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**ITEM 26 - ACKNOWLEDGEMENT OF COUNTRY**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To provide an opportunity for the Mayor to recite an Acknowledgement of Country
<b>Policy Implications</b>	Required by Council's policy
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	Council Meetings
<b>Annexures</b>	Nil
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**ADMINISTRATION MANAGER'S REPORT**

At the December 2009 Council meeting, Council adopted a Code of Meeting Practice policy which included reciting of an Acknowledgement of Country on "... *special/formal occasions; at the September Council Meeting for the Election of Mayor & Deputy Mayor; and at other occasions at the discretion of the Mayor...*".

An Acknowledgement of Country is where people acknowledge and show respect for the Aboriginal Traditional Custodians of the land upon which the event/meeting is taking place.

It is a sign of respect and reads as follows.

A Chair usually begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners.

*"I would like to acknowledge that we are here today on the land of the Wiradjuri people who are the Traditional Custodians of this land. I would also like to acknowledge the present Aboriginal and Torres Strait Islander people who may reside within this area."*

**RECOMMENDATION**

THAT the Mayor recites an Acknowledgement of Country in accord with Council's Code of Meeting Practice policy.

**ITEM 27 - MAYORAL ELECTIONS PROCEDURE 2010**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Outlining procedures for the conduct of Mayoral elections.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	Governance
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

**Nominations for Mayor and Deputy Mayor**

Councillors are advised that nominations for the position of Mayor and Deputy Mayor will close at 9.30am sharp on Monday, 20 September 2010. Nominations must be in writing and signed by two Councillors, one of whom may be the Nominee. The consent for nomination must be signed by the Nominee. Should a Councillor act as one Nominee for oneself it is most important that they also sign the consent to nomination. Failure to do so renders the nomination invalid.

Nominations can be delivered to the General Manager or the Director of Finance and Corporate Services at the Molong Office for placement in the Ballot Box. The General Manager will also be in attendance on Meeting Day from 9.00 am in the General Manager's Office at the Council Chambers in Molong to accept any nominations.

Council should also indicate if it wishes details of voting to be made public.

Should Councillors have any queries in relation to any aspect of the Mayoral Elections, they are asked to contact the General Manager or the Director of Finance and Corporate Services at their convenience.

**Election Procedures**

The procedure for election for the positions of Mayor and Deputy Mayor is:

1. If only one Councillor is nominated, that Councillor is elected.
2. If more than one Councillor is nominated, the Council is to proceed by preferential ballot, by ordinary ballot or by open voting.
3. The election is to be held at the council Meeting at which the Council resolved on the method of voting.

4. The following definitions apply:

“Ballot” has its normal meaning of secret ballot;

“Open Voting” means voting by a show of hands or similar means.

It has been the practice in the past for Council to conduct voting by ordinary ballot where there are two (2) nominations and preferential ballot where three or more nominations are received. Assuming Council continues with this practice the following procedure has been set down for Preferential Voting in Part 3 of Schedule 7, Election of Mayor by Councillors, in the Local Government (General) Regulation 2005.

#### Ordinary Voting

The ballot papers are to contain the names of both candidates. Councillors make their vote by placing “1” against the name of the candidate they wish to see elected. The candidate with an absolute majority of votes is deemed to be elected.

#### Preferential Voting - Ballot Papers and Voting

1. The ballot papers are to contain the names of all the candidates. The Councillors are to make their votes by placing the numbers “1”, “2”, “3” and so on against the various names so as to indicate the order of their preference for the candidates. In accordance with Clause 9 of Schedule 7, Councillors must show their preferences for all Candidates for votes to be formal.
2. The formality of a ballot-paper under this Part is to be determined in accordance with Clause 345 (1)(b); (1)(c) and (5) of this Regulation as if it were a ballot paper referred to in that clause.
3. An informal ballot paper must be rejected at the count.

#### Count

1. If a candidate has an absolute majority of first preference votes, that candidate is elected.
2. 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.

3. 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 preferences is repeated until one candidate has received an absolute majority of votes. The latter is elected.
4. In this clause absolute majority in relation to votes means a number which is more than one half of the number of unexhausted formal ballot-papers.

#### Tied Candidates

1. If, on any count of votes, the numbers of votes cast for 2 candidates are equal and;
  - a) those candidates are the only candidates in, the election - 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; or
  - b) 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.
2. If, on any count of votes, the numbers of votes cast for 3 or more candidates are equal and 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.

#### Choosing by Lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer, so as to prevent the names being seen, the slips are mixed, (placed in a vial) and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

### **RECOMMENDATION**

THAT Council:

1. Re-affirm its previous practice of conducting voting for the positions of Mayor and Deputy Mayor by preferential ballot where three or more nominations are received, otherwise by ordinary ballot.

2. Determine if it wishes details of the voting for the positions of Mayor and Deputy Mayor to be made public.

**ITEM 28 - ELECTION OF MAYOR 2010/11 TERM**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Election of Mayor for the 2010/11 Term
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

Following the determination by Council at the Item relating to determining of requirements for the election process, a resolution for the General Manager to proceed with the election of the Mayor is required.

**RECOMMENDATION**

THAT the General Manager proceed with the requirements for the election of the Mayor for Cabonne Council as detailed in the Item relating to determining of requirements for the election process.

**ITEM 29 - ELECTION OF DEPUTY MAYOR 2010/11 TERM**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Election for Deputy Mayor for 2010/11 Term.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

Following the determination by Council at the Item relating to determining of requirements for the election process, a resolution for the General Manager to proceed with the election of the Deputy Mayor is required.

**RECOMMENDATION**

THAT the General Manager proceed with the requirements for the election of the Deputy Mayor for Cabonne Council as detailed in the Item relating to determining of requirements for the election process.

**ITEM 30 - DESTRUCTION OF BALLOT PAPERS**

**REPORT IN BRIEF**

<b>Reason For Report</b>	Destruction of Ballot Papers
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
<b>File Number</b>	\\My Workspace\Business Paper Report Directory\Working Reports InfoCouncil 2010 - 198780

**GENERAL MANAGER'S REPORT**

Following the election of Mayor and Deputy Mayor a resolution is required as to disposal of the ballot papers. Traditionally Cabonne Council has destroyed the Ballot papers upon the completion of formalities associated with the respective Ballots.

**RECOMMENDATION**

THAT Ballot Papers for the positions of Mayor and Deputy Mayor be destroyed upon the completion of formalities associated with the respective Ballots.

**ITEM 31 - DELEGATIONS TO THE MAYOR AND DEPUTY MAYOR, (IN THE MAYOR'S ABSENCE)**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To re-affirm the delegations to the successful candidates elected as Mayor and Deputy Mayor.
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<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
<b>File Number</b>	\\My Workspace\Business Paper Report Directory\Working Reports InfoCouncil 2010 - 198781

### **GENERAL MANAGER'S REPORT**

Following the elections for Mayor and Deputy Mayor, it is necessary for Council to re-affirm the delegations to the successful candidates. These are in addition to such other powers as are conferred under the Local Government Act 1993.

### **RECOMMENDATION**

THAT subject to not receiving direction from the Council as to the consideration of any particular matter by the Council itself and subject to the requirements of the Local Government Act 1993 and Regulations thereunder and any express policy of the Council or regulations of any public authority other than the Council and pursuant to the powers conferred on Council by s377 of the *Local Government Act 1993*, the Mayor (*INSERT name in full*) and in his/her absence the Deputy Mayor (*INSERT name in full*) be authorised to exercise or perform on behalf of the Council the powers, authorities, duties and functions as follows:

- to incur expenditure up to the sum of \$1,000 for incidental expenses, within approved votes of Council.
- Authority to make application to the Environmental Protection Authority for the necessary landfill approval required in association with the disposal of asbestos waste, following consultation with local Councillors and Director of Environmental Services.
- Authority to call an Extraordinary Meeting where circumstances are such that a Council decision is required on a matter prior to the next Ordinary Meeting.

### **ITEM 32 - ELECTION OF COMMITTEES**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	Reporting on Council's current Panel structure.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager



<b>Annexures</b>	Nil
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## **GENERAL MANAGER'S REPORT**

### **COMMITTEE STRUCTURE**

Council at its September 2009 Extraordinary Meeting considered a report on various Committee structure options and determined:

*“THAT the standing Committees continue to be on a Panel system as follows:*

#### Panel A

- *Works Committee*
- *Community Services Committee*
- *Emergency Services Committee*
- *Audit Committee*
- *Rate Review Committee*

#### Panel B

- *Environmental Services and Sustainability Committee*
- *Economic Development and Tourism Committee*
- *Wards Review Committee.”*

Council further resolved that:

*THAT Panel membership remain as is:*

#### Panel A

*Clrs N Bleakley, G Dean, R Dowling, D Hyde, I Gosper and K Walker.*

#### Panel B

*Clrs K Duffy, J Culverson, L MacSmith, S Wilcox, J Farr and A Durkin.*

The Panel system substantially reduced the time taken for Committees and also reduced the amount of time that Councillors were often required to wait between Committee Meetings.

Although there are more Committees listed for Panel A, a review of meeting history and the irregularity of some of the Committees has indicated that the workload for each Committee would be similar and less unproductive time for

Councillors would occur.

### **Voting Rights**

The Local Government Act and Regulations has the effect that only those designated members of Committees may lawfully move motions and vote on matters before the Committee.

### **Other Issues**

#### 1. Other Standing Committees

Council has a number of other standing Committees that meet on semi-regular (e.g. quarterly) or on an as needs basis. The conduct of these Committees could quite easily be incorporated into whatever Committee structure Council determines, most likely at the commencement of the main Committees.

#### 2. Committee/Council Meeting Times

The actual timing of Committee/Council meetings (i.e. morning, afternoon, night) should also be considered as part of the wider debate. A later Report in this Business Paper deals with the date and time of Meetings and Committees and lists options for consideration. It should be read in conjunction with discussion on the Committee structure.

#### 3. Trial period

If Council desires, it can adopt any option for a six or twelve month trial period to gauge its effectiveness

### **RECOMMENDATION**

THAT Council discuss the current Committee structure to determine:

1. Preferred Committee Structure.
2. Any trial period deemed appropriate.

### **ITEM 33 - STANDING COMMITTEES**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	To determine Council's Standing Committees' Members for the 2010/11 Term.
<b>Policy Implications</b>	Nil

<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	1. Council Committees Terms of Reference
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### **GENERAL MANAGER'S REPORT**

If Council alters the current Panel System for the coming year it will be necessary to alter the following list of Committees accordingly.

Each of Council's standing committees is constituted to deal with certain matters identified under Council's principal activities. Further details of the Principal Activities are included in Council's Management Plan. **Objectives, Responsibilities and Terms of Reference for each of the previous Standing Committees have been developed and are attached as an annexure to this report.** Subject to the Standing Committees adopted by Council it may be necessary to amend these objectives, responsibilities and Terms of Reference.

#### **PANEL A - WORKS COMMITTEE, COMMUNITY SERVICES COMMITTEE, EMERGENCY SERVICES COMMITTEE, AUDIT COMMITTEE and RATE REVIEW COMMITTEE**

The previous Panel A Committees consisted of the following members for the 2009/2010 year:

Cllrs N Bleakley, G Dean, R Dowling, D Hyde, I Gosper and K Walker.

#### **PANEL B - ENVIRONMENTAL SERVICES & SUSTAINABILITY COMMITTEE, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE and WARDS REVIEW COMMITTEE.**

The previous Panel B Committees consisted of the following members for the 2009/2010 year:

The Mayor (Cllr K Duffy), Cllrs J Culverson, A Durkin, J Farr, L MacSmith, and S Wilcox.

At the 2009 September Extraordinary meeting Council resolved:

THAT:

1. Council's Quarry Review and Land Development Committees meet on a bi-monthly basis.

Council's Standing Committees' core Members for the 2009/2010 were as follows:

**QUARRY REVIEW COMMITTEE**

Cllrs N Bleakley, J Culverson, R Dowling, K Duffy, A Durkin, J Farr, I Gosper, L MacSmith, S Wilcox and the Director of Engineering & Technical Services.

**LAND DEVELOPMENT SUB-COMMITTEE**

Cllrs N Bleakley, K Duffy, J Farr, D Hyde and the Director of Finance & Corporate Services, Director of Engineering & Technical Services, Director of Environmental Services, Design Manager and Economic Development Manager.

**RECOMMENDATION**

THAT Council determine its Standing Committees' core Members for the 2010/2011 year.

**ITEM 34 - OTHER COUNCIL COMMITTEES THAT MEET AS AND WHEN REQUIRED**

**REPORT IN BRIEF**

<b>Reason For Report</b>	To determine the Committee Members for other Council Committees for the 2010/2011 year
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

Each of Council's committees is constituted to deal with certain matters identified under Council's principal activities. Further details of the Principal Activities are included in Council's Management Plan.

The Committee Members for Other Council Committees for the year 2009/2010 comprised of the following:

1) **FLOODPLAIN MANAGEMENT COMMITTEE**

Council's Floodplain Management Committee is constituted to consider issues associated with Floodplain Management.

The Floodplain Management Committee previously consisted of three (3) members with power to co-opt, those members being:-

The Mayor (Clr K Duffy) and Clrs N Bleakley and D Hyde.

2) **DISTRICT FLOODPLAIN MANAGEMENT SUB-COMMITTEE**

Council's District Floodplain Management Committees are constituted to consider issues associated with District Floodplain Management

The District Floodplain Management Sub-Committee previously consisted of the following Members of Council, with the power to co-opt:

- i. Canowindra Clrs K Walker and A Durkin
- ii. Molong Clrs N Bleakley and I Gosper
- iii. Eugowra Clrs D Hyde and G Dean
- iv. Cudal Clrs D Hyde and G Dean

Council's Director of Environmental Services and Design Manager are also members of all District Flood Management Sub-Committees in accordance with the Floodplain Policy Manual.

3) **LOCAL GOVERNMENT WEEK COMMITTEE**

Council's Local Government Week Committee is constituted to consider issues such as promotion of Council's role during Local Government Week Celebrations associated with the following principal activity of Council: Governance

The Local Government Week Committee previously consisted of: the Mayor (Clr K Duffy) and Clrs N Bleakley, J Culverson, A Durkin and D Hyde.

4) **FOUR TOWN SEWERAGE COMMITTEE**

His committee was formerly a Standing Committee constituted as a means of communicating progress of the Four Town Sewerage Scheme with the community during the development phase of the Scheme. Council may consider maintaining the Committee as a committee that meets as and when required or dissolving the committee now that the scheme is in its construction/operational phase.

The Four Town Sewerage Committee consisted of the Mayor (Clr K Duffy) and Clrs R Dowling, J Farr, I Gosper and the Director of Engineering and Technical Services.

**RECOMMENDATION**

THAT Council determine the Committee Members for Council Committees that meet as and when required for the 2010/2011 year.

**ITEM 35 - DELEGATES TO OTHER ORGANISATIONS - FOR THE TERM OF COUNCIL**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to note its Delegates and Representatives to other organisations and Community Organisations for the 2010/11 year.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

Council is required to determine its Delegates and representatives to other organisations and community organisation for the Term of Council or for each financial year. Those determined for the Term of Council are listed herewith for Council's information.

**FOR THE TERM OF COUNCIL**

1) **CENTRAL TABLELANDS WATER**

Central Tablelands Water provides potable water to around 11,500 consumers in 14 towns and villages including Canowindra, Cargo, Cudal, Eugowra and Manildra in the Cabonne Shire.

Council's delegates to Central Tablelands Water have been Clrs K Duffy and J Farr.

2) **CENTRAL WEST LIBRARIES**

The Central West Libraries is responsible for Library Services in Cabonne (Canowindra, Molong and Manildra), Orange, Blayney, Forbes and Cowra.

Council's two representatives to the Central West Libraries have been Clr J Culverson and the General Manager, with the Administration Manager acting as alternate delegate.

3) **CABONNE/ORANGE/BLAYNEY ENTERPRISE CENTRE (COBEC)**

The COBEC is responsible for assistance and advice, generally for small to medium enterprises in the Cabonne Orange and Blayney areas. It plays a pivotal role in the encouragement and establishment of new business.

Council's representatives to the Cabonne/Orange/Blayney Enterprise Centre Committee have been Clr K Duffy with the General Manager being an alternate delegate.

**RECOMMENDATION**

THAT Council note the delegates to Central Tablelands Water, Central West Libraries and Cabonne/Orange/Blayney Enterprise Centre for the term of Council.

**ITEM 36 - DELEGATES TO OTHER ORGANISATIONS - FOR THE YEAR 2010/11**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to determine its Delegates and Representatives to other organisations and Community Organisations for the 2010/11 year.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	Authorisations
<b>Annexures</b>	Nil
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**GENERAL MANAGER'S REPORT**

Council is required to determine its Delegates and representatives to other organisations and community organisations for the 2010/11 year.

1) **ARTS OUT WEST**

Arts Out West is an organisation that gives people the opportunity to become involved at a Regional and State level with arts and cultural development in the Central West Region.

Council's representative to Arts Out West has been Clr S Wilcox.

2) **ASSOCIATION OF MINE RELATED COUNCILS INC**

The Association of Mine Related Councils is the primary lobby group for

Councils affected by mining. It also provides legal advice and networking opportunities.

Council's representative on the Association of Mine Related Councils Inc. has been Clr S Wilcox with Clr K Duffy as alternative delegate and the Director of Environmental Services.

3) **AUSTRALIA WIDE RURAL ROAD GROUP (AWRRG)**

This Group's agenda includes current issues with regional road infrastructure including *"road network sustainability, and if not addressed, its direct negative implications for local industry, and the need for specific funding to close the funding gap."* Supporting the AWRRG agenda by becoming a financial member is seen as a proactive approach to address the funding shortfall.

Council's delegates to the AWRRG Group are the Chair of the Works Committee and Clr Culverson.

4) **BELUBULA RIVER JOINT COMMITTEE**

The Belubula River Joint Committee is run in conjunction with Cowra Council and is responsible for river clearance and management issues on the Belubula River.

Council's representative to the Belubula River Joint Committee has been Clr K Walker with Clr A Durkin as an alternate delegate.

5) **CABONNE CARAVAN PARK COMMITTEE**

This Committee is responsible for overseeing the operation of all Cabonne Caravan Parks. A representative of each Caravan Park is a member of the Committee: the Caretaker at Cudal, and Mangers from Molong and Canowindra.

Council's representatives on the Cabonne Caravan Park Committee have been Clrs N Bleakley, G Dean and K Walker; and the Director of Engineering and Technical Services, Finance Manager, Urban Assets Coordinator and Services Overseer.

6) **CABONNE CONSULTATIVE COMMITTEE**

The Committee is responsible for oversight of Industrial and Award matters and acts in a Consultative capacity involving Councillors, staff and senior management.

The Council representatives to the Cabonne Consultative Committee previously have been Clrs G Dean and N Bleakley.

7) **CABONNE/ORANGE ROAD SAFETY COMMITTEE**

This Committee is responsible for Road Safety in Cabonne and Orange, particularly oversight of the Road Safety Officer's operations.



Clr G Dean as the Traffic Committee representative, was appointed as the representative to the Joint Cabonne/Orange Road Safety Steering Committee.

8) **CABONNE COUNTRY TOURISM ADVISORY COMMITTEE**

The Cabonne Country Tourism Advisory Committee aims to facilitate the development of tourism to and within the Cabonne Country. Nominations have only just called for and the Charter requires nomination of a minimum of one Cabonne Council Councillor to this Committee.

9) **CABONNE TOURISM ADVISORY COMMITTEE**

This Committee consists of Tourist Operators from the Cabonne Country area. Its aim is to advise Council on tourism related issues.

The Council representatives to the Cabonne Tourism Advisory Committee have been Clrs J Culverson and S Wilcox with Clr K Duffy as the alternate delegate.

Please note the ongoing operation of this Committee is under review with the creation of the Cabonne Country Tourism Advisory Committee (CCTAC). Council may wish to defer this matter until the CCTAC is operational.

10) **CADIA - MREMP COMMITTEE**

This Committee has a statutory role to assess mining and environmental matters associated with Cadia Mine.

The Director of Environmental Services is Council's representative on the Cadia MREMP Committee.

11) **CADIA – COMMUNITY CONSULTATIVE COMMITTEE**

This Committee was established in accordance with the development consent and acts as a forum for the local community to raise issues in relation to the Mine's operation.

Clr L MacSmith and the Director of Environmental Services are Council's representatives on the Cadia Community Consultative Committee.

It is noted that the Charter actually only allows for one representative. Prior to 2009 the Director of Environmental Services was the nominated representative.

12) **CANOBOLAS BUSH FIRE MANAGEMENT COMMITTEE**

The Council's of Cabonne, Orange and Blayney have combined their Bushfire Management Committees to form the Canobolas Bushfire Management Committee.

Council's representative to the Canobolas Bush Fire Management Committee has been Clr L MacSmith with Clr I Gosper as alternate delegate and Council's Director of Environmental Services.

13) CANOBOLAS ZONE LIAISON COMMITTEE

The Committee has been formed to administer the Canobolas Zone Service Level Agreements.

Council representative to the Canobolas Zone Liaison Committee has been Clr I Gosper and the Director of Engineering and Technical Services with Clr L MacSmith as alternate delegate.

14) CANOWINDRA AGE OF FISHES MUSEUM BOARD and STRATEGIC ADVISORY COMMITTEE OF THE CANOWINDRA AGE OF FISHES MUSEUM

These are 2 community committees established to administer the Age of Fishes Museum at Canowindra.

Council's representative to the Canowindra Age of Fishes Board and Strategic Committee has been Clr A Durkin with Clr K Walker as the alternate delegate.

15) CANOWINDRA FOOD BASKET ADVISORY GROUP

The aim of this project is to supply food to the underprivileged and low income families of Canowindra. To qualify, clients must have a current pension or health card and only one weekly entitlement per household is allowed.

Council's delegate on the Canowindra Food Basket Advisory Group has been Clr Walker.

16) CARGO ROAD USERS ASSOCIATION

This committee has been established to lobby for upgrading of Cargo Rd.

Council's representative on the Cargo Road Users Association has previously been the Mayor (Clr K Duffy) with Clr L MacSmith as an alternative delegate.

17) CENTRAL WEST CATCHMENT MANAGEMENT AUTHORITY (CWCMA)

The objective of the group is to establish formal and constructive relationships between Council and the CMA.

The key responsibilities of the Group's membership are to promote natural resource management within Council and support the work of the Salinity and Water Quality Alliance.

Councillor representation on the CWCMA Local Government Reference Group Forum has been through Clr MacSmith as delegate and Clr Wilcox as alternate delegate.

18) CENTRAL WEST COMMUNITY COLLEGE

This Committee comprises of representatives from the Central West overseeing the provision of training, employment and community services offered by the Central West Community College.

Council's delegate to this Committee has been Clr S Wilcox.

19) CENTRAL WEST MINING LIAISON COMMITTEE - (CABONNE/ORANGE/BLAYNEY)

This Committee has oversight of mining exploration and operations, particularly in the Cabonne, Orange and Blayney areas.

Council's representative on the Central West Mining Liaison Committee for the Cabonne, Orange and Blayney area is the Mayor (Clr K Duffy) with Clr J Farr as the alternate delegate.

20) CENTROC HEALTH WATCH COMMITTEE

This Committee is responsible for monitoring Medical and Health issues in the CENTROC region. This Committee was formed as a result of the Lachlan Medical Focus Group disbanding.

Council's delegates to the CENTROC Health Watch Committee have been Clr J Farr and the Community Services Manager with the Mayor (Clr K Duffy) as the alternate delegate.

21) GREATER WESTERN AREA HEALTH SERVICE (GWAHS) - CABONNE HEALTH COUNCIL

This Council is responsible for advising the Chief Executive of Greater Western Area Health Service on policies, plans and health related initiatives in the Cabonne area.

Council's delegate has been Clr D Hyde with Clr N Bleakley as the alternate delegate. (10/02/10 - CS2/10)

22) HACC JOINT COMMITTEE

This Committee, previously known as the Food Services Advisory Committee is responsible for advising on Food Services needs for Council's Home and Community Care operations.

Council's representative to the Cabonne Food Services Advisory Committee has been Clr D Hyde with Council's Community Services Manager to act as alternate delegate. (09/11/10)

23) LACHLAN REGIONAL TRANSPORT COMMITTEE

This Committee assumes a lobbying role on transport issues in the Lachlan region.

Council's delegate to the Lachlan Regional Transport Committee has been Clr D Hyde and Director of Engineering and Technical Services (as and when required) with Clr K Walker as the alternate delegate.

24) **LITTLE RIVER LANDCARE CATCHMENT MANAGEMENT**

This Committee has assumed responsibility for Landcare Management issues associated with Little River in the Yeoval area.

Council's representative to the Little River Landcare Group has been Clr R Dowling.

25) **LOCAL EMERGENCY MANAGEMENT COMMITTEE**

This Committee is responsible for the coordination of emergency response issues for Cabonne.

The representatives to the Local Emergency and Management Committee previously consisted of the Mayor (Clr K Duffy), the Director of Engineering and Technical Services as the Local Emergency Management Officer and Council's Operations Manager as the Deputy Local Emergency Management Officer.

26) **MOLONG MEDICAL COMMITTEE**

This Committee is responsible for community liaison on Health and Medical issues in Molong.

Council's representative on the Molong Medical Committee has been Clr N Bleakley.

27) **NOXIOUS WEEDS ADVISORY COMMITTEES**

These are cooperative committees involving groups of Councils in the Lachlan and Macquarie River Catchment areas along with NSW Agriculture to oversee and advise on Noxious Weeds matters.

*Lachlan Valley Noxious Weeds Advisory Committee*

Clr D Hyde has been Council representative on this Committee with Clr R Dowling being the alternate delegate.

*Upper Macquarie Noxious Weeds Advisory Committee*

Clr R Dowling has been Council representative on this Committee with Clr L MacSmith being the alternate delegate.

28) **OPHIR RESERVE TRUST BOARD**

The Department of Lands has appointed a Public Trust to manage the affairs of the Ophir Reserve in lieu of an administrator. Council nominated a position of "Councillor, Cabonne Council (ex-officio member)" to be on the Board

which was ratified by the Minister for Lands

Council's representative on this Board to fill the position of 'Councillor' has been Clr S Wilcox. (10/04/12)

29) **ORANGE/MUDGEES ROAD LINK COMMITTEE**

This Committee comprises representatives of Orange, Blayney, Mid Western and Bathurst Regional Councils. Its aim is to develop a link, incorporating a bridge across the Macquarie River, between Orange and Mudgee.

Council's representative on the Orange/Mudgee Road Link Committee has been Clr J Culverson with Clr S Wilcox as the alternate delegate.

30) **SALINITY ACTION ALLIANCE**

This Committee has been established to strategically position the member Councils in order to maximise opportunities for Federal and State funding to address natural resource management and salinity in particular.

Council's representatives on the Salinity Action Alliance have been Clr L MacSmith and the Director of Environmental Services with Clr R Dowling as the alternative delegate.

31) **SYDNEY ROADLINKS COMMITTEE**

This is a regional committee with representatives from 7 Councils aimed at upgrading the Great Western Highway from the Blue Mountains through to Bathurst.

Council's delegates to this Committee have been the Mayor (Clr K Duffy) with Clrs N Bleakley and J Farr as the alternate delegates.

Council should note that the Director of Engineering & Technical Services also attends these Meetings as an observer.

32) **TRAFFIC COMMITTEE**

This Committee advises Council on traffic related issues in Cabonne. It also consists of Police and RTA representatives.

Council's delegate to this Committee has been Clr N Bleakley with the Mayor (Clr K Duffy) as the alternate delegate.

33) **WALUWIN CENTRE GOVERNANCE COMMITTEE**

A lease has been put in place between Council and the Health Administration Corporation on behalf of Greater Western Area Health Service (GWAHS). The lease provides for a "Centre Governance Committee" to be established by Council including representatives of all lessees/occupiers within the building to provide advice to the lessor on but not limited to the efficient

management and operation of the building including the preparation of annual budgets.

Council's delegate to this Committee has been Clr N Bleakley with Clr L MacSmith as the alternate delegate.

34) **WELLINGTON/DUBBO LANDCARE MANAGEMENT**

This Committee represents some sixteen (16) Landcare Groups and 400 ratepayers within the Cabonne boundary.

Council's delegate to this Committee has been Clr R Dowling with Clr L MacSmith as the alternate delegate.

**RECOMMENDATION**

THAT Council Determine its Delegates and Representatives to other organisations (as listed above) for the 2010/2011 year.

**ITEM 37 - DELEGATES TO OTHER ORGANISATIONS - COMMUNITY PEAK ORGANISATIONS**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to determine its Delegates and Representatives to other organisations and Community Organisations for the 2010/11 year.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
<b>File Number</b>	\\My Workspace\Business Paper Report Directory\Working Reports InfoCouncil 2010 - 198779

**GENERAL MANAGER'S REPORT**

Council is required to determine delegates to listed Community Peak Organisations, subject to the support from these Organisations for the 2010/11 year. Previously the representatives have been:

<b>Town</b>	<b>Organisation</b>	<b>Meetings</b>	<b>Representative</b>
Manildra	Manildra and District	1 <sup>st</sup> Wednesday of each month	Clr Farr

<b>Town</b>	<b>Organisation</b>	<b>Meetings</b>	<b>Representative</b>
	Improvement Association (MADIA)		
Cumnock	Cumnock and District Progress Association	3 <sup>rd</sup> Thursday of each month	Clr Dowling
Yeoval	Yeoval and District Progress Association	1 <sup>st</sup> Tuesday of each month	Clr Dowling Alternate Clr Farr
Molong	Molong Advancement Group	1 <sup>st</sup> Wednesday of each month	Clr Bleakley
Mullion Creek	Mullion Creek & District Progress Association	4 <sup>th</sup> Tuesday of each month	Clr Wilcox
Cargo	Cargo Progress Association	1 <sup>st</sup> Thursday of every second month	Clr MacSmith
Nashdale/ Borenore	Proposed joint Borenore/ Nashdale Committee under consideration	Last Friday of every month	Clr Duffy
Canowindra	Bendy Street Business Group	Monthly	Clr Durkin
Eugowra	Eugowra Promotion and Progress Association	2 <sup>nd</sup> Tuesday of each month	Clr Hyde
Cudal	Cudal Progress Association	1 <sup>st</sup> Wednesday of each month	Clr Dean

**RECOMMENDATION**

THAT Council determine the appointment of the delegates to Community Peak Organisations (as listed in the report), subject to the support from these Organisations for the 2010/2011 year.

**ITEM 38 - ALTERNATE DELEGATES TO COMMITTEES OTHER THAN COUNCIL COMMITTEES**

**REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to determine its alternate Delegates when Official Delegate are unable to represent Council at
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	functions.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
<b>File Number</b>	\My Workspace\Business Paper Report Directory\Working Reports InfoCouncil 2010 - 198777

### **GENERAL MANAGER'S REPORT**

Council has determined, as a matter of policy (Minute No. 94/3/27) that Council authorise any official Council delegate to arrange for another Councillor to represent Council at functions where the official delegate is unable to attend and believes that Council representation is required.

### **RECOMMENDATION**

THAT the information be noted.

### **ITEM 39 - FIXING THE DATE AND TIME OF REGULAR MEETINGS OF COUNCIL AND VARIOUS COMMITTEE MEETINGS**

#### **REPORT IN BRIEF**

<b>Reason For Report</b>	For Council to determine dates and time for regular meetings of Council and various Committees.
<b>Policy Implications</b>	Nil
<b>Budget Implications</b>	Nil
<b>Area of Responsibility</b>	General Manager
<b>Annexures</b>	Nil
<b>File Number</b>	\My Workspace\Business Paper Report Directory\Working Reports InfoCouncil 2010 - 198774

### **GENERAL MANAGER'S REPORT**

The current procedure is to conduct Council and Committee Meetings as follows:

- (a) Ordinary Council Meeting

The Ordinary Council Meeting be held at Council's Molong Office on the third Monday in each month, commencing at 9:30 am.

- (b) Committee Meetings



Council's monthly Committee meetings are held on the first Monday of each month, fourteen (14) days prior to Council's Ordinary Meeting. Should this day fall on a Gazetted Public Holiday the Committee Meeting is held on the Tuesday, thirteen (13) days prior to Council's Ordinary Meeting, in accordance with Council's policy and Code of Meeting Practice.

Council has had various discussions on the most suitable time for the conduct of Committee meetings. The current procedure is for these meetings to be held commencing at 9:30am. There are advantages and disadvantages with whatever time Committee meetings start, however the current arrangements appeared to limit the ability of Council Committees to undertake on-site inspections and then reconvene later that day to consider matters or for Council to meet and formally determine or resolve issues at Extraordinary meetings.

From a review of Council, Committee meetings, inspections, and Extraordinary Meetings it appears that a 2:00pm start, offers both the flexibility and some degree of certainty that may be more suitable to Council.

The matter however is one for the Council to determine the time that suits it best.

Council should be aware that if it wishes to change the date and time of Meetings, it will be necessary under Section 362(2) of the Local Government Act, 1993 to advertise changes for 28 days and allow a total of 42 days for comment, as this would represent a substantial variation in terms of Council's Code of Meeting Practice.

Council also has the option to trial options, subject to the necessary advertising and adoption.

### **RECOMMENDATION**

THAT Council determine the date and time of regular Meetings of Council and various Committee Meetings.

## Cabonne Council – Terms of Reference – Standing Committees

### **AUDIT COMMITTEE**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Finance & Corporate Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Financial (including budgetary)
- Investments
- Current assets
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **COMMUNITY SERVICES**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager, Director of Finance & Corporate Services and Community Services Manager.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Health & medical services to the community
- Community housing
- Home & Community Care services
- Family Day Care services
- Community Transport services
- Access & Equity
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **EMERGENCY SERVICES**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager, Director of Finance & Corporate Services, Director of Engineering & Technical Services and Director of Environmental Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Emergency & fire services
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **ENVIRONMENTAL SERVICES & SUSTAINABILITY**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Environmental Services.

**Responsibilities:**

1. Pursuant to the powers conferred on Council by s377 of the Local Government Act 1993, this Committee is authorised to exercise or perform on behalf of the Council the powers, authorities, duties and functions as follows:-

a) Assess and determine development applications for approval conditionally or unconditionally under the Environmental Planning and Assessment Act 1979 (as amended) following consideration of a report submitted by Council's Environmental Services staff.

b) Determine the preparation and making of draft Local Environmental Plans or Development Control Plans.

c) Determine applications for Designated Development

2. To make recommendations to Council on any matters other than the above referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Refused Development applications
- Cemeteries
- Environmental Health
- Waste Management services
- Animal Control
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

**Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **PROMOTION, DEVELOPMENT & TOURISM COMMITTEE**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager, Director of Finance & Corporate Services, Economic Development Manager, and Promotion Tourism & Development Officer.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Encourage, facilitate and support the economic viability of the Cabonne region
- Land development
- Promotion and support of tourism development
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **QUARRY REVIEW**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Engineering & Technical Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Molong Limestone Quarry
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

- 1 To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
- 2 To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **RATE REVIEW COMMITTEE**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Finance & Corporate Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- General Purpose Revenue
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.



## **WARD REVIEW COMMITTEE**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Finance & Corporate Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- Ward boundaries and democratic representation
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.

## **WORKS COMMITTEE**

**Objectives:** To consider matters referred from time to time by Council or matters considered to be of urgent nature by the Committee, Chairperson, Mayor, General Manager and Director of Engineering & Technical Services.

**Responsibilities:** To make recommendations to Council on any matters referred to it by Council, matters considered to be of an urgent nature as defined above and relating to the following areas of responsibility:

- The development and monitoring of all works programs
- Assets management of Council's civil infrastructure
- Water supply services
- Sewerage services
- Mechanical asset management
- Town & village enhancement
- Road safety
- Noxious Weed control
- Input into the Management Plan in relation to the responsibilities listed above.
- Other matters that may be from time to time referred by Council.

### **Terms of Reference:**

1. To consider reports, advice and recommendations of Management, together with relevant information from third parties and to make recommendations to Council on matters placed before the Committee ensuring the recommendations are within the limits of available resources and subject to the powers vested under the Statutes, Regulations and Council's own policies.
2. To recommend to Council the need for the formulation of or amendment to policies in relation to matters before the Committee.