

Cootamundra-Gundagai Regional Council



Cootamundra-Gundagai Regional Council

Wallendoon Street
(PO Box 420)
Cootamundra NSW 2590

Telephone 02 6940 2100

WEB ADDRESS: <http://www.cgrc.nsw.gov.au>

Minutes

**EXTRAORDINARY
COUNCIL MEETING
28 APRIL 2017**

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EXTRAORDINARY COUNCIL MEETING

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THIS IS THE MINUTES TO THE EXTRAORDINARY MEETING OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL TO BE HELD ON 28 APRIL 2017 IN THE STEPHEN WARD ROOMS COOTAMUNDRA, COMMENCING AT 2.00PM.

PRESENT

Administrator Stephen Sykes

Also Present

Interim General Manager

PROCEDURAL MATTERS

Explanatory

Local Government Act 1993 (NSW)

Calling of extraordinary meeting on request by councillors

s.366 Calling of extraordinary meeting on request by councillors. If the mayor receives a request in writing signed by at least 2 councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable but in any event within 14 days after receipt of the request.

Notice of meetings

s.367(1) The general manager of a council must send to each councillor, at least 3 days before each meeting of the council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.

s.367(2) Notice of less than 3 days may be given of an extraordinary meeting called in an emergency.

Request for Meeting

This meeting was requested by Administrator Stephen Sykes on 20 April 2017. See **ATTACHMENT 1**

Calling of Meeting

The notice of meeting has been called by the Administrator Stephen Sykes.

Local Government (General) Regulation 2005 (NSW)

Agenda for extraordinary meetings

r.242(1) The general manager must ensure that the agenda for an extraordinary meeting of a council deals only with the matters stated in the notice of the meeting.

r.242(2) Despite subclause (1), business may be transacted at an extraordinary meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:

(a) a motion is passed to have the business transacted at the meeting, and

(b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency. Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.

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COUNCIL

1) VARIATION OF ORDINARY COUNCIL MEETING TIMES AND DATES

Introduction

Council's adopted Code of Meeting Practice specifies at Part 2 Clause 1:

1. Frequency of meetings of the council

- (1) The council is required to meet at least 10 times each year, each time in a different month*
- (2) The council shall, generally, meet at 6.00pm on the 2nd Monday of each month, alternating between the Stephen Ward Rooms (adjacent to the Cootamundra Library), Wallendoon Street, Cootamundra and the Council Chambers, Sheridan Street, Gundagai, subject to the following:
 - i. In each month in which there are five Mondays, the council meeting shall be held on the 3rd Monday of that month*
 - ii. Where a council meeting falls on a Monday that is a public holiday, the council meeting shall be held on the Monday following that day or on a date formally agreed to by Council.**
- (3) Any change from the time, date or venue shall be by resolution of the council or, in emergency circumstances, by the authorisation of the Administrator.*

The Administrator has received representations from the community in respect of meeting times to address both public and council staff safety issues in travelling to meetings between the two meeting venues within the Council.

As a result the Administrator seeks to vary the standard times and dates of Ordinary council meetings over the remaining period of administration to

- Monday 29 May – Gundagai - 4.00pm
- Monday 26 June – Cootamundra – 12.00noon
- Monday 17 July – Gundagai – 10.00am
- Monday 14 August – Cootamundra - 4.00pm

Discussion

Previously ordinary council meetings were held in Gundagai at 2.00pm, in the afternoon, while meetings were held at 6.00pm in Cootamundra, in the evening. Since May 2016 meetings have been held at 6.00pm on Monday evenings.

The proposed times for the next four meetings range across morning, midday and afternoon meeting times. Council is aware that this may make it difficult for some people to attend Council meetings at those times but is also aware that many people have been unable to attend meetings held at 6.00pm, particularly with the increased distances between the alternate meetings sites. Additionally, some community residents have indicated that evening meetings clash with family commitments.

There primary reasons for this variation include:

- safety concerns at the distances to be travelled after dark and during the winter months by staff and others to reach meetings in different towns,
- testing the viability of different times of days to increase public attendance and participation, and
- allowing greater participation in Council meetings, either in person or in writing, available to a wider demographic segment of the community.

Along with the proposed changes in meeting times Council, and in recognition of the need to ensure transparent government, intends to introduce live streaming of the Council meetings and then have these streams available on Council's website, and to make that available to the media. This innovation, along with the provision that residents will be able to submit 30 word written questions that will be put to the Council, is intended to provide access to the widest possible number within the community.

However, it is important to note that under the *Local Government Act 1993* whilst a relevant and proper question may be asked at a Council meeting, the Administrator and Council staff are expressly permitted to take a question on notice and to provide a written response in due course.

RECOMMENDATION

That Council vary the standard times and dates of Ordinary Council meetings over the remaining period of administration to:

- **Monday 29 May – Gundagai - 4.00pm**
- **Monday 26 June – Cootamundra – 12.00noon**
- **Monday 17 July – Gundagai – 10.00am**
- **Monday 14 August – Cootamundra - 4.00pm**

01/03/17 RESOLVED – Moved: Sykes Seconded: Sykes

That Council vary the standard times and dates of Ordinary Council meetings over the remaining period of administration to:

- **Monday 29 May – Gundagai - 4.00pm**
- **Monday 26 June – Cootamundra – 12.00noon**
- **Monday 17 July – Gundagai – 10.00am**
- **Monday 7 August – Cootamundra - 4.00pm**

The Administrator then advised those present that he had requested that the Interim General Manager engage Glenn Inglis from The Inglis Group to undertake:

- *a high level peer review of the CGRC consolidated financial accounts and Integrated, Planning and Reporting documents to enable the Administrator to gain an understanding of the need to maintain the integrity and spirit of the former Councils Integrated Planning and Reporting documents. In particular as relating to the maintenance of services and service levels and community infrastructure commitments identified in the adopted four year capital works programs;*
- *a high level peer review of the Initial CGRC Amalgamation Transition Plan to enable the Administrator to develop an understanding of the current status of progress and develop a next phase Amalgamation Transition Implementation Action Plan;*
- *a review of the funding options relating to construction of the Gundagai sewerage treatment works upgrade and other identified proposed major capital projects.*

There being no further business the meeting closed at 2.10pm.

These Minutes were confirmed by resolution of Council at the Council Meeting held on Monday 29 May 2017 and endorsed by:

ADMINISTRATOR

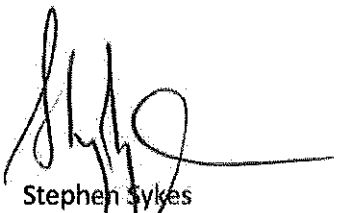
INTERIM GENERAL MANAGER

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Request for Extraordinary Meeting

I, Mr Stephen Sykes, Administrator Cootamundra-Gundagai Regional Council, request that an extraordinary meeting be held at 2.00pm on Friday 28 April 2017 for the purpose of varying the advertised meeting dates and times as specified in Council's adopted Code of Meeting Practice between May and August 2017.

Yours faithfully



Stephen Sykes

Administrator 20 April 2017

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