



**I hereby give notice that an Extraordinary Meeting of Council will be held on:**

**Date: Tuesday, 11 January 2022**  
**Time: 2:00pm**  
**Location: Condobolin Council Chambers**

# **BUSINESS PAPER**

**Extraordinary Council Meeting**

**11 January 2022**

## Order Of Business

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- 1      ACKNOWLEDGEMENT OF COUNTRY AND ELDERS**
- 2      LEAVE OF ABSENCE**
- 3      PUBLIC FORUM**
- 4      DISCLOSURE OF INTEREST**
  
- 5      OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS**

## **6 GENERAL MANAGER**

### **6.1 ELECTION OF MAYOR, DEPUTY MAYOR AND DELEGATES TO COMMITTEES**

**TRIM Number:** R21/355

**Author:** General Manager

#### **PURPOSE**

To elect the Mayor, Deputy Mayor and representatives on Council and community committees and to set times and days for Council meetings and Strategic Briefing Workshops.

#### **SUPPORTING INFORMATION**

Nil

#### **BACKGROUND**

The elections of Mayor and Deputy Mayor of Lachlan Shire Council must be conducted in accordance with Clause 394 and Schedule 7 of the Local Government (General) Regulation 2005. The Mayor is elected for a term of two (2) years while the Deputy Mayor can be elected for the same term as the Mayor or a shorter term as determined by Council. Due to the postponement of the ordinary Council election to 4 December 2021, and the requirement for a mid-term Mayor election to be held in September 2023, the term of Mayor will be shorter than two years for this Council. While Council has previously resolved to hold an election for the position of Deputy Mayor every year, consideration should be given to electing the Deputy Mayor for the same period as the Mayor, during the term of this Council.

#### **ISSUES AND COMMENTS**

##### **1. ELECTION OF MAYOR AND DEPUTY MAYOR**

Nominations for these positions must be made in writing by two or more Councillors, one of whom may be the nominee. The nomination is not valid unless the nominee has indicated consent to the nomination in writing. The nomination should be delivered to the General Manager (Returning Officer) prior to the day of the election.

**NOTE:** If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot (one mark) or by open voting (show of hands).

The Preferential Voting System has traditionally been the preferred manner by which Council elects the Mayor and Deputy Mayor.

The preferential system (marking with a "1", "2", etc.) simply requires that the candidate with the highest number of votes with an absolute majority (more than one half of the number of formal ballot papers) is elected. Where three or more candidates remain and no candidate has an absolute majority on the first count, then the candidate with the least number of first preference votes is eliminated and votes distributed according to the next highest preference until one candidate has an absolute majority.

**(Council to resolve voting system and the term of the Deputy Mayor to be the same as the Mayor)**

##### **i) BALLOT FOR MAYOR to be conducted**

**ii) BALLOT FOR DEPUTY MAYOR to be conducted****2. FIXING OF THE DAY AND HOUR OF REGULAR MONTHLY MEETINGS**

It is proposed for Council to hold Ordinary Meetings on the fourth Wednesday of each month commencing at 2.00 p.m.

Council may determine the day and time of Ordinary Meetings in view of each Councillor's work commitments and the expectations of the public.

A Councillor's attendance at Ordinary and Special Meetings will be recorded for inclusion in Council's Annual Report

**(Council to resolve day and time for regular monthly meetings)**

**3. COUNCILLOR STRATEGIC BRIEFING WORKSHOPS**

The Strategic Briefing Sessions allow councillors to meet informally and discuss emerging issues for the Council, Long Term Financial Plan, review Strategic Plans and Delivery and Operational Plans, LEP and any other matters.

The workshops are held on the second Wednesday of the month, commencing at 2.00 pm and are for a period of up to four hours, depending on the meeting agenda.

Strategic Briefing Workshops may be attended in person or via electronic video conferencing technology such as Zoom. Strategic Briefings are not public meetings and will not be recorded or live streamed. A councillor's attendance at Strategic Briefing will be recorded for inclusion in Council's Annual Report

**(Council to resolve day and time for regular strategic briefing workshops)**

**4. COUNCIL COMMITTEES**

Clause 11.10 of the Model Code of Meeting Practice for Councils in NSW requires voting at meetings (except for the position of Mayor and Deputy Mayor), including voting in an election, to be by open means (such as voices or a show of hands).

**GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE**

In terms of the General Manager's performance based contract, this Committee monitors the General Manager's performance and annually reports to Council. The Committee consists of the Mayor, Deputy Mayor, a Councillor selected by the Council (currently Cr Harris) and one other Councillor selected by the General Manager. The process is facilitated by an independent consultant.

**Nominations to be called for member selected by Council**

## AUDIT RISK AND IMPROVEMENT COMMITTEE

This committee comprises two councillors (currently Cr Medcalf and vacant) and two community members plus the Internal Auditor, GM and Director Corporate and Community Services as non-voting members.

### Nominations to be called for members

## AUSTRALIA DAY COMMITTEES

Australia Day celebrations are held across the shire and Council normally allows each community to organise its own celebration. Councillors should continue to work with those committees however an Australia Day Committee for the Shire has been established. This Committee comprises the Mayor, Deputy Mayor and a Councillor (currently Cr Bendall), immediate past Citizen of the Year Winner and a representative from each of the various local Australia Day committees.

The Executive Assistant coordinates advertising calling for nominations and works with the Australia Day Council to recruit an ambassador.

### Nominations to be called for members

Council also allocates a budget to meet the cost of staging the various events and these are included below.

Location	Organisation	2017/18 Budget
Condobolin	To be identified	\$3,500
Lake Cargelligo	Lower Lachlan Community Services	\$2,700
Tottenham	Tottenham Welfare Council	\$1,500
Tullibigeal	Tullibigeal and District Progress Association	\$800
Burcher	Burcher Progress Association	\$700
Fifield	Fifield Community facilities Committee	\$700

## 5. DELEGATES TO ORGANISATIONS

### Nominations to be called.

### Appointment of Committees

The Mayor is an ex-officio member of all committees of Council and under the terms of the contract the General Manager is expected to attend all meetings of Council and its standing Committees, if

held. At this time there are no standing committees as these have been replaced by the Strategic Briefing Workshops which are not formal meetings of Council.

Committee	Membership
<p><b>ADVISORY COMMITTEES</b></p> <p>Council has established a number of Advisory Committees that meet as required to consider matters relative to their establishment. Those committees include delegates of Council, members of the public and for some committees, representatives from statutory bodies and community organisations. Each Committee will be chaired by a Councillor and will provide recommendations to Council.</p>	
<p><b>Gum Bend Lake Committee</b></p> <p>To consider matters referred to it in relation to the Gum Bend Lake facility and make recommendations to Council on those matters.</p>	<p>Two Councillors (currently Cr Carter and Cr Blewitt) and representatives of the community.</p> <p>Committee to be serviced by the Director of Infrastructure Service and other Departmental staff as appropriate.</p> <p>Meets quarterly.</p>
<p><b>Lake Cargelligo Foreshore Committee</b></p> <p>To consider matters referred to it in relation to Lake Cargelligo and make recommendations to Council on those matters.</p>	<p>Recommendation up to two local Councillors (currently Cr Phillips and Vacant) and representatives of the community.</p> <p>Committee to be serviced by the Director of Infrastructure Services and other departmental staff as appropriate.</p>
<p><b>Aboriginal Advisory Committee</b></p> <p>To provide Council with advice direction and recommendations on project, programs, policy and other initiatives relevant to the Indigenous community.</p>	<p>Two Councillors (currently Cr Carter and Vacant) and nine representatives from the community who identify as Aboriginal.</p> <p>Committee to be serviced by the Director, Corporate and Community Services and other departmental staff as appropriate.</p> <p>The General Manager is also a member of this Committee</p> <p>The committee has not met for several years and alternate methods of consulting with the Aboriginal community, such as Focus Groups are being considered.</p> <p>Meets quarterly</p>
<p><b>Floodplain Risk Management Committee</b></p> <p>To prepare for consideration by Council the Floodplain Study for those areas in the</p>	<p>Membership of two Councillors (currently Cr Harris and vacant) and representatives of the community.</p>

<p>Council area affected by flooding from the Lachlan River.</p> <p>Council is required under the terms of the legislation to establish and use a Community Committee during the preparation of the study.</p>	<p>Committee to be serviced by the Director of Infrastructure Services and Director of Environment, Tourism and Economic Development and other departmental staff as appropriate.</p>
<p><b>Willow Bend Sports Centre Committee</b></p> <p>To develop and recommend policy to Council for the operation of the Willow Bend Sports Centre.</p>	<p>Membership of one Councillor (currently Cr Rees) plus two Department of Education representatives and two community representatives.</p> <p>Committee to be serviced by the Director Environment, Tourism and Economic Development and other departmental staff as appropriate.</p>
<p><b>Heritage Advisory Committee</b></p> <p>Provide recommendations to Council on the distribution of heritage funding and other general heritage matters.</p>	<p>Two Councillors (currently Cr Medcalf and Cr Harris) and community representatives.</p> <p>Committee to be serviced by the Director Environment, Tourism and Economic Development and other departmental staff as appropriate.</p>
<p><b>Condobolin Cemetery Advisory Committee</b></p> <p>Provide advice to Council on the management and improvement of the Condobolin Cemetery.</p>	<p>Membership of two Councillors (Currently Cr Blewitt and Cr Brady) and community representatives.</p> <p>Committee to be serviced by the Director Infrastructure Services and other departmental staff as appropriate.</p>
<p><b>Condobolin Showground and Recreation Area Users Committee</b></p> <p>Provides advice to Council on the operation and infrastructure requirements at the SRA Grounds.</p>	<p>Membership comprises representatives of user groups, three Councillor delegates (currently Cr Blewitt, Cr Harris and Cr Rees), GM, Director Infrastructure and Director Environment Tourism and Economic Development.</p>



In addition to the above Council also appoints delegates annually and alternate delegates (if the delegate is unavailable to attend a meeting) to represent it on other local and regional bodies, as follows:

ORGANISATION	DELEGATE(S)
<p><b>Ambassador to Penrith Alliance</b></p> <p>The ambassador is expected to play a lead role in alliance activities including attendance at Council and community organised events at both locations. Likely involve at least two trips per year to Penrith and attendance at local functions.</p>	<p>One Councillor and an alternate delegate. (Currently Cr Rees)</p>
<p><b>Delegates to CNSW Joint Organisation of Councils</b></p> <p>CNSW Joint Organisation's Board meets quarterly with meetings held throughout the region on a rotating basis. Council pays an annual subscription to CNSW Joint Organisation which is currently based on population and use of services.</p>	<p>Constitution of CNSW Joint Organisation states Mayor and General Manager.</p>
<p><b>Delegates to the Mid-Lachlan Alliance (Parkes, Forbes, Weddin &amp; Lachlan Councils)</b></p> <p>The MLA is a local alliance that is designed to allow member councils to address issues on a joint basis and to resource share wherever possible. The Board meets when required.</p>	<p>Mayor and the General Manager.</p>
<p><b>Delegates to Western Plains Regional Development</b></p> <p>The organisation facilitates and provides a number of services to the community and receives annual funding from Lachlan Shire Council. Board meetings are held every two months in Condobolin</p>	<p>Mayor and Director Corporate and Community Services.</p>
<p><b>Delegate to Arts Out West</b></p> <p>Lachlan Shire Council is a member of this regional organisation based in Orange and pays an annual subscription.</p>	<p>Council is represented on the group by a local resident whose appointment is confirmed annually (currently Heather Blackley, alternate delegate Communication and Community Engagement Officer).</p>
<p><b>Delegates to the Evolution Lake Cowal Community Environmental and Monitoring Consultative Committee</b></p>	

<p>This Committee was established under the Development Consent for the former Barrick Lake Cowal Mine and comprises representatives from Council, the community and Evolution Mining. It meets regularly at the mine.</p>	<p>Councillor delegate and alternate delegate. (Currently Cr Brady and vacant)</p>
<p><b>Delegates to the Association of Mining and Energy Related Councils</b></p> <p>This Association comprises Councils throughout NSW that have mining and renewable energy activities within their local government areas and meets quarterly at venues on a rotational basis.</p> <p>Councils pay an annual subscription to the association.</p>	<p>One Councillor delegate and an alternate delegate plus General Manager. (Currently vacant and Cr Blewitt)</p>
<p><b>Delegates to Murray Darling Association</b></p> <p>The Association comprises members from across NSW, Victoria and South Australia and meets quarterly with an annual conference at venues on a rotational basis.</p>	<p>One Councillor delegate and alternate delegate. (Currently Cr Phillips and vacant)</p>
<p><b>Delegates to the Bush Fire Management Committee</b></p> <p>This Committee comprises delegates from the Lachlan Zone Councils, Brigades and the Rural Fire Service</p> <p>Meetings are held quarterly at venues on a rotational basis</p>	<p>Mayor and one other Councillor alternate delegate plus Director Infrastructure. (Current Alt Delegate is Cr Carter)</p>
<p><b>Local Emergency Management Committee (LEMC)</b></p> <p>This committee comprises delegates from emergency management organisations and Council so that a coordinated response to an emergency can be undertaken.</p>	<p>One Councillor delegate and an alternate delegate plus the Director Infrastructure Services and relevant departmental staff. (Currently Cr Phillips and Cr Harris)</p>
<p><b>Lachlan Local Area Command Community Safety Precinct Meeting</b></p> <p>Mayors and General Managers from Forbes, Parkes &amp; Lachlan LGA's.</p> <p>Meets quarterly on a rotational basis.</p>	<p>Mayor and General Manager</p>
<p><b>Parkes, Forbes and Lachlan Shire Council's Road Safety Steering Committee</b></p> <p>To consider road and traffic related safety issues from across the three LGAs of Parkes, Forbes and</p>	<p>Membership of elected representatives, Engineering staff and the Road Safety Injury Prevention Officer (RSIPO).</p>

Lachlan in an effort to pool resources and provide a consistent approach to these issues.	Recommendation of one Councillor and an alternate delegate plus the Director of Infrastructure Services. (Currently vacant and Cr Carter)
<b>Traffic Committee</b> To consider and recommend policy to Council on traffic related issues and developments.	Membership is State Local Member's representative(s), Police representatives, RMS representatives and the Director Infrastructure Services. Recommendation that one Councillor and an alternate delegate plus other departmental staff as required. (Currently vacant and Cr Carter)
<b>Condobolin Chamber of Commerce</b> Established to expand business opportunities and economic development in Condobolin.	Council delegate and alternate delegate as well as GM & Director Environment, Tourism and Economic Development. (Currently Cr Harris and Cr Blewitt)
<b>Western Joint Regional Planning Panel</b> For large development applications over \$10m or \$5m if Council Development – these DA's are submitted to the Joint Regional Panel for a decision.	Comprises three State appointed members and two Councillor delegates experienced in business, economic development and/or planning. Meet as required. (Currently Cr Harris and Cr Phillips)
<b>Newell Highway Committee</b> Promotion of tourism and diversion off the Newell Highway	One delegate and Director Environment, Tourism and Economic Development. (Currently Cr Carter)
<b>Sunrise Energy Metals Community Consultative Committee</b> For consultation between Sunrise Energy Metals and community stakeholders	One Councillor delegate (Currently vacant)
<b>Western Slopes Pipeline – Murray Darling Basin</b>	One Councillor delegate (Currently Cr Carter)

## 6. DELEGATES TO S.355 COMMITTEES

There is an important distinction between S.355 committees and Advisory Committees. S.355 committees have the power delegated to them to perform functions on behalf of Council and have public liability cover under Council's insurance policy. Advisory committees have no such power or cover and can only advise Council which may or may not accept the advice.

### Nominations to be called

ORGANISATION	DELEGATE(S)
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<p><b>Bena Cemetery Management Committee</b></p> <p>Provides for the care, control and management of the Bena Cemetery.</p>	<p>Council Delegate and alternate delegate as well as Director Infrastructure Services.</p> <p>(Currently Cr Brady)</p>
<p><b>Burcher Development Management Committee</b></p> <p>Provides for the care, control and management of the Burcher Hall and Recreation Ground &amp; development of Burcher.</p>	<p>Council delegate and alternate delegate plus the Director Infrastructure and Director Corporate and Community Services.</p> <p>(Currently Cr Brady)</p>
<p><b>Condobolin Community Centre Management Committee</b></p> <p>Provides for the care, control and management of the community centre.</p>	<p>Council Delegate and alternate delegate as well as Director Corporate and Community Services.</p> <p>(Currently Cr Harris &amp; Cr Blewitt)</p>
<p><b>Condobolin Senior Citizens Hall Management Committee</b></p> <p>Provides for the care, control and management of the hall.</p>	<p>Council delegate and alternate delegate plus the Director Environment, Economic Development &amp; Tourism.</p> <p>(Currently Cr Blewitt &amp; Cr Rees)</p>
<p><b>Fifield Development Management Committee</b></p> <p>Provides for the care, control and management of the hall and other infrastructure &amp; development of Fifield</p>	<p>Council delegate and alternate delegate plus the Director Infrastructure and Director Environment, Economic Development &amp; Tourism.</p> <p>(Currently vacant)</p>
<p><b>Kiacatoo Hall &amp; Recreation Ground Committee</b></p> <p>Provides for the care, control and management of the hall and recreation ground.</p>	<p>Council delegate and alternate delegate plus the Director Environment &amp; Planning and Director Infrastructure Services</p> <p>Council delegate and alternate delegate plus the Director Environment, Tourism &amp; Economic Development and Director Infrastructure Services</p> <p>(Currently Cr Blewitt)</p>
<p><b>Lachlan Shire Health Education Trust Committee</b></p> <p>To consider and recommend the allocation of trust monies to students in the field of providing health services to the community within the Lachlan Shire.</p> <p>This could be in the form of scholarships or financial assistance to assist students undertake courses in health related disciplines</p>	<p>This Committee was formed to replace the former Lachlan Shire Health Education Trust Inc. which was deregistered as an incorporated Association.</p> <p>Council as founder has formally appointed this S355 Committee as Trustee of the Trust.</p> <p>Membership to be three Councillors and supported by the General Manager and Director Corporate and Community Services.</p>

	<p>There are no members of the community on this committee.</p> <p>(Currently Cr Blewitt, Cr Rees and Cr Harris)</p>
<p><b>Lake Cargelligo Australia Day Committee</b></p> <p>Organise events on Australia Day and select Australia Day Award recipients for Lake Cargelligo.</p>	<p>Two Council delegates and Director Corporate and Community Services.</p> <p>(Currently Cr Phillips &amp; vacant)</p>
<p><b>Lake Cargelligo Cemetery Management Committee</b></p> <p>Provides for the care, control and management of the Lake Cargelligo Cemetery</p>	<p>(currently Cr Phillips)</p>
<p><b>Lake Cargelligo Memorial Hall Management Committee</b></p> <p>Provides for the care, control and management of the hall.</p>	<p>Council delegate and alternate delegate plus the Director Environment, Tourism &amp; Economic Development.</p> <p>(Currently Cr Phillips &amp; vacant)</p>
<p><b>Lake Cargelligo Showground &amp; Recreation Management Committee</b></p> <p>Provides for the care, control and management of the showground.</p>	<p>Council delegate and alternate delegate plus the Director Infrastructure Services.</p> <p>(Currently Cr Phillips &amp; vacant)</p>
<p><b>Lake Cargelligo Tennis Club</b></p> <p>Provides for the care, control and management of the tennis club and courts</p>	<p>Council delegate and alternate delegate plus the Director Infrastructure Services</p> <p>(Currently vacant)</p>
<p><b>Lake Cargelligo Tourism Management Committee</b></p> <p>Provides a volunteer tourism service from the Visitor Information Centre in Lake Cargelligo.</p>	<p>Council delegate and alternate delegate plus the Director Environment, Tourism and Economic Development.</p> <p>(Currently vacant &amp; Cr Phillips)</p>
<p><b>Tottenham Memorial Hall Management Committee</b></p> <p>Provides for the care, control and management of the hall.</p>	<p>Council Delegate and alternate delegate as well as Director Environment, Tourism &amp; Economic Development.</p> <p>(Currently Cr Medcalf)</p>
<p><b>Tottenham Racecourse Management Committee</b></p> <p>Provides for the care, control and management of the racecourse.</p>	<p>Council delegate and alternate delegate plus the Director Infrastructure Services.</p> <p>(Currently Cr Medcalf)</p>
<p><b>Tottenham Recreation Ground Management Committee</b></p> <p>Provides for the care, control and management of the hall and recreation ground</p>	<p>Council delegate and alternate delegate plus the Director Environment, Tourism &amp;</p>

	Economic Development & Director Infrastructure Services. (Currently Cr Medcalf)
<b>Tottenham/Albert Cemetery Management Committee</b> Provides for the care, control and management of the Tottenham and Albert Cemeteries	Council delegate and alternate delegate plus the Director Infrastructure Services. (Currently Cr Medcalf)
<b>Tottenham Tourist Committee</b> Provides a volunteer tourism service from the Visitor Information Centre in Tottenham	Council delegate and alternate delegate plus the Director Environment, Tourism and Economic Development. (Currently Cr Medcalf)
<b>Tullibigeal Hall, Cemetery &amp; Recreation Ground Management Committee</b> Provides for the care, control and management of the hall, cemetery and recreation ground	Council delegate and alternate delegate plus the Director Environment, Tourism and Economic Development & Director Infrastructure Services. (Currently Cr Bendall)
<b>Vermont Hill Hall &amp; Recreation Ground Management Committee</b> Provides for the care, control and management of the hall and recreation ground	Council delegate and alternate delegate plus the Director Environment, Tourism and Economic Development and Director Infrastructure Services. (Currently Cr Rees)

## FINANCIAL AND RESOURCE IMPLICATIONS

The annual budget provides for payments to the Mayor and Deputy Mayor. Council's Fees and Charges adopted annually contain the relevant fees to be used by S355 Committees.

## LEGAL IMPLICATIONS

The elections are required under the Local Government Act 1993.

## RISK IMPLICATIONS

Nil

## STAKEHOLDER CONSULTATION

Nil

## OPTIONS

Nil

## CONCLUSION

Council must elect a Mayor and Deputy Mayor and appoint Councillors to Council and community committees.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

**CSP No. 4.2.2** Council's decision making is equitable and ethical.

**ATTACHMENTS**

**Nil**

**RECOMMENDATION**

That:

1. General Manager's Report No R21/355 be received and noted.
2. Council resolve the voting system for the election of the Mayor and Deputy Mayor.
3. Council elect the Mayor, Deputy Mayor and delegates to committees as outlined in the Report.
4. Council confirm that the Deputy Mayor be elected for the same term as the Mayor.
5. Council set the time and dates for Ordinary meetings of Council and Strategic Briefing sessions.

## **6.2 COUNTBACK TO FILL CASUAL VACANCIES**

**TRIM Number:** R21/356

**Author:** General Manager

### **PURPOSE**

The purpose of this report is for Council to determine if it wishes to fill any casual vacancies in E Ward that may occur during the first 18 months after the 4 December 2021 local government elections.

### **SUPPORTING INFORMATION**

Extract from Office of Local Government Post Election Guide.

### **BACKGROUND**

Following the 2021 local government elections Council has, for the first time, the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of councillors in the first 18 months after the election.

This will allow Council to use a countback to fill vacancies at a lower cost than the cost of holding a by-election. This option is only available for casual vacancies that might occur in E Ward as there were no elections held in A, B, C or D wards.

### **ISSUES AND COMMENTS**

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve, at their first meeting after the election, to use a countback to fill casual vacancies.

If Council does not resolve to use the countback option to fill casual vacancies at this meeting it must fill any casual vacancy within the next 18 months through a by-election.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The use of a countback option to fill any casual vacancy in E Ward in the next 18 months could be expected to save Council as much as \$40,000 in by-elections costs.

### **LEGAL IMPLICATIONS**

Nil

### **RISK IMPLICATIONS**

None identified.

### **STAKEHOLDER CONSULTATION**

Not applicable.

### **OPTIONS**

1. Elect to fill casual vacancies in E Ward by countback.
2. Do not elect to fill casual vacancies in E Ward by countback.

### **CONCLUSION**

Council must resolve to fill any casual vacancy that might occur in E Ward over the next 18 months by countback if it wishes to avoid the cost of conducting a by-election in the event of a vacancy occurring.



**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

CSP 4.2.2 Council's decision making is equitable and ethical

**ATTACHMENTS****1. OLG Post Election Guide** [↓](#)**RECOMMENDATION**

That:

1. The General Manager's Report No. R21/356 be received and noted.
2. Pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Lachlan Shire Council declares that casual vacancies occurring in the office of a councillor, within 18 months after the last ordinary election of councillors for the Council on 4 December 2021, are to be filled by a countback of votes cast at that election for the office in accordance with section 291(A) of the Act and directs the General Manager to notify the NSW Electoral Commissioner of Council's decision within 7 days of the decision.

# Post-election guide

for councils, county councils and  
joint organisations

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2021



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# Post-election guide for councils, county councils and joint organisations

## At the first meeting after the election

It is a matter for each council and joint organisation to set the agenda for their first meeting following the elections.

There are a range of matters that councils and joint organisations may wish to include in the agenda for consideration at the first meeting.

However, there are several key items of business that must be dealt with at the first meeting.

For councils, these include the following:

- the administration of councillors' oath or affirmation of office
- a resolution declaring that casual vacancies in the office of councillors will be filled using a countback in the first 18 months following the election where the council wants to fill vacancies this way instead of a by-election, and
- the election of the mayor where the mayor is elected by councillors and a deputy mayor where the council has one.

For county councils, these include the following:

- the administration of members' oath or affirmation of office, and
- the election of a chairperson.

Joint organisations must elect a chairperson at their first meeting after the elections.

### Oaths and affirmations of office

Under the *Local Government Act 1993*<sup>1</sup> (the Act) councillors (including mayors) are required to take an oath or make an affirmation of office.

The prescribed words of the oath and affirmation are provided below.

#### Oath

"I **[name of councillor]** swear that I will undertake the duties of the office of councillor in the best interests of the people of **[name of council area]** and the **[name of council]** and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment."

#### Affirmation

"I **[name of councillor]** solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of **[name of council area]** and the **[name of council]** and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment."

<sup>1</sup> section 233A

Oaths or affirmations of office must be taken or made by each councillor at or before the first meeting of the council after being elected.

The oath or affirmation may be taken or made before the general manager of the council, an Australian legal practitioner, or a justice of the peace.

Councillors need to be physically present before the general manager, legal practitioner or justice of the peace when taking their oath or making their affirmation of office.

Councils will need to make arrangements for the oath or affirmation to be taken or made by each councillor at the first meeting.

Councillors should be made aware of this requirement prior to the first meeting.

An oath or affirmation should be taken or made by each councillor as the first item of business for the first meeting.

The general manager must ensure that a record is kept of the taking of the oath or making of the affirmation.

This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or making of the affirmation by each councillor in the minutes of the council meeting.

If a councillor is not able to attend the first council meeting, they may take the oath or affirmation of office at another location in front of the general manager.

As noted above, the oath or affirmation of office may also be taken before an Australian legal practitioner or a justice of the peace.

The taking of the oath or making an affirmation of office outside a council meeting must be publicly recorded by the council.

Where an oath or affirmation is taken or made outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

A councillor who fails, without a reasonable excuse, to take the oath or make an affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.

If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election or countback must be held.

These requirements also apply to members and chairpersons of county councils.

## Decision on using countbacks to fill casual vacancies

Following the 2021 local government elections, councils will, for the first time, have the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring in the offices of councillors in the first 18 months after the election.

This will allow councils to use a countback to fill vacancies at a lower cost than the cost of holding a by-election.

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, councils must resolve, at their first meeting after the election, to use a countback to fill casual vacancies.

If councils do not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

It is recommended that councils use the following resolution to exercise the option to use a countback to fill casual vacancies:

"Pursuant to section 291A(1)(b) of the *Local Government Act 1993* (the Act) **[name of council]** declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on **[insert date of election]** are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the general manager to notify **[insert name of election manager]** of the Council's decision within 7 days of the decision."

Where councils resolve<sup>2</sup> to fill casual vacancies using a countback in the first 18 months of their terms, the general manager is required under the *Local Government (General) Regulation 2005*<sup>3</sup> (the Regulation) to notify the election manager of the council's ordinary election of the council's resolution within 7 days of the resolution.

For all councils other than Fairfield and Penrith City Councils, the election manager is the NSW Electoral Commissioner.

Countbacks are not available to fill casual vacancies in the office of a councillor where:

- the councillor who vacated office was elected at an election using the optional preferential voting system (i.e. elections where only one civic office is required to be filled such as the election of popularly elected mayors), or
- the councillor was elected at an uncontested election.

A by-election must be used to fill these vacancies.

<sup>2</sup> section 291A(1)(b)

<sup>3</sup> clause 393C(3)

<sup>4</sup> sections 234(5) and 233(2)(b)

## Mayoral elections

Under the Act<sup>4</sup>, the civic offices of mayors elected by councillors expire on the day of the council's ordinary election.

Councils that elect councillors must hold a mayoral election at a council meeting within three weeks of the declaration of the election<sup>5</sup>.

Councillors may also elect a deputy mayor.

The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with Schedule 7 of the Regulation.

Schedule 7 prescribes three methods of election of mayors:

- open ballot (eg a show of hands)
- ordinary ballot, or
- preferential ballot.

The Office of Local Government has prepared guidance to assist councils to conduct mayoral and deputy mayoral elections which is available [here](#).

Councillors need to be present at the meeting in person to participate in voting by means other than an open ballot.

Mayors elected by councillors normally hold their office for two years (unless a casual vacancy occurs)<sup>6</sup>. Because of the postponement of the ordinary council elections to 4 December 2021, mayors elected by councillors during the next term will have a shorter term than the usual two years.

Councils that elect their mayors are required under the Act<sup>7</sup> to hold mid-term mayoral elections in the month of September. This means that the mid-term mayoral elections will need to be held in September 2023. The

<sup>5</sup> section 290

<sup>6</sup> section 230(1)

<sup>7</sup> Section 290(1)(b)

mayor elected at the mid-term mayoral election will hold their office until the day of the council's next ordinary election in September 2024 when their civic office as a councillor and mayor will expire.

Deputy Mayors hold their office for the term specified in the council's resolution.

## Elections of chairpersons of county councils

Under the Act<sup>8</sup>, the civic office of chairpersons of county councils expire on the election day for the constituent council they are a councillor on.

County councils will need to elect a chairperson at their first meeting after the ordinary local government elections<sup>9</sup>.

The election of the chairperson of a county council must be conducted in accordance with Schedule 9 of the Regulation.

The process for electing chairpersons of county councils is the same as the process for electing mayors of councils, and county councils can adapt the Office of Local Government's guidance on mayoral elections for this purpose.

That guidance is available [here](#).

County council members need to be present at the meeting in person to participate in voting by means other than open voting.

As with mayors elected by councillors, chairpersons of county councils hold their office for two years (unless a casual vacancy occurs)<sup>10</sup>.

## Elections of chairpersons of joint organisations

Under the Act<sup>11</sup>, the civic office of chairpersons of joint organisations also expire on the election day for the member council they are a councillor on.

Joint organisations will need to elect a chairperson at their first meeting after the ordinary local government elections<sup>12</sup>.

The election of the chairperson of a joint organisation must be conducted in accordance with Schedule 7A of the Regulation.

The Office of Local Government has provided guidance to assist joint organisations to conduct elections for the chairperson in part 2.3 of the *Joint Organisation Implementation Guidelines*.

The Guidelines are available [here](#).

Voting representatives of the board need to be present at the meeting in person to participate in voting by means other than open voting.

As with mayors elected by councillors, chairpersons of joint organisations hold their office for two years (unless a casual vacancy occurs)<sup>13</sup>.

<sup>8</sup> section 391(3)(b)(iii)

<sup>9</sup> clause 1(b) of Schedule 9

<sup>10</sup> section 391(2)

<sup>11</sup> section 400V(4)(b)(iii)

<sup>12</sup> clause 1(b) of Schedule 7A

<sup>13</sup> section 400V(2)

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## Within three months of the election

### Lodgement of written returns of interest

Under the *Model Code of Conduct for Local Councils in NSW*<sup>14</sup> (Model Code of Conduct) all councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) within three months of their election or appointment unless they have submitted a return within the previous three months.

Returns of interests are an important accountability mechanism for promoting community confidence in decision making by councillors and others and for ensuring that they disclose and appropriately manage conflicts of interest they may have in matters dealt with by the council or joint organisation.

Among other things, councillors and others who are required to complete returns of interests must disclose the following types of interests in their returns:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether they are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

It is important that councillors and others complete their returns of interests correctly and disclose all relevant interests.

The Office of Local Government has issued a *Guide to Completing Returns of Interest* to assist in the completion of returns.

The Guide is available [here](#).

Under the Model Code of Conduct<sup>15</sup>, general managers and executive officers must maintain a register of returns of interests and returns must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged.

Returns of interests must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

For more information, see the Information and Privacy Commission's *Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons* which is available [here](#).

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<sup>14</sup> clause 4.21(a)

<sup>15</sup> clauses 4.24 and 4.25



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## Within six months of the election

### Completion of induction and refresher training for mayors and councillors

Under the Regulation<sup>16</sup>, the general manager must ensure that induction training is delivered to each councillor who has been elected to the council for the first time and refresher training to each councillor who is re-elected to the council, within 6 months of their election.

The general manager must also ensure that supplementary induction training is delivered to the mayor in addition to the training they receive as a councillor within 6 months of their election<sup>17</sup>.

Councillors and the mayor must make all reasonable efforts to participate in any induction, refresher or supplementary training offered to them.

Councils will be required to report in their 2021-22 annual reports the names of the mayor and councillors who completed induction, refresher and, in the case of mayor, supplementary training during the year<sup>18</sup>.

The general manager must also ensure that an ongoing professional development program is delivered to the mayor and each other councillor over the course of their terms on council.

Ongoing professional development programs delivered to the mayor and councillors must provide support and assistance to them in the development of the skills necessary to perform

their roles and ensure that they maintain those skills over the course of their terms of office<sup>19</sup>.

The content of the ongoing professional development program delivered to the mayor and each councillor must be developed in consultation with them, having regard to the specific skills required by the mayor and each individual councillor and the governing body as a whole to perform their roles effectively.

As with induction, refresher and supplementary training, the mayor and each councillor must make all reasonable efforts to participate in any ongoing professional development program delivered to them.

Councils must report the names of the mayor and councillors who participated in any ongoing professional development program in their annual reports and the number of seminars, circulars and other activities delivered as part of the ongoing professional development program<sup>20</sup>.

The Office of Local Government has issued *Councillor Induction and Professional Development Guidelines* to assist councils to deliver induction, refresher and supplementary training for the mayor and councillors and to design and deliver an ongoing professional development program for them. The Guidelines are available [here](#).

These requirements also apply to county councils but not to joint organisations.

The Office of Local Government's Guidelines provide specific guidance to county councils on how they can comply with these requirements.

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<sup>16</sup> clause 183

<sup>17</sup> clause 184

<sup>18</sup> clause 186

<sup>19</sup> clause 185

<sup>20</sup> clause 186

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## Before 30 June 2022

### Review of the community strategic plan

Councils must review the community strategic plan before 30 June 2022.

Under the Act<sup>21</sup>, councils may endorse the existing plan, endorse amendments to the existing plan or develop and endorse a new community strategic plan.

The community strategic plan must identify the main priorities and aspirations for the future of the local government area for the next 10 years from when the plan is endorsed and establish strategic objectives together with strategies for achieving those objectives.

Councils must ensure that the community strategic plan:

- addresses civic leadership, social, environmental and economic issues in an integrated manner
- is based on social justice principles of equity, access, participation and rights
- is adequately informed by relevant information relating to civic leadership, social, environmental and economic issues, and
- is developed having due regard to the State government's State Plan and other relevant State and regional plans of the State government.

A draft community strategic plan or amendment of the community strategic plan must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered before the plan or amendment is endorsed by the council.

Within 28 days after a community strategic plan being endorsed, the council must post a copy of the plan on the council's website and provide a copy or a link to the plan on the council's website to the Office of Local Government.

Further guidance on reviewing and endorsing community strategic plans is available [here](#).

### Adoption of the delivery program

Under the Act<sup>22</sup>, councils must establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

Councils' delivery programs must detail the principal activities to be undertaken by the council to implement the strategies established by the community strategic plan within the resources available under the council's resourcing strategy.

The delivery program must include a method of assessment to determine the effectiveness of each principal activity detailed in the delivery program in implementing the strategies and achieving the strategic objectives at which the principal activity is directed.

Before the delivery program is adopted by the council, the draft delivery program must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by it.

Further guidance on developing and adopting a new delivery program is available [here](#).

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<sup>21</sup> section 402

<sup>22</sup> section 404

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## Within twelve months of the election

### Review and adoption of local approvals and orders policies

Under the Act<sup>23</sup>, councils' and county councils' local approvals and orders policies are automatically revoked 12 months after each ordinary election unless adopted after the election.

Councils and county councils should review their existing local approvals and orders policies after the election to ensure they are current and fit for purpose.

If the policies are still required and the council proposes to adopt them with or without amendment, it must first exhibit the draft policy for at least 28 days and invite submissions for a period of at least 42 days<sup>24</sup>.

After considering submissions, councils may decide to amend the policy, adopt the policy without amendment or not to adopt the policy.

If the council decides to amend the draft policy, it may publicly exhibit the amended draft local policy or, if the council is of the opinion that the amendments are not substantial, it may adopt the amended draft policy without further public exhibition.

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<sup>23</sup> section 165

<sup>24</sup> section 160

<sup>25</sup> section 252

### Adoption of councillors' expenses and facilities policy

Under the Act<sup>25</sup>, councils, county councils and joint organisations must adopt a new policy on the payment of expenses and the provision of facilities to the mayor (or chairperson) and councillors (a section 252 policy) within 12 months of the election.

Before adopting a new section 252 policy, councils and joint organisations should review their existing policy to ensure it continues to be appropriate.

Recent amendments to the Regulation<sup>26</sup> now require policies adopted under section 252 to provide for the making of payment of expenses associated with carer responsibilities that are adequate or reasonable.

Councils should ensure when reviewing their policies that the policy makes adequate provision for meeting councillors' carer expenses.

Before adopting a new section 252 policy, councils must give public notice of their intention to adopt the policy and allow at least 28 days for the making of public submissions.

Councils must comply with this requirement even if they propose to adopt the same policy as the existing policy.

Under the Act, before adopting the policy, councils must consider any submissions and make any appropriate changes to the draft policy<sup>27</sup>.

<sup>26</sup> clause 403

<sup>27</sup> section 253

Joint organisations must consult with their member councils about the content of their section 252 policy before adopting it.

To assist councils and joint organisations in reviewing and adopting a section 252 policy, the Office of Local Government has issued *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW* under section 23A of the Act.

The Guidelines are available [here](#).

Councils' policies must comply with the Guidelines<sup>28</sup>.

The Office of Local Government has also issued a model expenses and facilities policy that councils may wish to use or adapt for their own purposes.

The model policy is available [here](#).

Specific guidance for joint organisations on the adoption of a section 252 policy is provided in part 2.6 of the *Joint Organisation Implementation Guidelines*.

The Guidelines are available [here](#).

## Review of organisation structure

Under the Act<sup>29</sup>, councils, county councils and joint organisations must review their organisation structure within 12 months of the election.

When reviewing the organisation structure, councils and joint organisations may re-determine the organisation structure but are not required to do so.

In determining the organisation structure, the governing body of the council or joint organisation must, after consulting the general manager (or the executive officer), determine:

- the senior staff positions within the organisation structure of the council or joint organisation
- the roles and reporting lines of holders of senior staff positions, and
- the resources to be allocated towards the employment of staff.

A council or joint organisation cannot determine a position to be a "senior staff" position unless:

- the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
- the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2020-21 this is \$192,600.

The general manager (or the executive officer in the case of a joint organisation), must, after consulting the governing body of the council or joint organisation, determine the positions (other than the senior staff positions) within the organisation structure of the council or joint organisation.

The positions within the organisation structure of a council must be determined to give effect to the priorities set out in the community strategic plan and the council's delivery program.

<sup>28</sup> section 252(5)

<sup>29</sup> section 333

Specific guidance for joint organisations on the determination of their organisation structure is provided in part 2.11 of the *Joint Organisation Implementation Guidelines*.

The Guidelines are available [here](#).

## Adoption of a code of meeting practice

Under the Act<sup>30</sup>, councils, county councils and joint organisations must adopt a code of meeting practice that incorporates the mandatory provisions of the *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) prescribed by the Regulation within 12 months of the election.

Councils' and joint organisations' adopted codes of meeting practice must not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.

Councils' and joint organisations' adopted codes may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions.

Councils and joint organisations are not required to adopt the non-mandatory provisions of the Model Meeting Code and can adapt them to meet their own needs.

Before adopting a code of meeting practice, councils must prepare a draft code and exhibit it for at least 28 days and invite submissions for a period of at least 42 days<sup>31</sup>.

Councils must consider all submissions received and may, after considering submissions, decide to amend the non-mandatory provisions of its draft code, or to adopt the draft code.

If the council decides to amend its draft code, it may re-exhibit the amended draft or, if the council considers that the amendments are not substantial, it may adopt the amended draft code without public exhibition<sup>32</sup>.

The Regulation<sup>33</sup> prescribes that a joint organisation must consult with its member councils about the content of its proposed code of meeting practice before adopting it.

A new Model Meeting Code will be prescribed before the local government elections that will include non-mandatory provisions governing attendance at meetings by audio visual link.

This will allow councils and joint organisations to adopt the new provisions when they adopt their new codes of meeting after the election.

Further information about the Model Meeting Code is available [here](#).

Specific guidance for joint organisations on the adoption of a code of meeting practice is provided in part 2.8 of the *Joint Organisation Implementation Guidelines*.

The Guidelines are available [here](#).

## Review of delegations

Under the Act<sup>34</sup>, councils and county councils must review all their delegations within 12 months of election.

Councils may, by resolution, delegate to the general manager or any other person or body (but not an employee of the council other than the general manager) any of the functions of the council other than those referred to in section 377 of the Act<sup>35</sup>.

<sup>30</sup> section 360

<sup>31</sup> section 361

<sup>32</sup> section 362

<sup>33</sup> clause 397C

<sup>34</sup> section 380

<sup>35</sup> section 377

The general manager may, in turn, sub-delegate a function delegated to them by the council to any person or body (including another employee of the council)<sup>36</sup>.

## Review of the code of conduct

Under the Act<sup>37</sup>, councils, county councils and joint organisations must review their adopted codes of conduct within 12 months of the election and make such adjustments as they consider appropriate.

Councils, county councils and joint organisations must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct prescribed by the Regulation.

A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (e.g. volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct.

However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

In other words, councils and joint organisations can strengthen but cannot dilute the provisions of the Model Code of Conduct in their adopted codes of conduct.

The Minister for Local Government has announced a review of the regulatory framework for dealing with councillor misconduct and councils and joint organisations may wish to consider deferring the review of their codes of conduct until the review has been completed and any outcomes of the review are implemented, provided this occurs within 12 months of the elections.

Further information on the Model Code of Conduct is available [here](#).

Specific guidance for joint organisations on the code of conduct is provided in part 2.5 of the *Joint Organisation Implementation Guidelines*.

The Guidelines are available [here](#).

## Adoption of a statement of strategic regional priorities

Joint organisations must adopt a statement of strategic regional priorities within 12 months of the elections for their member councils<sup>38</sup>.

The statement of regional priorities must set out the strategic regional priorities for the joint organisation's area and the strategies and plans for delivering them.

Joint organisations must consult with their member councils about the content of the proposed statement of strategic regional priorities.

Once adopted, the statement of regional priorities must be published on the joint organisation's website.

Specific guidance for joint organisations on the preparation of a statement of strategic regional priorities is provided in part 2.9 of the *Joint Organisation Implementation Guidelines*. The Guidelines are available [here](#).

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<sup>36</sup> section 378

<sup>37</sup> section 440(7)

<sup>38</sup> clause 397H



### 6.3 LIST OF UPCOMING MEETING DATES

**TRIM Number:** R21/357

**Author:** General Manager

#### PURPOSE

To inform Councillors of upcoming meeting dates in January, February, March and April 2022.

#### SUPPORTING INFORMATION

Nil

#### BACKGROUND

Due to the deferred local government elections a number of critical Council planning and training obligations have needed to be compressed into a tight 4 month time period rather than the 9 month period usually available after most local government election cycles.

#### ISSUES AND COMMENTS

The deferral of the NSW Local Government elections from September 2020 to September 2021 and then to December 2021 has significantly compressed the time period available for Council to complete a number of statutory obligations. These obligations include completion of induction and refresher training for mayors and councillors, review of the community strategic plan, adoption of the delivery program and development and adoption of the 2022-2023 Operational Plan (budget).

The following dates have been set aside for some of these tasks;

27 January – \*Ordinary Council meeting

9 February – Audit Risk and Improvement Committee (ARIC) (nominated delegates only)

9 February – \*Strategic Briefing

16 February – Councillor Induction Part 1 (1 day intensive workshop all day)

23 February – Enterprise Risk Management (Risk Appetite Workshop 10:00am to 12:00pm)

23 February – \*Ordinary Council meeting

24 and 25 February – Councillor One on One strategy session with facilitator (1 hour only on either date)

9 March - \*Strategic Briefing

23 March - \*Ordinary Council meeting

30 March – Strategic Planning day (all day workshop)

13 April - \*Strategic Briefing

27 April - \*Ordinary Council meeting

4 May – Councillor Induction Part 2 (1 day intensive workshop all day)

11 May - \*Strategic Briefing

25 May - \*Ordinary Council meeting

\* Subject to confirmation of meeting dates and times at today's Council meeting.

It should be noted that several budget workshops will also be required to develop the FY2022/23 Operational Plan and that the date of these workshops will be set in consultation with Council.



**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

Local Government Act 1993

**RISK IMPLICATIONS**

None identified

**STAKEHOLDER CONSULTATION**

Nil

**OPTIONS**

Nil

**CONCLUSION**

Councillors should note the above dates for reference.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

CSP No. 4.2 Strong effective and responsive Council

**ATTACHMENTS**

Nil

**RECOMMENDATION**

That

1. The General Manager's Report No. R21/357 be received and noted.