



## NOTICE OF EXTRAORDINARY MEETING

**Monday 28 September 2015 at 11:00am**

Councillors,

Please be advised that an Extraordinary Council Meeting will be held at **11:00am on Monday 28 September 2015** in the Council Chambers.

The purpose of this meeting is to:

- Elect the Mayor and Deputy Mayor for 2015/16
- Determine the Council and Committee Meetings Annual Schedule for 2015/16
- Determine the 2015/16 Delegates for Standing, External, Specific Purpose and Consultative Panels.

Regards

Damien Connor  
**General Manager**



## **Extraordinary Council Meeting**

**11:00am Monday 28 September 2015**

**Uralla Shire Council Chambers**

### **AGENDA**

- 1. OPENING OF EXTRAORDINARY MEETING**
- 2. ACKNOWLEDGEMENT OF COUNTRY**
- 3. APOLOGIES**
- 4. DISCLOSURES & DECLARATIONS**
- 5. ELECTION OF MAYOR FOR 2015-16**
- 6. ELECTION OF DEPUTY MAYOR FOR 2015-16**
- 7. COUNCIL & COMMITTEE MEETINGS**
- 8. STANDING, EXTERNAL, SPECIFIC PURPOSE & CONSULTATIVE PANEL DELEGATES 2015-16**
- 9. CLOSE OF EXTRAORDINARY MEETING**



EXTRAORDINARY MEETING  
OF COUNCIL

28 September 2015

Extraordinary Meeting of Council

EXTRAORDINARY MEETING OF COUNCIL

# EXTRAORDINARY MEETING OF COUNCIL

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28 September 2015

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# EXTRAORDINARY MEETING OF COUNCIL



## COUNCIL REPORT

<b>Department:</b>	<b>General Managers Office</b>
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	X28.09.01
<b>Subject:</b>	Election of Mayor – 2015/16

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	A strong, accountable and representative Council
<b>Strategy:</b>	Provide open, accountable and transparent decision making for the community
<b>Action:</b>	Councils code of meeting practice and policies are maintained and reviewed

### SUMMARY:

The purpose of this report is for Council to elect the Mayor for the proceeding term, being from September 2015 to September 2016.

### OFFICER'S RECOMMENDATION:

**That the General Manager, as Returning Officer, call for nominations for the election of Mayor and Council determine the form of ballot to be used if so required.**

### BACKGROUND:

Council is required to undertake a Mayoral election in September each year in accordance with s290 of the NSW Local Government Act 1993. The elected term runs from September 2015 to September 2016.

The Local Government Elections Regulations stipulates the General Manager (or a person appointed by the General Manager) is the Returning Officer.

### REPORT:

In accordance with the Local Government Act 1993 and Regulations, nominations for Mayor must be in writing, signed by two Councillors and the nominee must consent in writing. The nomination and acceptance can be made prior to the meeting.

A brief summary of the regulation follows.

Any nominations prepared prior to the meeting must be handed to the General Manager in his capacity as Returning Officer for the election. Nomination forms are included in the Attachments.

# EXTRAORDINARY MEETING OF COUNCIL

If there is more than one candidate nominated, an election is necessary and Council must decide whether the election will be by:

- A Ordinary Ballot
- B Preferential Ballot, or
- C Open Voting

The form of ballot should be determined after the calling of nominations, and the General Manager will call for a motion accordingly.

An **Ordinary Ballot** is a secret ballot. If there are two candidates, the person receiving the higher number of votes is declared elected. Should there be three or more candidates, the candidate receiving the lowest number of votes is excluded and fresh votes are taken until one candidate remains. A cross (X) against the candidate whose nomination is being supported is all that is required when voting.

A **Preferential Ballot** is a secret ballot and the system can only be adopted if there are more than 2 candidates. Voting is in order of preference, with votes being marked 1,2,3,4 etc. If a candidate receives more than half of the total votes, that person is declared elected. If not, the person with the lowest number of votes is excluded and their preferences are distributed. This procedure is followed until one candidate receives more than half of the total votes. They are then declared elected.

**Open Voting** is by a show of hands. If there are 2 candidates, the person receiving the higher number of votes is declared elected. If there are more than 2 candidates, the person with the lowest number of votes is excluded and this procedure is repeated until one candidate receives a simple majority of the votes.

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**  
N/A
2. **Policy and Regulation**
  - NSW Local Government Act 1993;
  - NSW Local Government (General) Regulations 2005;
  - Local Government Elections Regulations; and
  - Uralla Shire Council Code of Meeting Practice.
3. **Financial (LTFP)**  
N/A
4. **Asset Management (AMS)**  
N/A
5. **Workforce (WMS)**  
N/A

# EXTRAORDINARY MEETING OF COUNCIL

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Managers Office
Attachments:	A. Nomination Forms

# EXTRAORDINARY MEETING OF COUNCIL



## COUNCIL REPORT

<b>Department:</b>	General Managers Office
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	X28.09.02
<b>Subject:</b>	Election of Deputy Mayor – 2015/16

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	A strong, accountable and representative Council
<b>Strategy:</b>	Provide open, accountable and transparent decision making for the community
<b>Action:</b>	Councils code of meeting practice and policies are maintained and reviewed

### SUMMARY:

The purpose of this report is for Council to elect the Deputy Mayor for the proceeding term, being from September 2015 to September 2016.

### OFFICER'S RECOMMENDATION:

That the General Manager, as Returning Officer, call for nominations for the election of Deputy Mayor and Council determine the form of ballot to be used if so required.

### BACKGROUND:

Council is required to undertake a Mayoral election in September each year in accordance with s290 of the NSW Local Government Act 1993 and whilst the Local Government Act does not include the position of Deputy Mayor as being mandatory, Uralla Shire Council has traditionally elected a Deputy Mayor.

The elected term of the Deputy Mayor will run from September 2015 to September 2016.

The Local Government Elections Regulations stipulates the General Manager (or a person appointed by the General Manager) is the Returning Officer.

### REPORT:

The Local Government Act does not specify the method of voting for Deputy Mayor. Council may, therefore, fix its own procedure. For the sake of simplicity and consistency, it is recommended that Council adopt the same procedure that was adopted for the election of the Mayor.



# EXTRAORDINARY MEETING OF COUNCIL

## COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication**  
N/A
2. **Policy and Regulation**
  - NSW Local Government Act 1993;
  - Local Government Elections Regulations; and
  - Uralla Shire Council Code of Meeting Practice.
3. **Financial (LTFP)**  
N/A
4. **Asset Management (AMS)**  
N/A
5. **Workforce (WMS)**  
N/A
6. **Legal and Risk Management**  
N/A
7. **Performance Measures**  
N/A
8. **Project Management**  
N/A

**Damien Connor**  
**General Manager**

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Managers Office
Attachments:	B. Nomination Forms

# EXTRAORDINARY MEETING OF COUNCIL

## MAYORAL NOMINATION FORM SEPTEMBER 2015

I hereby nominate the following Councillor for the position of Mayor of Uralla Shire Council for the period commencing September 2015:

Nominee \_\_\_\_\_ Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Nominated By \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Seconded By \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

## DEPUTY MAYOR NOMINATION FORM SEPTEMBER 2015

I hereby nominate the following Councillor for the position of Deputy Mayor of Uralla Shire Council for the period commencing Sept 2015:

Nominee \_\_\_\_\_ Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Nominated By \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Seconded By \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

# EXTRAORDINARY MEETING OF COUNCIL



## COUNCIL REPORT

<b>Department:</b>	General Managers Office
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	X28.09.03
<b>Subject:</b>	Council and Committee Meetings – 2015/16 Annual Schedule

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	A strong, accountable and representative Council
<b>Strategy:</b>	Provide open, accountable and transparent decision making for the community
<b>Action:</b>	Council and Standing Committee Meetings are conducted and open to the public

### SUMMARY:

The purpose of this report is for Council to determine the Council and Committee Meetings schedule for the remainder of the current Council term.

### OFFICER'S RECOMMENDATION:

That:

1. Council meetings be held on the fourth Monday of the month commencing at 1pm, with the exception of December 2015 which will be held on the third Monday of the month.
2. Standing Committee meetings be held on the third Monday of the month as detailed below, with the exception of December 2015 which will be held on the second Monday of the Month:
  - Corporate & Community Committee – third Monday of the month from 4.00pm; and
  - Environment, Development & Infrastructure Committee – third Monday of the month from 5.30pm.
3. Ordinary Council and Standing Committee meetings be held in each month of the calendar year with the exception of January.
4. If any Council or Committee Meeting date falls on a public holiday then the meeting will be scheduled for the following day.

### BACKGROUND:

In accordance with s365 of the NSW Local Government Act 1993, Council is required to meet at least 10 times per year, each time in a separate month.

# EXTRAORDINARY MEETING OF COUNCIL

## REPORT:

The fixing of the time and date of meetings is a matter for Council to determine. In determining these matters, Council should consider the convenience to the public, the availability of Councillors and some balance for the cost of staff time if after hours meetings are proposed for meetings which may involve staff other than the General Manager and senior executive.

The current practice is for Council meetings to be conducted on the fourth Monday of each month, except January, with the two Standing Committees held in the third full week of the month on a Monday afternoon/evening.

Council currently meets at 1pm for the monthly Council Meeting and at either 4.00pm or 6.00pm for the two Standing Committee Meetings.

## COUNCIL IMPLICATIONS:

**1. Community Engagement/ Communication**

N/A

**2. Policy and Regulation**

- NSW Local Government Act 1993; and
- Uralla Shire Council Code of Meeting Practice.

**3. Financial (LTFP)**

N/A

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Damien Connor**  
**General Manager**

Prepared by staff member: Damien Connor  
Approved/Reviewed by Manager: Damien Connor  
Department: General Managers Office  
Attachments: C. Schedule of Meeting dates

# EXTRAORDINARY MEETING OF COUNCIL

## 2015/16 Council Meeting Schedule

COUNCIL MEETINGS
Monday 26th October 2015
Monday 23rd November 2015
Monday 21st December 2015
Extraordinary - If required
Monday 22nd February 2016
Monday 28th March 2016
Tuesday 26th April 2016**
Monday 23rd May 2016
Monday 27th June 2016
Monday 25th July 2016
Monday 22nd August 2016

Corporate & Community Committee	Environment, Development & Infrastructure Committee
Monday 19th October 2015	Monday 19th October 2015
Monday 16th November 2015	Monday 16th November 2015
Monday 14th December 2015	Monday 14th December 2015
Monday 15th February 2016	Monday 15th February 2016
Monday 21st March 2016	Monday 21st March 2016
Monday 18th April 2016	Monday 18th April 2016
Monday 16th May 2016	Monday 16th May 2016
Monday 20th June 2016	Monday 20th June 2016
Monday 18th July 2016	Monday 18th July 2016
Monday 15th August 2016	Monday 15th August 2016

\*Anzac Day Public Holiday Monday 25th April

# EXTRAORDINARY MEETING OF COUNCIL



## COUNCIL REPORT

<b>Department:</b>	General Managers Office
<b>Submitted by:</b>	General Manager
<b>Reference:</b>	X28.09.04
<b>Subject:</b>	Standing, External, Specific purpose and Consultative Panel delegates 2015/16

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.1	A strong, accountable and representative Council
<b>Strategy:</b>	4.1.3	Provide open accountable and transparent decision making for the community
<b>Action:</b>	4.1.2.1	Develop, implement and review Councils community consultative panels
	4.1.3.3	Council and Standing Committee meetings are conducted and open to the public

### SUMMARY:

The purpose of this report is to list the external bodies on which Council has a representative as well as Council's community consultative panels. The delegates to represent Council on those committees or boards for the year September 2015 to September 2016 then need to be determined.

### OFFICER'S RECOMMENDATION:

**That Council determine the representation on the standing committees, external bodies, specific purpose committees and community consultative panels listed in this report.**

### BACKGROUND:

Council is required annually to determine the delegate/s that are to represent Council on external bodies and other community committees and panels.

A number of changes have recently taken place to Councils Standing Committee structure and accordingly there has been a need to review the community committees that Council supports. This has resulted in the identification of a number of new Community Consultative Panels that will enable better two-way communication between the community and Council.

Additionally two other specific purpose committees have also been identified for implementation to fill current voids, those being a Community Grants Assessment Panel and a Major Plant Tender Evaluation Panel.

# EXTRAORDINARY MEETING OF COUNCIL

## REPORT:

Listed below is a table of all of the external bodies, committees and panels that have Councillor representation, including which Councillor/s were delegates in the previous year and the meeting frequency of such. Council now needs to determine the representatives for each of these for the year September 2015 to September 2016.

	Representation	Current Delegate/s	Delegate/s 2015-16
<b>Council Standing Committees</b>			
1. Corporate & Community	Mayor + Four Councillors	Clr Pearce, Clr Field, Clr M Dusting, Clr Strutt, Clr Ward	
2. Environment, Development & Infrastructure	Mayor + Four Councillors	Clr Pearce, Clr Crouch, Clr Geldoff, Clr K Dusting, Clr Cooper	
<b>Specific Purpose Committees</b>			
1. Audit & Risk Committee	Mayor + One (1) Councillor	Clr Pearce, Clr M Dusting	Clr Pearce, Clr M Dusting
2. Donations Assessment Panel	Three (3) Councillors	Clr Crouch, Clr Geldoff, Clr Strutt	Clr Crouch, Clr Geldoff, Clr Strutt
4. Major Plant Tender Evaluation Panel	Two (2) Councillors + Alternate	Clr Geldoff, Clr Crouch (Clr M Dusting - alternate)	
5. Australia Day Committee	Two (2) Councillors	Clr Cooper, Clr K Dusting	
<b>External Boards, Committees &amp; Organisations</b>			
1. Country Mayors Association	Council Mayor	Council Mayor	Council Mayor
2. Arts North West	Nil currently	Nil	Nil
3. Central North Regional Library	One (1) Councillor	Clr K Dusting	Clr K Dusting
4. Namoi Councils	Council Mayor	Council Mayor	Council Mayor
5. New England Weeds Authority	One (1) Councillor	Clr M Dusting	Clr M Dusting
6. Northern Inland Regional Waste	One (1) Councillor	Clr Pearce (Chair)	Clr Pearce (Chair)
7. Mid North Weight of Loads	Nil currently	Clr F Geldoff (Deputy Chair)	Clr F Geldoff (Deputy Chair)
8. HNE Health Advisory Committee	One (1) Councillor + Alternate	Clr Strutt, Clr Cooper (Alt)	
9. Local Traffic Committee	One (1) Councillor	Clr Pearce	Clr Pearce
10. Local Emergency Management Committee	Council Mayor	Council Mayor	Council Mayor
11. District Emergency Management Committee	Council Mayor	Council Mayor	Council Mayor
12. Bushfire Liaison Committee	One (1) Councillor + Alternate	Clr Pearce, Clr Crouch (Alt)	
13. New England Group of Councils	Council Mayor	Council Mayor	Council Mayor
<b>Strategic Community Consultative Panels</b>			
1. Access & Disability	One (1) Councillor	Clr D Field	
2. Sport & Recreation	One (1) Councillor	Clr K Ward	
3. Tourism & Promotion	One (1) Councillor	Clr L Cooper	
4. Economy & Job Creation	One (1) Councillor	Clr M Dusting	
5. Arts, Culture & Creativity	One (1) Councillor	Clr I Strutt	
6. Children, Youth & Families	One (1) Councillor	Clr K Dusting	
7. Parks, Gardens & Open Space	One (1) Councillor	Clr F Geldoff	
8. Environmental Management	One (1) Councillor	Clr B Crouch	
<b>S335 Committee &amp; Progress Association</b>			
1. Bundarra Progress Association	One (1) Councillor	Clr Crouch	

The Uralla Shire Council Register of Committees includes further background and detail on all of Councils standing committees, external bodies, specific purpose committees, community consultative panels and progress association.

# EXTRAORDINARY MEETING OF COUNCIL

## COUNCIL IMPLICATIONS:

**1. Community Engagement/ Communication**

The new community consultative panels provide an improved level of two-way communication and engagement with the community.

**2. Policy and Regulation**

- NSW Local Government Act 1993; and
- Uralla Shire Council Code of Meeting Practice.

**3. Financial (LTFP)**

No impact identified

**4. Asset Management (AMS)**

Nil

**5. Workforce (WMS)**

Nil

**6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Damien Connor  
General Manager**

Prepared by staff member:	Damien Connor
Approved/Reviewed by Manager:	Damien Connor
Department:	General Managers Office
Attachments:	NIL