



# GEORGES RIVER COUNCIL

## COUNCIL MEETING

### NOTICE OF EXTRAORDINARY MEETING

Monday, 25 September 2017

An Extraordinary Council Meeting will be held at 6.00pm in the Dragon Room, Georges River Council Civic Centre, corner Dora and MacMahon Streets, Hurstville on Monday, 25 September 2017 for consideration of the business available on Council's website at

<http://www.georgesriver.nsw.gov.au/Council/Council-Meetings>

Gail Connolly  
General Manager

#### **BUSINESS**

1. Acknowledgement of Country
2. Apologies
3. Disclosures of Interest
4. Finance and Governance



# EXTRAORDINARY MEETING

## Summary of Items

Monday, 25 September 2017

### Finance and Governance

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## **AGENDA**

### **1. Acknowledgement of Traditional Custodians**

Council acknowledges the traditional custodians of the land on which this meeting is being held as the Biddegal people of the Eora Nation.

### **2. Apologies**

### **3. Disclosures of Interest**

#### 4. Finance and Governance

**Item:** CCL212-17 Oath or Affirmation of Office by Councillors

**Author:** Head of Executive Services, Jennifer Anderson

**Directorate:** Office of the General Manager

**Matter Type:** Finance and Governance

#### Recommendation

- (a) That an oath or affirmation of office be taken, by each Councillor, at the first meeting of the newly-elected Council.
- (b) That the General Manager records the taking of the oath or affirmation, by each Councillor, in the minutes of the meeting.

#### Executive Summary

1. This report serves to advise that in accordance with the Local Government Act 1993, Council has made arrangements for all Councillors to take an oath or affirmation at the first meeting of the newly-elected council.

#### Background

2. The Local Government Act 1993 (the Act) requires councillors (including mayors) to take an oath or affirmation of office. In accordance with Section 233A of the Act, Oaths or affirmations of office must be taken at or before the first meeting of the newly-elected Council.

The prescribed wording of the oath and affirmation contained under Section 233A of the Act is as follows:

##### **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.***

It is considered appropriate that an oath or affirmation be taken by each councillor at the first meeting of the newly-elected council as it is the most effective forum for each councillor to swear or affirm to the people in the Georges River local government area, and council, that he or she will undertake the duties of the office of councillor in the best interests of the community and council.

It is important to note that a councillor who fails, without a reasonable excuse, to take the oath or 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 (3) consecutive ordinary council meetings, their office is automatically declared vacant and a by-election must be held.

### **Ceremony Procedure**

3. The ceremony will progress as follows:

Councillors will be handed a hard copy certificate of their nominated Oath or Affirmation statement with the prescribed wording from Section 233A of the Act. Each Councillor will, in turn, read out the statement and then may sign the certificate. A Council officer will collect the document which will then be framed and returned to the Councillor at a later date as a personal record of the ceremony.

### **Financial Implications**

4. No budget impact for this report.

### **File Reference**

D17/163907

**Item:** CCL213-17 Election of the Mayor  
**Author:** Head of Executive Services, Jennifer Anderson  
**Directorate:** Office of the General Manager  
**Matter Type:** Finance and Governance

### **Recommendation**

- (a) That Council determine the method of voting for the election of Mayor.
- (b) That the General Manager, as Returning Officer, undertake the election of Mayor for the ensuing two (2) year period by announcing the nominations and then conducting the election.
- (c) That letters be forwarded to the Office of Local Government and the CEO of LGNSW advising the appointment of the Mayor.

### **Executive Summary**

1. This report provides an overview of the role of the Mayor and the voting method for the election of the Mayor. Under Section 290 of the Local Government Act 1993, the election of the Mayor must take place within 14 days of the election of the Council (S290(1)(c)).

### **Background**

2. At its meeting of 3 July 2017, Council resolved to adopt the maximum fee increase as determined by the Local Government Remuneration Tribunal for Councillors' fees and the Mayoral fee. The Mayor will receive \$89,780. This is made up of:
  - a. Councillor's fee \$24,550
  - b. plus Mayoral fee \$65,230.
3. The Mayor is elected for a two (2) year term in accordance with Section 230 of the Local Government Act 1993.
4. The following procedures are to be followed for the election process, in accordance with Schedule 7 of the Local Government (General) Regulation 2005:
  - a. Determination of method of voting (open voting by show of hands, ordinary ballot or preferential ballot).
  - b. Announcement of nominations.
  - c. Conduct of the election.

### **Financial Implications**

5. The Mayoral and Councillor fees are allocated in the 2017-2018 Budget.

### **File Reference**

16/16



**Item:** CCL214-17 Election of the Deputy Mayor  
**Author:** Head of Executive Services, Jennifer Anderson  
**Directorate:** Office of the General Manager  
**Matter Type:** Finance and Governance

### **Recommendation**

- (a) That Council determine the method of voting for the election of Deputy Mayor.
- (b) That the General Manager, as Returning Officer, undertake the election of Deputy Mayor for the ensuing two (2) year period by announcing the nominations and then conducting the election.
- (c) That letters be forwarded to the Office of Local Government and the CEO of LGNSW advising the appointment of the Deputy Mayor.

### **Executive Summary**

1. This report provides an overview of the voting method for the election of the Deputy Mayor in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

### **Background**

2. At its meeting of 3 July 2017, Council resolved to adopt the maximum fee increase as determined by the Local Government Remuneration Tribunal for Councillors' fees of \$24,550.
3. The Deputy Mayor may be elected for the mayoral term of two (2) years or a shorter term, in accordance with Section 231 of the Local Government Act 1993.
4. The following procedures are to be followed for the election process:
  - a. Determination of method of voting (open voting by show of hands, ordinary ballot or preferential ballot).
  - b. Announcement of nominations.
  - c. Conduct of the election.

### **Financial Implications**

5. The Councillor fees are allocated in the 2017-2018 Budget.

### **File Reference**

16/16

**Item: CCL215-17 Schedule of Council and Standing Committee Meetings****Author:** Head of Executive Services, Jennifer Anderson**Directorate:** Office of the General Manager**Matter Type:** Finance and Governance**Recommendation**

- (a) That Council resolve to hold Ordinary meetings of Council in the fourth week of the month, on either a Monday, Tuesday or Wednesday, commencing at 7.00pm.
- (b) That Council resolve to hold Standing Committee meetings in the second week of the month on the commensurate day of the week to Ordinary meetings of Council, with two Committee meetings commencing at 6.00pm and two Committee meetings commencing at 7.00pm.
- (c) That the adopted schedule of Council and Standing Committees commence from October 2017.

**Executive Summary**

1. The purpose of this report is for Council to determine the meeting schedule for Council and Standing Committees meetings.

**Background**

2. Under Section 365 of the Local Government Act 1993, Council is required to meet at least ten (10) times each year, and each time in a different month. On 19 May 2016, Council resolved to hold Ordinary meetings on the first Monday of the month at 6.00pm.
3. This report is submitted in order for Council to determine its preferred meeting dates for Ordinary Council meetings and Standing Committee meetings.
4. For the purposes of adopting a schedule of meeting dates, it is recommended that Council provide for the establishment of up to four (4) Standing Committees of Council in its meeting cycle.
5. The Standing Committees that will be recommended to Council to establish (in a separate report to Council at its Extraordinary Meeting on 4 October 2017) will include:
  - Environment and Planning Committee
  - Community and Culture Committee
  - Assets and Infrastructure Committee
  - Finance and Governance Committee

**Proposed Meeting Cycles**

6. It is proposed that Ordinary meetings of Council be held during the fourth week of the month, on either a Monday, Tuesday or Wednesday, and commencing at 7.00pm.

7. It is also proposed that the Standing Committees, as determined by Council, could be held as follows:
  - a. During the second week of the month, on the commensurate day to Ordinary meetings of Council with two Committees commencing at 6.00pm and two Committees commencing at 7.00pm; or
  - b. During the second and third weeks of each month, on the commensurate day to Ordinary meetings of Council with one Committee commencing at 6.00pm and one Committee commencing at 7.00pm each week; or
  - c. During the second and third weeks of each month with all Committees commencing at 6.00pm each week.
8. It is recommended that Council adopt the option for Standing Committees as proposed in (a) above, thereby allowing the third week of each month to be utilised for Councillor workshops and briefings.
9. Should Council adopt the option proposed in (a) above, the monthly schedule of meetings would be as follows:
  - a. Week One – nil
  - b. Week Two – Standing Committee meetings at 6.00pm and 7.00pm
  - c. Week Three – Councillor workshops and briefings at 6.00pm
  - d. Week Four – Ordinary Council Meeting at 7.00pm.

**Financial Implications**

10. No budget impact for this report.

**File Reference**

D17/163920