportunity arises and given no prospects of significant calls on the Association's remaining funds, payment of the member levy was not required at the last AGM in November 2011.

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The committee secretariat and financial auspice is provided by Gunnedah Shire Council, and coordinated locally by Manager Economic Development and Tourism.

The Mayor and General Manager represent Council.

8. Orana Regional Organisation of Councils

OROC is an association of 11 member local government areas; Bogan, Bourke, Brewarrina, Cobar, Coonamble, Gilgandra, Narromine, Walgett, Warren, Warrumbungle and Dubbo City Council. The OROC Board meets every 10 weeks; and each council is represented by two (2) delegates who are entitled to vote. Delegates to the Board are the Mayor (or alternate elected member) and the General Manager. The Executive of the OROC Board includes a Chairperson and two (2) Deputy Chairs. The Executive are elected from among the elected members each year at the Annual General Meeting.

OROC also has a General Managers' Advisory Committee (GMAC) that meets prior to every Board Meeting. GMAC provides advice and recommendations to the Board.

In 2009 the operations of OROC were reviewed and a full time Executive Officer was engaged to develop, manage and coordinate the services of OROC. This position is funded through an agreed annual fee structure based on population.

OROC has since developed a strategic plan and business plan. The business plan has been developed with 3 prime objectives to be met by OROC's activities these include:

- Deliver results,
- Resource sharing and;
- Advocacy and lobbying.

Regional Organisation of Councils (ROC's) are recognised in the NSW Government Destination 2036 draft action plan for local government to facilitate greater resource sharing and cooperation between Council's. Warrumbungle Shire Council are involved in a number of OROC initiatives to share costs and resources.

The Mayor and General Manager represent Council.

9. Warrumbungle Shire Liquor Accord

The role of Warrumbungle Liquor Accord is to help reduce the harms associated with the misuse of alcohol.

These harms include alcohol related violence and crime, behaviour that annoys and upsets other people, a decline in the safety and the perception of safety of the local area, under-age drinking and non-compliance with liquor licensing legislation.

Council's Road Safety Officer (RSO) provides secretarial support to the committee. Responsibilities are to liaise with local media, report Accord initiatives and enhance the profile of the accord through the media, complete minutes and promote attendance of licensees to meetings.

The RSO supports and encourage the Accord, shares information and promotes road safety programs.

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Stakeholders include hotel, motel, restaurant, supermarket, vineyard licensees, police, Roads and Maritime Services (RMS), health departments, Office of Liquor, Gaming and Racing and Council.

Meetings are held quarterly or on an as needs basis, in Coonabarabran.

One (1) Councillor representative is required.

10. Audit and Risk Management Committee

The Audit and Risk Management Committee is an independent advisory Committee assisting the Council to fulfil its governance and oversight responsibilities. The primary duties and responsibilities of the Audit and Risk Management Committee are to assist the Council to discharge its responsibilities relating to:

- Financial reporting process
- Business ethics, policies and practices,
- Management and internal controls,
- Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance,
- Reviewing internal controls, key corporate risks and all audit related matters,
- Encouraging continuous improvement of Council's systems and practices,
- Adoption of the Internal Audit Plan and Council's process for monitoring compliance with policies, laws and regulations and
- Council code of conduct.

The Audit and Risk Management Committee consists of three (3) core voting members being one (1) Councillor appointed by the Council (or alternate appointed by Council) and two (2) Independent external members (not members of Council, and one to be Chairperson) All appointments to the Audit & Risk Management Committee shall be made by the respective Council.

Meetings are conducted quarterly in conjunction with Internal Audit alliance members from other OROC Council local government areas. Meetings have been held in Coonabarabran and Coonamble to date. The Mayor is the current Council representative, however may attend as a non-voting attendee if not.

The ARMC is supported by the General Manager and Director Corporate Services as non-voting attendees.

One (1) Councillor representative is required.

11. Newell Highway Task Force

The Taskforce consists of a group of NSW Councils and other interested organisations, RMS, NSW Police, NRMA and others with an interest in improving road safety and freight access along the Newell Highway. The primary objective to lobby for improved traffic and safety conditions along this important travel route and to achieve through Government action the development and upgrade of the Newell Highway to cater for increasing traffic volumes and to facilitate economic, social and environmental outcomes.

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Committee meetings are held quarterly and are usually hosted by one of its member Councils in towns along the Newell. The Mayor and One (1) Councillor representative attends these meeting with the Director Technical Services.

The Mayor and One (1) Councillor representative is required.

12. Orana Arts Incorporated

Orana Arts is the Regional Arts Board, which works at a regional and state level to develop vibrant and sustainable communities through arts and cultural activities. Triennial funding is provided by NSW Government and contributions based on population from member Councils; Warrumbungle, Gilgandra, Dubbo, Narromine and Mid-Western. As a member organisation, Warrumbungle Shire Council has one board member seat allocated on Orana Arts Incorporated.

The former Director Community Services has been Council's representative however it is recommended that a Councillor be the voting delegate for this Council term.

Key strategic priority areas are:

- Cultural Initiatives, Partnership projects and local community initiatives
- Work with Local Government
- Advocacy
- Training
- Marketing, Promotion and Communications

Meetings are held quarterly in each local government area. The office is based in Gilgandra and Regional Arts Board officers employed to support and implement the activities of the board. Orana Arts budget is the responsibility of the Director of Environmental and Community Services.

One (1) Councillor representative is required.

13. Central West Catchment Liaison Committee

The committee is a collaboration of local government representatives from council's within the Central West Catchment area that meets bi-monthly to discuss means of improving environmental outcomes through joint programs.

The Director Environmental and Community Services represents Council.

14. Mining Related Councils

The Mining Related Council represents Local Government in all aspects of mining, including extractive industries, gas exploration, quarries and minerals, as well as their local communities throughout NSW.

The Association's mission is to advocate on behalf of members and their communities on mining related issues and to ensure that mining activity is conducted in accordance with the principles of Ecologically Sustainable Development.

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Their role is to:

- Develop policies and legislative changes in conjunction with the government and the industry
- An advocacy on a vast array of issues to ensure effective environmental protection.
- Management and rehabilitation, economic development and harmony
- A fair and equitable return to the community from any mining activity.

The Council is made up of 20 Local Government Areas across New South Wales. Meetings are held on a quarterly basis at venues throughout the region.

The Mayor and General Manager represent Council.

15. Liverpool Range Wind Farm Community Consultation Committee

An advisory committee established by Epuron, proponents of a 550 turbine wind farm in the Coolah/Cassilis area. The purpose is to ensure local community consultation is appropriately directed concerning the project.

Meeting schedule and location will be determined by Epuron. One (1) Councillor or staff representative has been invited to represent Warrumbungle Shire Council.

One (1) Councillor representative is required.

Internal Committees

16. Local Traffic Committee

Under the Road Transport (Safety & Traffic Management) Act 1999, Roads and Maritime Services (RMS) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. In order to deal with the large number and range of traffic related matters effectively, RMS has delegated certain aspects of the control of traffic on local roads to Councils. RMS has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

RMS delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on Councils. One of these conditions requires Councils to obtain the advice of RMS and the Police prior to proceeding with any proposal. This is most commonly achieved by Councils establishing a Local Traffic Committee.

The committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, and RMS and the Local State Member of Parliament or their nominee.

The Local Traffic Committee (LTC) has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

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Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to RMS or relevant organisation. Such matters must not be referred to the LTC.

Council is not bound by the advice given by its LTC. However if Council does wish to act contrary to the unanimous advice of the LTC or when the advice is not unanimous, it must notify Roads and Maritime Services and NSW Police and wait 14 days before proceeding. An appeal may be lodged by RMS or NSW Police members of the LTC when Council wishes to take action either contrary to the unanimous advice of the LTC or when the advice is not unanimous.

This appeal is referred to a Regional Traffic Committee (RTC) which operates across the state with meetings generally held in the offices of the local Council. The decision of the RTC is binding on all parties.

Meetings are held on a monthly basis in Coonabarabran with meetings in Coolah or Dunedoo as required.

One (1) Councillor representative is required

17. Plant Advisory Committee

The committee monitor the operations of Council's fleet of plant and vehicles, budget and plant replacement program. Tender assessments are reviewed and recommendations given to Council. The committee comprises of four (4) Councillor representatives, General Manager, Director of Technical Services, Manager Fleet Services and Director Corporate Services. Meetings are held in Coonabarabran or Coolah on an as needs basis however are generally bi-monthly.

Four (4) Councillor representatives are required.

18. General Manager's Review Committee

Councillors need to be aware of their obligations under the Local Government Act 1993 and the Local Government Regulations (2005) when recruiting, appointing, reappointing and overseeing general managers. The DLG have developed guidelines issued under section 23A of the LG Act which must be taken into consideration by Council's governing body when exercising council functions related to the recruitment, oversight and performance management of General Managers.

The position of General Manager is pivotal in a Council. It is the interface between the governing body of the elected Councillors, which sets the strategy and monitors the performance of the Council, and the administrative body of the Council, headed by the General Manager, which implements the decisions of the governing body. The relationship between the General Manager and the Councillors is of utmost importance for good governance and a well functioning Council.

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The Act requires all councils' governing bodies to appoint a person to be General Manager (section 334). The Guidelines provide a guide and checklist for councillors to refer to when considering:

- the recruitment and appointment of general managers
- re-appointment of general managers or ending contracts
- conducting performance reviews of general managers, and
- engaging in the day to day oversight of general managers.

The review of the General Manager is held in May on an annual basis, and has been facilitated by Local Government Management Solutions (LGMS). Councillors will be invited to attend by LGMS at which time mandatory General Manager review training as per the DLG Guidelines will be provided.

All Councillors are representatives on this committee.

19. Finance and Works Committee

The committee should review prior to presentation to Council the following reports;

- Quarterly Budget Review Statement (QBR)
- Long Term Financial Plan
- Asset Management Plan
- Capital Projects

And provide input into Budgets, Revenue Policy and Rates/Charges within annual Operational Plan and four (4) year Delivery Program, review issues raised by the Internal and External Audit Management Letters, NSW Treasury financial sustainability reports and monitor compliance of Councils' Financial Reporting functions as per DLG guidelines.

This committee when first established in 2008 included all Councillors as a whole and whilst this has positives, it is recommended that to appropriately address any investigation and provide in depth scrutiny of financial reports that the committee is a more manageable size. It is proposed to comprise of MANEX, Chief Financial Officer plus three (3) Councillors. Meetings will be held on at least a quarterly basis, most likely bi-monthly at the Coonabarabran or Coolah offices.

Three (3) Councillor representatives are required.

20. Waste Facilities Advisory Committee

Council established a group to respond to issues associated with the six (6) month trial closure of the waste transfer stations in 2011. This committee, involving five (5) Councillor representative remained in place to coordinate the shire Clean Up Day and review the opening days and Waste/Recycling operations, meeting on a bi-monthly basis.

The committee will meet at a minimum quarterly or as required in Coonabarabran and Coolah offices. It is recommended that it comprise of three (3) Councillors and the General Manager, Director Environmental and Community Services, Manager Regulatory Services, Supervisor Waste and Landfill and Chief Financial Officer.

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The main project this committee will be dealing with in the ensuing months will be providing input and reviewing a Waste Management Strategy.

Three (3) Councillors are required.

21. Administration Building Project Committee

At the February 2012 meeting, Council awarded the contract for the labour, materials and plant for the construction of a two (2) story office extension and renovation of existing Council offices at 18-22 John St Coonabarabran to David Payne Constructions. A project management committee was established to agree on any design changes, authorise payment of accounts and monitor the progress of the construction against the scheduled timeframe and budget.

Meetings have been held in Coonabarabran on a fortnightly basis and the Committee includes; the General Manager, Project Manager, Director Corporate Services, Director Environmental and Community Services and the Manager Asset and Design plus additional staff on an ad hoc basis for particular advice or input as required.

The project is due for completion by the end of November 2012.

Three (3) Councillor representatives are required.

22. Warrumbungle Shire Tourism and Economic Development Advisory Committee

Committee comprises representation from;

- One (1) representative from Warrumbungle Tourism Inc
- Two (2) representatives from (National Parks) Office of Environment & Heritage (Coonabarabran and Baradine)
- One (1) representative from Coonabarabran Chamber of Commerce
- One (1) representative from NSW Farmers
- One (1) representative each from Baradine and Binnaway Progress Association and Dunedoo, Mendooran and Coolah Development Groups.
- One (1) representative from the Local Aboriginal Lands Council
- Two (2) Councillors who co-chair and
- Manager of Tourism and Economic Development (TED).

Manager TED provides support and coordinates meetings.

The committee provides advice to Council on the implementation of the Tourism and Economic Development Strategies - working with Council staff to achieve these objectives; develops and monitors the promotional budgets for tourism and economic development allocated by Council. The terms of reference for this committee refer to liaison with the community and the provision of advice to Council through recommendations and budget submission.

Meetings are held quarterly in Coonabarabran.

Two (2) Councillor representatives are required.

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23. Warrumbungle Aerodromes Advisory Committee

The committee provides advice to Council on the ongoing and future use of the Coonabarabran, Coolah and Baradine aerodromes, reviews the operating standards that relate to all or individually the three aerodromes and offer advice in addressing those changing circumstances.

Meetings are held at least three (3) times per annum on a rotating basis in Baradine, Coonabarabran and Coolah to incorporate an onsite daytime inspection of the local aerodrome. The committee is supported by the Manager Road Operations and includes two (2) community representatives from each aerodrome, so generally are members of the aeroclub or local volunteer group.

Two (2) Councillor representatives are required.

24. Warrumbungle Shire Council Social Services Advisory Committee

The role of the Social Services Committee is to ensure all reporting, financial and funding agreement obligations are met in a timely fashion and to bring forward any issues or concerns from each respective Advisory Committee and present these to Warrumbungle Shire Council.

The Social Services Committee comprises of representative from the Northern and Southern Community Care Advisory Committee, Manager Warrumbungle Community Care, Director of Environment and Community Services and a Councillor representative. The committee meets annually although a Special Meeting may be called by the Councillor representative or the Manager Warrumbungle Community Care.

One (1) Councillor representative is required.

25. Warrumbungle Shire Council Yuluwirri Kids Advisory Committee

Committee provides an opportunity to monitor and review the services provided by Yuluwirri Kids - Coonabarabran Preschool and Long Day Care and a forum for strategic planning of future services and meeting the needs of the community and input into the philosophy, programming and policies relating to the Centre's Management plan. Council has indicated that a Councillor should be attending these committee meetings.

There will be 11 delegates minimum in total to include;

- Council's Director Environmental and Community Services
- Manager Yuluwirri Kids Coonabarabran Preschool and Long Day Care Centre
- Minimum of six (6) Parent/Carer representatives
- One (1) representative from the Coonabarabran Local Aboriginal Lands Council
- One (1) representative from the Community or Interagency
- One (1) Councillor representative

Meetings are held in the middle of each school term, ie quarterly, after hours at Yuluwirri Kids.

One (1) Councillor representative is required.

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26. Baradine Floodplain Management Advisory Committee

Council accepted a grant from the Minister for Climate Change, Environment and Commerce for a flood study in Baradine in April 2009. The process involves establishment of a Floodplain Management Advisory Committee to provide local input and feedback.

Committee comprises of two (2) Councillor representatives, Director Technical Services, Director Environmental and Community Services or nominee, SES representatives and three (3) members of the Baradine community. Meetings have been held on an as needs basis to review the plan.

Two (2) Councillors are required.

27. Robertson Oval Committee

In May Council established a committee to review and assist with the preparation of a strategy document and plans to involve the community along with staff and possibly specialist consultants, to identify current and potential users, demand and frequency of use and importantly operation management of any new facility.

Membership as approved by was to comprise of two (2) Councillors, Manager Urban Services, Co-ordinator Dunedoo Development Group plus four (4) members of the community. Meetings will be held every two months or as determined by the Committee or Council when the project commences.

Two (2) Councillors are required.

28. Baradine Memorial Hall Committee

This group were established many years ago prior to the amalgamation and have continued to provide local management of the Baradine Memorial Hall organising bookings, collection of hall rental income and fundraising for improvement projects.

The Manager Property and Risk supports this group and manages the operational R&M budget allocated.

One (1) Councillor representative is required.

29. Warrumbungle Shire Youth Council

A Community Youth Action Group to be established, within each of the townships of Baradine, Binnaway, Coolah, Coonabarabran, Dunedoo and Mendooran will seek to engage young people and provide a platform for participation in their local community, enabling young people to voice opinions on issues affecting youth. Young people will develop decision making and leadership skills in a fun, safe environment with their peers.

The Warrumbungle Shire Youth Council will comprise of two (2) representatives from each Community Youth Action Group and two (2) Councillors. The Youth Council will open the lines of communication between the youth in the community and Council.

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The meeting schedule will be set at the initial meeting, holding monthly meetings using video conferencing.

The Youth Council will be coordinated and supported by Council's Youth Development Officer.

Two (2) Councillors are required.

RECOMMENDATION

For Council's determination.

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| | |
|-----------------------------|---|
| Item | 4S Meeting Schedule |
| Division: | Executive Services |
| Management Area: | Governance |
| Author: | Director Corporate Services – Rebecca Ryan |
| CSP Key Focus Area: | Local Governance and Finance |
| Priority / Strategy: | GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan |
| File Ref: | Function: Governance Activity: Council Meetings |

Background

The Local Government Act (1993) s365 stipulates that the Council is required to meet at least 10 times each year, each time in a different month. A number of Council Policies relate to meeting practice being; Management Procedures 5.1 Code of Conduct and 5.3 Code of Meeting Practice, which refer to the guidelines provided by NSW Division of Local Government (DLG).

During meetings Councillors have an obligation to;

- Act in accordance with Council's Code of Meeting Practice and the Local Government (General) Regulation 2005 during council and committee meetings.
- Show respect to the chair, other Council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

These policies and information will be provided to Councillors in due course throughout the induction and training program planned in the ensuing months delivered either by the General Manager or DLG.

It has been considered appropriate for Council to agree on a 12 month program of proposed meeting dates and venues for the monthly Council meeting.

Warrumbungle Shire Council meeting days has been on the third Thursday of the month, held each month including January. The January meeting was instigated a number of years ago to spread the business being considered by Council, since the February meeting includes presentation of the Quarterly Budget Review Statement (QBRS). Meetings commenced at 9.00 am and were rotated between the Coolah Council Chambers and Coonabarabran, in a number of motels or alternate venues. On one occasion a meeting was held at the Coonabarabran High School.

Whilst the current day time meeting makes it difficult for those Councillors with businesses or full time jobs to participate, driving long distances at night time and the associated risks of hitting kangaroos is the main reason meetings are held during the day.

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The third week of the month is the preferred meeting period, in order for the timely completion of financial statements for the previous month, bank reconciliation and investment reports being approved for presentation to Council.

Issues

The Coonabarabran Council Chambers should be available for meetings from December 2012.

This schedule does not include Town Committee meetings, held in November and May each year nor the various Committee meetings, special Council meetings, training, civic functions and other commitments of Councillors.

Options

Council may decide to change the following meeting program;

- Day of the week within the month
- Time
- Venue

Financial Considerations

Council meetings are a normal part of the operations of the organisation, and budgeted for in the 2012-2013 Operational Plan. This includes travel reimbursement costs of Councillors and catering for meals.

Summary

The following meeting schedule is proposed for Council consideration for the next 12 months. It is proposed that meetings will commence at 10.00 am on the third Thursday of each month with one (1) exception being the November 2012 meeting due to the Mayor, one (1) Councillor and General Manager attending the National Roads Congress in Hobart, TAS.

The QBRs will be included as per DLG guidelines for presentation to Council at the November 2012, February 2013 and May 2013 meetings. The 2012-2013 financial statements will be presented to the September 2013 meeting.

2012

| | | |
|----------|--------------|---------------|
| October | Thursday 18 | Coonabarabran |
| November | Wednesday 21 | Coolah (QBRs) |
| December | Thursday 20 | Coonabarabran |

2013

| | | |
|-----------|-------------|----------------------|
| January | Thursday 17 | Coolah |
| February | Thursday 21 | Coonabarabran (QBRs) |
| March | Thursday 21 | Coolah |
| April | Thursday 18 | Coonabarabran |
| May | Thursday 16 | Coolah (QBRs) |
| June | Thursday 20 | Coonabarabran |
| July | Thursday 18 | Coolah |
| August | Thursday 15 | Coonabarabran |
| September | Thursday 19 | Coolah |

WARRUMBUNGL SHIRE COUNCIL

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RECOMMENDATION

That Council adopts the current Meeting schedule, being the third Thursday of each month, including January commencing at 10.00 am alternating between the Coolah and Coonabarabran Council Chambers as per the following schedule;

2012

| | | |
|----------|--------------|---------------|
| October | Thursday 18 | Coonabarabran |
| November | Wednesday 21 | Coolah |
| December | Thursday 20 | Coonabarabran |

2013

| | | |
|-----------|-------------|---------------|
| January | Thursday 17 | Coolah |
| February | Thursday 21 | Coonabarabran |
| March | Thursday 21 | Coolah |
| April | Thursday 18 | Coonabarabran |
| May | Thursday 16 | Coolah |
| June | Thursday 20 | Coonabarabran |
| July | Thursday 18 | Coolah |
| August | Thursday 15 | Coonabarabran |
| September | Thursday 19 | Coolah |