



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

Date: Tuesday, 8 October 2024
Time: 5 pm
Location: Bourke Shire Council
29 Mitchell Street Bourke NSW

BUSINESS PAPER

Extraordinary Council Meeting

8 October 2024

Leonie Brown
General Manager

Statement of ethical obligations

In accordance with Councils adopted Code of Meeting Practice (Clause 3.23), Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the Local Government Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Order Of Business

1	Opening Prayer	6
2	Acknowledgement of Country	6
3	Apologies and Applications for Leave of Absence.....	6
4	Attendance by Audio Visual Link by Councillors	6
5	Disclosures of Interest	6
6	General Manager.....	7
6.1	*** Oath or Affirmation of Office By Councillors.....	7
6.2	*** Election of Mayor	9
6.3	*** Election of Deputy Mayor.....	17
6.4	*** Delegations to the Mayor.....	20
6.5	*** Delegations to the Deputy Mayor	26
6.6	*** Determination of Meeting Dates	29
6.7	*** Approval to Hold a Countback Instead of a By-Election	33
6.8	*** Composition of Council Committees and Confirmation of Appointment of Delegates to Other Organisations.....	36

- 1 OPENING PRAYER**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**
- 4 ATTENDANCE BY AUDIO VISUAL LINK BY COUNCILLORS**
- 5 DISCLOSURES OF INTEREST**

6 GENERAL MANAGER

6.1 *** OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

File Number: C11.5
Author: Leonie Brown, General Manager
Authoriser: Leonie Brown, General Manager
Attachments: Nil

Background

Section 233A of the *Local Government Act 1993* (the Act) requires Councillors (including Mayors) to take an oath or make an affirmation of office.

The legislation provides as follows:

- (1) *A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected.*
- (2) *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 and is to be in the following form:*

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.

- (3) *A councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of office in accordance with this section is not entitled to attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected to the office or a meeting at which the councillor takes the oath or makes the affirmation) until the councillor has taken the oath or made the affirmation.*
- (4) *Any absence of a councillor from an ordinary meeting of the council that the councillor is not entitled to attend because of this section is taken to be an absence without prior leave of the council.*

(5) *Failure to take an oath of office or make an affirmation of office does not affect the validity of anything done by a councillor in the exercise of the councillor's functions.*

(6) *The general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).*

Current Situation

Given that the meeting of Tuesday, 8 October 2024 is the first meeting of the Council after the council elections, it is a requirement that either the oath or affirmation is taken by each Councillor.

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 Bourke Shire and the Bourke Shire 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 judgement.



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 Bourke Shire and the Bourke Shire 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 judgement.

Recommendation

That each Councillor proceed to take the Oath or make an Affirmation of office as required by the Local Government Act and that the General Manager record such action in the Meeting Minutes.

6.2 * ELECTION OF MAYOR****File Number:** C11.5**Author:** Leonie Brown, General Manager**Authoriser:** Leonie Brown, General Manager**Attachments:**

1. **Local Government (General) Regulation 2005 - Schedule 7** [↓](#) 
2. **Nomination for the Office of the Mayor** [↓](#) 

Background

As per the *Local Government Act (s.287)* an ordinary election of councillors for an area is to be held on the second Saturday of September in every fourth year after 2008. Following a shortened term for the Council elected for the period December 2021 till September 2024 due to the COVID Pandemic, the four year election cycle will return following an ordinary election for Bourke Shire Council as held on Saturday 14 September 2024.

Candidate nominations for the 14 September 2024 Council elections for Bourke Shire Council closed at noon on Wednesday 14 August 2024. At the close of this nomination period, there were 14 persons who had nominated for the 10 Councillor positions. As a result of the election as held on 14 September 2024, and the declaration of the election, those elected were as follows:

Sarah Barton, Patricia Bates-Canty, Kylie Baty, Sally Davis, Lachlan Ford, Francis Kerr, Scott McAdam, Maxime Nina, Samuel Rice, and Robert Stutsel.

The term of this Council ends on 8 September 2028.

In accordance with Sections 227(a) and 282(2) of the *Local Government Act 1993* (the Act), the Mayor of Bourke Shire Council is elected by the Councillors from among their number.

As per Section 290 (1)(a) of the Act, the election of the Mayor by the Councillors is to be held, if it is the first election after an ordinary election of councillors, within 3 weeks after the ordinary election.

Mayors elected by councillors, as is the case in Bourke, hold their office for two years (unless a casual vacancy occurs). In this regard, under Section 290 (1)(b) of the Act, Council will be required to hold mid-term mayoral elections in the month of September 2026.

The Mayor elected at the mid-term mayoral election in September 2026 will hold their office up until the day of the Council's next ordinary election to be held on 8 September 2028, when their civic office as a Councillor and Mayor will expire.

Current Situation

Having regard to the requirements for the election of Mayor, nominations are invited for the Office of Mayor of Bourke Shire Council for the Mayoral Term, being the two (2) year period from the declaration of the Mayor as elected to office at the Extraordinary Meeting of Council to be

held on Tuesday, 8 October 2024 until the position becomes vacant at the time of the Mayoral Election to be held in September 2026.

Procedure for Election of Mayor

The election of Mayor of Bourke Shire Council must be held in accordance with Schedule 7 of the Local Government (General) Regulation 2005. A copy of Schedule 7 forms part of this report for information as Attachment 1 - Election of Mayor and Deputy Mayor.

Councillors attention is drawn to the following from the Schedule:

1. *Returning officer*

The general manager (or a person appointed by the general manager) is the returning officer.

2. *Nomination*

(1) A councillor may be nominated without notice for election as mayor or deputy mayor.

(2) The nomination is to be made in writing by 2 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.

(3) The nomination is to be delivered or sent to the returning officer.

(4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3. *Election*

(1) If only one councillor is nominated, that councillor is elected.

(2) If more than one councillor is nominated, the council is to resolve whether the election 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 resolves on the method of voting.

(4) In this clause—

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

For information, "Preferential Ballot" means the placing of the numbers 1 and 2 and so on against the various names so as to indicate the order of preference for all of the candidates.

In regard to the issue of the method of voting, Bourke Shire Council has traditionally utilised ordinary or secret ballots to determine the Office of Mayor and Deputy Mayor.

Given the amendments that have been made to Councils Code of Meeting Practice which allows Councillors to participate in meetings by Audio-Visual Link instead of attending in person, the Office of Local Government has previously provided the following information for Councillors when determining the issue of “Method of Voting”:

Open ballots (Show of hands) can be undertaken remotely where a council is conducting its meetings by audio visual link. Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

In deciding which method to use for the mayoral election, councils should consider the personal circumstances of their councillors to ensure that all councillors can participate in the mayoral election.

Financial Implications

Councils Operational Plan provides for the payment of fees to the Mayor and Councillors in accordance with Section 252 of the *Local Government Act 1993* and also provides for the payment of expenses and provision of facilities to the Mayor and Councillors in accordance with the adopted policy.

Recommendation

- 1. That should an election be required for the Office of Mayor and Deputy Mayor that Council determine the method of voting.**
- 2. That it be noted that the Mayoral Term for this period is from Tuesday 8 October 2024 to September 2026, with the actual date in September being subject to determination of a meeting date in this month to conduct the Mayoral Election.**
- 3. That on the finalisation of the count all ballot papers, if applicable, be destroyed .**

ELECTION OF MAYOR AND DEPUTY MAYOR

Schedule 7 of the *Local Government (General) Regulation 2005*

PROCEDURES FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR

Schedule 7 of the *Local Government (General) Regulation 2005* outlines the following procedures for the election of a Mayor and Deputy Mayor.

Schedule 7 Election of Mayor by Councillors

Part 1 Preliminary

1 Returning officer

The General Manager (or a person appointed by the General Manager) is the returning officer.

2 Nomination

- (1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.
- (2) The nomination is to be made in writing by 2 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.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

3 Election

- (1) If only one Councillor is nominated, that Councillor is elected.
- (2) If more than one Councillor is nominated, the Council is to resolve whether the election 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 resolves on the method of voting.
- (4) In this clause:
 - **ballot** has its normal meaning of secret ballot.
 - **open voting** means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) 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.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot**8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (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.

10 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 un-exhausted 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 un-exhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference 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 that is more than one-half of the number of un-exhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—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.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and 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.

Part 4 General

12 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 and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:

- (a) to be declared to the Councillors at the Council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

Note: This is the Chief Executive of the Office of Local Government and the Chief Executive of Local Government NSW.

14 Informal ballot-papers

- (1) A ballot-paper of an elector at an election is informal if:
 - (a) the elector has failed to record a vote on it in the manner directed on it, or
 - (b) it has not been initialled on the front by an election official, or
 - (c) it contains a mark or writing that, in the returning officer's opinion, would enable the elector to be identified.
- (2) Despite subclause (1), a ballot-paper of an elector at an election in which only one candidate is to be elected is not informal merely because a tick or a cross has been placed in one square and the other square or squares have been left blank. In such a case the tick or the cross is to be treated as a first preference.
- (3) (Repealed)
- (4) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because a preference (other than a first preference) has been repeated or omitted so long as the ballot-paper shows at least the minimum number of preferences required by the directions.
- (5) Despite subclause (1), a ballot-paper of an elector at an election is not informal merely because it has not been initialled on the front by an election official, so long as it bears the mark referred to in clause 305 (2).
- (6) Despite subclause (1), a ballot-paper of an elector at an election is not informal by virtue of the existence of an unnecessary mark on the ballot-paper if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper.
- (6A) Despite subclause (1), a ballot-paper is not informal by reason only that the elector has placed one or more numbers, a tick or one or more crosses adjacent to but outside a square or squares if, in the opinion of the returning officer, the elector's intention is clearly indicated on the ballot-paper. In such a case, each such number, tick or cross is taken to have been placed within the relevant square.
- (7) Nothing in subclause (2) authorises any person to encourage a voter to place a tick or a cross in a square on a ballot-paper.

Note. Section 308C of the Act makes provision concerning the formality of ballot-papers where the voter marks, crosses or ticks a group voting square, or where the ballot papers contain the name of a candidate whom a court has declared to be incapable of being elected.



NOMINATION FOR THE OFFICE OF THE MAYOR

In accordance with the provisions of Schedule 7 of the *Local Government (General) Regulation 2005* we hereby nominate _____

for the office of Mayor for the period of Tuesday, 8 October 2024 to September 2026

Signed: _____
(Signature)

Councillor: _____
(Print Name)

Signed: _____
(Signature)

Councillor: _____
(Print Name)

I Councillor _____ (Print Name)

Hereby consent to my nomination as the Mayor of Bourke Shire Council.

Signature

Date

Please Note: The nomination must be made by at least two Councillors (one who can be the nominee) and accepted by the nominated Councillor and dated. The completed nomination form should be delivered to the Returning Officer (General Manager) either prior to or at the Council Meeting to be held on Tuesday, 8 October 2024.

6.3 * ELECTION OF DEPUTY MAYOR****File Number:** C11.6**Author:** Leonie Brown, General Manager**Authoriser:** Leonie Brown, General Manager**Attachments:** 1. Nomination for the Office of the Deputy Mayor [↓](#) **Background**

Section 231 of the *Local Government Act 1993* provides in part:

1. *The Councillors may elect a person from among their number to be the Deputy Mayor.*
2. *The person may be elected for the Mayoral Term or a shorter term.*
3. *The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
4. *The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this sections, or if no Deputy Mayor has been elected.*

Current Situation

On the assumption that Councillors wish to again create the Office of Deputy Mayor for Bourke Shire Council and in doing so, elect a Deputy Mayor for a term to coincide with the Mayoral Term, nominations are invited. A nomination form for the office has been prepared and is attached.

The election of Deputy Mayor will also be in accordance with Schedule 7 of the Local Government (General) Regulation 2005, as followed for the election of the Mayor.

Financial Implications

Councils Operational Plan provides for the payment of fees to the Mayor and Councillors in accordance with Section 252 of the *Local Government Act 1993* and also provides for the payment of expenses and provision of facilities to the Mayor and Councillors in accordance with the adopted policy.

In accordance with s.249 of the *Local Government Act*, Council may pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.

Recommendation

- 1. That Council proceed to create the Office of Deputy Mayor, Bourke Shire Council and elect a Deputy Mayor.**
- 2. That the period for which the Deputy Mayor is to be elected is the Mayoral Term.**
- 3. That on the finalisation of the count all ballot papers, if applicable, be destroyed .**



ELECTION OF DEPUTY MAYOR

NOMINATION FOR THE OFFICE OF DEPUTY MAYOR

In accordance with the provisions of Schedule 7 of the *Local Government (General) Regulation*

2005 we hereby nominate _____

for the office of Deputy Mayor for the period of Tuesday, 8 October 2024 to September 2026.

Signed: _____
(Signature)

Councillor: _____
(Print Name)

Signed: _____
(Signature)

Councillor: _____
(Print Name)

I Councillor _____ (Print Name)

hereby consent to my nomination as Deputy Mayor of Bourke Shire Council.

Signature

Date


***Please Note:** The nomination must be made by at least two Councillors (one who can be the nominee) and accepted by the nominated Councillor and dated. The completed nomination form should be delivered to the Returning Officer (General Manager) either prior to or at the Meeting of Council scheduled for the Tuesday, 8 October 2024.*

6.4 *** DELEGATIONS TO THE MAYOR
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File Number: 1216

Author: Leonie Brown, General Manager

Authoriser: Leonie Brown, General Manager

Attachments: 1. Draft Policy 1.5.1 (V12) Mayoral Delegation [↓](#) 

Background

Section 377 of the *Local Government Act* provides the opportunity for Council to be able to delegate some of its functions to other organisations or people with the exception of these matters detailed in that section as functions that are only to be exercised by Council.

Section 377 of the *Local Government Act* provides that:

“A Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:-

- *the appointment of a General Manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the Council*
- *the adoption of a management plan under section 406*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the Council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work*
- *the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979*
- *the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the Council.”*

Further to this the *Local Government Act* at s.226 defines the role of the Mayor as follows:

- (a) *to be the leader of the Council and a leader in the local community,*
- (b) *to advance community cohesion and promote civic awareness,*
- (c) *to be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities,*
- (d) *to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council,*
- (e) *to preside at meetings of the Council,*
- (f) *to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act,*
- (g) *to ensure the timely development and adoption of the strategic plans, programs and policies of the Council,*
- (h) *to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council,*
- (i) *to promote partnerships between the Council and key stakeholders,*
- (j) *to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council,*
- (k) *in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community,*
- (l) *to carry out the civic and ceremonial functions of the Mayoral office,*
- (m) *to represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- (n) *in consultation with the Councillors, to lead performance appraisals of the General Manager,*
- (o) *to exercise any other functions of the Council that the Council determines.*

Current Situation

The Mayors delegations are contained within the attached policy document to reflect the *Local Government Act*.

Financial Implications

There are no significant financial impact arising from this report.

Recommendation

- 1. That Policy No 1.5.1 (v12) being Mayoral Delegations be adopted.**
- 2. That Council delegates to the Mayor, the delegations as detailed in attached Policy document numbered 1.5.1(v12).**

SECTION No. 1
PART No. 1.5.1



Mayor Delegation

Policy No: 1.5.1 (v12)

Date Adopted: xx/xx/2024

Minute No: 2024/xxx

Supersedes: Mayor Delegation 1.5.1 (v11)
 Adopted 25/09/2023
 Resolution Number 2023/198

Proposed Review Date: September 2026

Responsible Officer: General Manager

Verified by General Manager.....Verified by Mayor.....

1. Intent

The objectives of this policy are to:-

Give effect to the provisions of the *Local Government Act 1993*, and any other Act conferring powers or duties upon the Mayor and to any resolution or direction given to the Mayor by the Council.

2. Scope

In accordance with the provisions of Section 377 of the *Local Government Act 1993*, the Mayor is delegated the following powers and duties by Council on (insert date), effective from that date.

3. Framework**Statutory role**

- (a) to be the leader of the Council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the Council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council,
- (e) to preside at meetings of the Council,
- (f) to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the Council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council,
- (i) to promote partnerships between the Council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the General Manager in relation to the implementation of the strategic plans and policies of the Council,
- (k) in conjunction with the General Manager, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community,
- (l) to carry out the civic and ceremonial functions of the Mayoral office,
- (m) to represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the Councillors, to lead performance appraisals of the General Manager,
- (o) to exercise any other functions of the Council that the Council determines.

4. Delegations

Pursuant to the *Local Government Act 1993* and Regulations, and any expressed policy or direction of Council and as per Section 226 of the *Local Government Act*, being the defined Role of the Mayor, that Council in accordance with the provisions of Section 377 of the *Local Government Act 1993* and every other

enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

1. Council Seal

- Authorise the Mayor to be a necessary signatory to documents requiring Council's seal.

2. Media Relations/Promotion of Council

- To make media statements or releases on behalf of Council.
- To promote the area of Council through representations, delegations, functions and personal approaches within the budget provisions.

3. Negotiations

- To represent Council, in conjunction with the General Manager, in deputations to Government officials and elsewhere where it is appropriate that the Mayor should present the Council's position.
- To participate in negotiations on behalf of the Council with third parties and in connection with the sale, purchase and lease of lands and buildings in conjunction with the General Manager.

4. Policy Making

- To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

5. Integrated Planning

- To give direction, in conjunction with the General Manager, to the Council in pursuit of the objectives and strategies contained within the Bourke Shire Community Strategic Plan and the Bourke Shire Council Operational and Delivery Plans.

6. Correspondence

- To sign correspondence on behalf of the Council.

7. Urgent Works

- To authorise any work which is deemed urgent at a cost not exceeding \$50,000 provided that such expenditure is reported to the Council at its next Ordinary Meeting.

8. Complaints Against the General Manager

- The Mayor shall have the power to investigate substantive written complaints against the General Manager, and shall, if warranted, report as required to an Ordinary Meeting of Council.

9. Attendance at Conferences, Seminars, and Functions by Councillors

- The Mayor may authorise a Councillor to attend a conference, seminar or function within or outside the Council area. (Conference means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training session events, etc, held within Australia, related to the industry of local government – See Council Policy: Payment of Expenses and Provision of Facilities for Councillors.

10. Day-to-Day Oversight and Liaison with the General Manager

- The Mayor shall be responsible for the day-to-day oversight and liaison with the General Manager including, but not limited to approving leave, approving expenses incurred and managing complaints about the General Manager.

5. Linkages**5.1 Applicable Legislation**

This policy is to be read in conjunction with the following:-

- Section 226 and 377 of the *Local Government Act 1993*

5.2 Related Policies and Procedures

Please refer to the following policies/procedures:


- 1.5.2 (v.11) Deputy Mayor Delegations
- 1.5.3 (v.10) General Managers Delegations

6. Review

This Policy will be reviewed every two (2) years, or in conjunction with the Mayoral Election, or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

6.1 Policy Amendments

Version	Date Approved	Description of Changes
v12	(insert date)	Reviewed and updated.

6.5 * DELEGATIONS TO THE DEPUTY MAYOR****File Number:** 1216**Author:** Leonie Brown, General Manager**Authoriser:** Leonie Brown, General Manager**Attachments:** 1. **Draft Policy 1.5.1 (V12) Deputy Mayors Delegation** [↓](#) **Background**

Section 377 of the *Local Government Act* provides the opportunity for Council to be able to delegate some of its functions with the exception of those matters detailed within that section as functions that are only to be exercised by Council.

Under Section 231 of the *Local Government Act 1993*:

- (1) The Councillors may elect a person from among their number to be the Deputy Mayor.
- (2) The person may be elected for the Mayoral term or a shorter term
- (3) The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.
- (4) The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this sections, or if no Deputy Mayor has been elected.

Current Situation

The Deputy Mayors delegations are contained within the attached policy document.

Financial Implications

There is no significant impact.

Recommendation

1. That Policy No 1.5.2 (v12) being the Deputy Mayor Delegations be adopted.
2. That Council delegates to the Deputy Mayor, the delegations as detailed in attached Policy document numbered 1.5.2(v12).

SECTION No. 1
PART No. 1.5.2



Deputy Mayor Delegations

Policy No: 1.5.2 (v12)

Date Adopted: xx/xx/2023

Minute No: 2024/xxx

Supersedes Deputy Mayor Delegations 1.5.2 (v11)
 Adopted 25/09/2023
 Resolution Number 2023/199

Proposed Review Date: September 2026

Responsible Officer: General Manager

Verified by General Manager..... Verified by Mayor.....

1. Intent

The objective of this policy is to: -

Give effect to the provisions of the *Local Government Act 1993*, and any other Act conferring powers or duties upon the Deputy Mayor and to any resolution or direction given to the Deputy Mayor by the Mayor.

2. Scope

In accordance with the provisions of Section 377 of the *Local Government Act 1993*, the Deputy Mayor is delegated the following powers and duties by Council on (insert date), effective from that date.

3. Accountabilities

The Deputy Mayor is authorised to exercise any function, power, duty or authority of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise, from exercising the function, power, duty and authority or if there is a casual vacancy in the office of Mayor.

4. Linkages

4.1 Applicable Legislation

This policy is to be read in conjunction with the following:-

- Section 226 and 377 of the *Local Government Act 1993*

4.2 Related Policies and Procedures

Please refer to the following policies/procedures:

- 1.5.2 (v.11) Deputy Mayor Delegations
- 1.5.3 (v.10) General Mangers Delegations

5 Review

This Policy will be reviewed every two (2) years, or in conjunction with the Deputy Mayor Election, or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

5.1 Policy Amendments

Version	Date Approved	Description of Changes
v11	(insert date)	Reviewed and updated template.

6.6 * DETERMINATION OF MEETING DATES**

File Number: 1700
Author: Leonie Brown, General Manager
Authoriser: Leonie Brown, General Manager
Attachments: Nil

Background

Council's adopted Code of Meeting Practice requires (3.2) "That Council shall by resolution set the frequency, time, date and place of its ordinary meetings."

Under the provisions of Section 365 of the *Local Government Act 1993*, the Council is required to meet at least 10 times each year, each time in a different month.

The *Local Government Act 1993* and the Local Government (General) Regulation provide the following in respect of Council Meetings:

Local Government Act 1993

Section 9 - Public notice of meetings

- (1) *A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are councillors.*
- (2) *A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.*
- (2A) *In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public—*
 - (a) *the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and*
 - (b) *the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business.*
- (3) *The copies are to be available to the public as nearly as possible to the time they are available to councillors.*
- (4) *The copies are to be available free of charge.*

- (5) *A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.*

Clause 367 - Notice of meetings

- (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.*
- (2) *Notice of less than 3 days may be given of an extraordinary meeting called in an emergency.*
- (3) *A notice under this section and the agenda for, and the business papers relating to, the meeting may be given to a councillor in electronic form but only if all councillors have facilities to access the notice, agenda and business papers in that form.*

Local Government (General) Regulation 2005

Clause 232 - Method of Giving Notice

- (1) *This clause prescribes the manner in which the requirements outlined in section 9 (1) of the Act are to be complied with.*
- (2) *A notice of a meeting of a Council or of a committee must be published in a newspaper circulating in the area before the meeting takes place.*
- (3) *The notice must specify the time and place of the meeting.*
- (4) *Notice of more than one meeting may be given in the same notice.*
- (5) *This clause does not apply to an extraordinary meeting of a Council or committee.*

Current Situation

Council has previously resolved that the Ordinary Meeting of Council be scheduled for the fourth Monday of each month commencing at 9.15 am. The exception to this is the month of December where Council would generally meet on the third Monday in December and then not meet in January. Whilst the lead up to Christmas is a busy period, the month of January is traditionally a quiet time in Bourke due to the holiday season and the resulting number of people away from the Town.

Meetings have generally been held in the Bourke Shire Council Chamber, 29 Mitchell St, Bourke.

It is important that Council selects a time and date suitable to all members of Council to ensure that all Councillors can regularly attend.

Whilst it is noted in the Code of Meeting Practice the time and date and place of Meetings is to be determined by resolution, a meeting time can be changed by resolution and public notice is given of the change.

Council should determine whether it wishes to hold its meeting on the same day of the month and at the same time, as has been the case of previous Councils, or whether it wishes to change the day or time.

In terms of Council meeting dates, it would also be appropriate that Council has regard to the need to change a meeting date due to a Public Holiday. For the October 2024 to September 2026 period, being the Mayoral Term, this isn't an issue with the Public Holidays for New South Wales for the Mayoral Term being as follows:

Public Holidays for New South Wales for the Mayoral Term		
Labour Day	Monday	7 October 2024
Christmas Day	Wednesday	25 December 2024
Boxing Day	Thursday	26 December 2024
New Year's Day	Wednesday	1 January 2025
Australia Day Holiday	Monday	27 January 2025
Good Friday	Friday	18 April 2025
Easter Saturday	Saturday	19 April 2025
Easter Sunday	Sunday	20 April 2025
Easter Monday	Monday	21 April 2025
ANZAC Day	Friday	25 April 2025
Kings Birthday	Monday	9 June 2025
Labour Day	Monday	6 October 2025
Christmas Day	Thursday	25 December 2025
Boxing Day	Friday	26 December 2025
New Year's Day	Thursday	1 January 2026
Australia Day Holiday	Monday	26 January 2026
Good Friday	Friday	3 April 2026
Easter Saturday	Saturday	4 April 2026
Easter Sunday	Sunday	5 April 2026
Easter Monday	Monday	6 April 2026
ANZAC Day	Saturday	25 April 2026
Kings Birthday	Monday	8 June 2026

Should the need arise, Extraordinary Meetings can be scheduled.

Once Council has determined the meeting schedule an advertisement will be placed in the next available issue of the Western Herald detailing the Meeting Dates for the Ordinary Meetings of Council for the period October 2024 to September 2026 with their location being the Council Chambers, 29 Mitchell Street Bourke, unless otherwise determined.

Should Council maintain the scheduled Meeting Day as generally being the Fourth Monday of each month, a meeting in December on the third Monday, no meeting in January, the meeting schedule October 2024 up till, and including September 2026, would be as follows:

Month/Year	Proposed Meeting Date	Reason
2024		
October	28/10/2024	4 th Monday
November	25/11/2024	4 th Monday
December	16/12/2024	3 rd Monday - Christmas

Month/Year	Proposed Meeting Date	Reason
2025		
January	No Meeting	
February	24/2/2025	4 th Monday
March	24/3/2025	4 th Monday
April	28/4/2025	4 th Monday
May	26/5/2025	4 th Monday
June	23/6/2025	4 th Monday
July	28/7/2025	4 th Monday
August	25/8/2025	4 th Monday
September	22/9/2025	4 th Monday
October	27/10/2025	4 th Monday
November	24/11/2025	4 th Monday
December	15/12/2025	3 rd Monday - Christmas

Month/Year	Proposed Meeting Date	Reason
2026		
January	No Meeting	
February	23/2/2026	4 th Monday
March	23/3/2026	4 th Monday
April	27/4/2026	4 th Monday
May	25/5/2026	4 th Monday
June	22/6/2026	4 th Monday
July	27/7/2026	4 th Monday
August	24/8/2026	4 th Monday
September	28/9/2026	4 th Monday

Recommendation

1. That Council determine the day and time of its Ordinary Council Meetings.
2. That public notice be given in relation to the proposed meeting schedule in accordance with Clause 232 of the Local Government (General) Regulation.

6.7 * APPROVAL TO HOLD A COUNTBACK INSTEAD OF A BY-ELECTION**

File Number: C12.1
Author: Leonie Brown, General Manager
Authoriser: Leonie Brown, General Manager
Attachments: Nil

Background

The *Local Government Act 1993* at Section 291A, contains the following provisions concerning the use of a countback instead of holding a By-Election for a casual vacancy:

291A Countback to be held instead of by-election in certain circumstances

- (1) *This section applies to a casual vacancy in the office of a councillor if –*
- (a) *The casual vacancy occurs within 18 months after the date of the last ordinary election of the councillors for the area, and*
 - (b) *The council has at its first meeting following that ordinary election of councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.*
- (2) *This section does not apply to a casual vacancy in the office of a councillor if the councillor who vacated office was elected –*
- (a) *In an election using the optional preferential voting system (including the elections of a mayor elected by the electors or an area), or*
Note-See section 285 (Voting system for election of councillors).
 - (b) *in an election without a poll being required to be held.*
Note-See section 311 (Uncontested elections).
- (3) *A casual vacancy to which this section applies is to be filled by a countback election conducted in accordance with the regulations.*
- (4) *A countback election to fill a casual vacancy to which this section applies must be conducted –*
- (a) *If the election at which the person whose departure created the casual vacancy was elected was administered by Electoral Commissioner – by a returning officer appointed by the Electoral Commissioner, or*
 - (b) *If the election at which the person whose departure created the casual vacancy was elected was administered by a returning officer appointed by an electoral services provider engaged by the council- by a returning officer appointed by the electoral services provider.*

(5) If a countback election fails or the returning officer is otherwise unable to fill the casual vacancy by a countback election –

(a) The returning officer must notify the general manager of the council concerned, and

(b) A by-election in accordance with this Part must be held to fill the casual vacancy.

(5A) If an electoral services provider engaged by the council is unable to appoint a returning officer for the purpose of subsection (4)(b), a by-election in accordance with this Part must be held to fill the casual vacancy.

(6) This section does not apply to a casual vacancy in the office of a councillor if the vacancy occurs before the day prescribed for the purpose of this section by the regulations.

The election of Councillors for Bourke Shire Council is conducted under the proportional voting system and the recent election was administered by the NSW Electoral Commissioner through an appointed returning officer. Accordingly Council is able to make a determination under Section 291A.

Should Council be of the view that any casual vacancy that occurs within 18 months of the last ordinary election be filled by a countback of votes cast at the last election for that office, an appropriate motion would be:

"That pursuant to section 291A (1) (b) of the Local Government Act 1993 (the Act) Bourke 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 14 September 2024 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 the NSW Electoral Commission] of the Council's decision within 7 days of the decision."

If Council does not wish to pursue the countback process for a casual vacancy, an appropriate motion would be:

That the report of the General Manager be noted.

For Councillors information in regard to a By - Election as required more than 18 months after the date of the last Ordinary election of Councillors, Section 294 of the *Local Government Act 1993* provides that if a casual vacancy occurs within 18 months before the date specified for the next Ordinary election the Minister may order that the vacancy not be filled. The next Council election for Bourke Shire Council is currently scheduled for September 2028.

Financial Implications

There are no direct financial implications arising for this report at this stage.

Recommendation

That Council proceed to determine its position in respect of the filling of a casual councillor vacancy that occurs within 18 months after 14 September 2024, being the date of the last ordinary election of councillors.

6.8 * COMPOSITION OF COUNCIL COMMITTEES AND CONFIRMATION OF APPOINTMENT OF DELEGATES TO OTHER ORGANISATIONS**

File Number: 20842

Author: Leonie Brown, General Manager

Authoriser: Leonie Brown, General Manager

Attachments:

1. Council's Internal Committees [↓](#) 
2. Local Government Organisations [↓](#) 
3. Inter Government Liaison Groups [↓](#) 
4. Community Liaison Groups [↓](#) 
5. Regional Advisory Groups [↓](#) 

Background

Council has previously resolved to operate a number of internal committees and also determined representation on a number of committees and organisations external to Council. It is appropriate to review the composition of these committees and delegates for the 2024-2026 Mayoral Term.

Current Situation

Membership of all Committees and delegates to various organisations are generally reviewed in conjunction with the Mayoral Election.

Council has previously resolved to have four(4) standing Committees, being the Roads and Plant Committee, Corporate Planning Committee, Town and Village Committee and the Tourism and Economic Development Committee. All Councillors were members of each of the four (4) committees.

It is advised that none of these four (4) committees have met in the past 24 months, with any matters that required Councillors to be briefed either being the subject of a Councillor Workshop or where a matter required determination, it was submitted direct to Council. Accordingly it is proposed that Council not form any internal committees for this Mayoral Term. If it is found that specific committees are required, Council can resolve accordingly at the time.

In May 2022, Council resolved to form an Audit Risk and Improvement Committee. In doing so, Council further resolved that Council delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members to form the shared Audit Risk and Improvement Committee to serve the Far North West Joint Organisation and all three member Councils and that Council appoint a Councillor to serve as the non-voting board member on the ARIC for Bourke Council only. The various appointments were subsequently made with the Bourke ARIC holding its inaugural meeting on 16 November 2023. This committee has been included in the attached list of Internal Committees.

A further Committee was identified in this list, being the General Managers Performance Review Committee. This Committee comprises the Mayor and Deputy Mayor.

In addition, there are a number of other committees and organisations to which Council provides a delegate or is represented at meetings and these are included in the attached listing together with the name of the last appointee.

The listings also include brief details in relation to each of the organisations to which Council provides delegates and the level of involvement.

In addition, such lists provides the name of the previous Councillors who were Councils representative to the respective organisation in the previous Council , to assist in determining representatives for the Mayoral Term.

Financial Implications

Provision has been made in the Operational Plan (Budget) for the expenses incurred in the attendance of Councillors and staff as members, delegates or representatives of the various committees as detailed.

Recommendation

- 1. That Council concur with the deletion of the previously identified four (4) internal Committees, being the Roads and Plant Committee, Corporate Planning Committee, Town and Village Committee and the Tourism and Economic Development Committee.**
- 2. That Council review and amend the list of delegates/alternates to its Internal Committees, Local Government Organisations, Inter Government Liaison Committees, Community Liaison Groups and Regional Advisory Groups.**
- 3. That having regard to any required changes, the listing of representatives and delegates be adopted and the revised listing be circulated to Councillors.**
- 4. That the Delegates to outside organisations be notified to those organisations together with appropriate contact details.**

Internal Committee						
COMMITTEE	DELEGATE(S)	ALTERNATE	PURPOSE	MEETING PLACE	MEETING FREQUENCY	Other Comments
Audit, Risk and Improvement	Mr Ray Smith (Independent Member – Chair); Mr Ron Gillard (Independent Member); Cllr Cec Dorrington (Non-voting member).		Monitor, review and advise the Council on the standard of its risk management. Make assessments and recommendations about risk management and, measure and evaluate the effectiveness by reviewing Council's activities. Endorse and monitor a cyclical strategic audit plan.	Council Chambers (inc A-V link).	Quarterly	
General Manager's Performance Review	Mayor Deputy Mayor		To annually review the General Managers Performance	Council Chambers	Annually	

Local Government Organisations						
COMMITTEE	DELEGATE(S)	ALTERNATE	PURPOSE	MEETING PLACE	MEETING FREQUENCY	COUNCIL STATUS
Far North West Joint Organisation of Councils (FNWJO)	Mayor General Manager	Deputy Mayor Manager Environmental Services	To look at regional based initiatives with positive outcomes for all Councils	Bourke	As scheduled	Member
JO GM's Advisory Committee	General Manager	Manager Environmental Services	To provide advice to the JO and to investigate regional collaboration	Bourke	As required	Member
Country Mayors Association of NSW Inc.	Mayor General Manager	Deputy Mayor Manager Environmental Services	To advocate for all those people who choose to live work and play in rural and regional NSW.	Parliament House, Macquarie St Sydney/ member council locality.	2 Monthly	Member
Alliance of Western Councils	Mayor General Manager	Deputy Mayor Manager Environmental Services	To advocate, collaborate, network and support member councils (13) on common interests.	Dubbo	Quarterly	Member
Alliance of Western Councils – GM's Advisory Committee	General Manager	Manager Environmental Services	To provide advice to the Alliance	Narromine/Dubbo	Quarterly	Member

Alliance of Western Councils – Water and Sewer Board	Mayor & General Manager	Deputy Mayor Manager Works	Review the strategic direction and operation of the Water and Sewer Alliance	Rotation amongst member Councils	As required	Member
Alliance of Western Councils – Water and Sewer Technical Committee	Manager Works	Coordinator Water Service	To work on specific strategic water and sewer projects	Rotation amongst member Councils	As required	Member
Netwaste	Manager Environmental Services	Environmental Services Officer	To coordinate strategic waste disposal initiatives	Rotation amongst member Councils	Quarterly	Member
Outback Arts	Jess Murray	Liz Kerr	Promotion of the Arts and Arts related Activities	Coonamble	Quarterly	Member
Kamilaroi Highway Promotional Committee	Cr Davis Economic Development Manager	Cr Ford Coordinator Tourism Events	To investigate, develop and institute promotion opportunities	Rotation amongst member Councils and by phone	As required	Member
Kidman Way Promotional Committee	Cr Davis Economic Development Manager	Cr Ford Coordinator Tourism Events	To promote and develop the tourist opportunities of towns serviced by the Kidman Way	Rotation amongst Member Councils	Annual Conference and Mid- year conference	Member

Western Division Councils of NSW	Mayor, Deputy Mayor & General Manager		To perform an advocacy role of all Councils located within the Western Division of NSW	Rotation amongst Members	As required	Member
Darling River Run	Economic Development Manager	Coordinator Tourism Events	To promote the Darling River Run as a Tourism Route	Various & by phone	As required	Member
Border Regional Organisation of Councils	Mayor General Manger	Deputy Mayor Manager Environmental Services	A commitment to work together for the betterment of the border region local government areas across NSW and QLD Local Government areas	Rotation amongst Member Councils	Quarterly	Member

Inter Government Liaison						
COMMITTEE	DELEGATE(S)	ALTERNATE	PURPOSE	MEETING PLACE	MEETING FREQUENCY	COUNCIL INVOLVEMENT
BUSHFIRE LIAISON COMMITTEE	Mayor General Manager	Cr Davis Manager Environmental Services	To Work with the RFS to ensure compliance with the service level agreement and preparedness for fires	Either Bourke or Brewarrina	Six Monthly	Attendee
LOCAL EMERGENCY MANAGEMENT COMMITTEE	General Manager	Manager of Works	To ensure adequate preparedness and planning for Emergency situations	Bourke	Quarterly	Provide Secretariat
BOURKE LOCAL TRAFFIC COMMITTEE <i>*Deputy Mayor is the Local Members Representative</i>	Manager of Roads Manager of Works Mayor	Coordinator Road Operations	To review local traffic flow issues, parking, speed zones, etc.	Bourke	As required	Provide Secretariat
JOINT REGIONAL PLANNING COMMITTEE	Mayor Deputy Mayor	Cr Stutsel	To review significant planning matters	Generally, by teleconference	As required	Attendee on issues impacting Bourke Shire

Community Liaison Groups						
COMMITTEE	DELEGATE(S)	ALTERNATE	PURPOSE	MEETING PLACE	MEETING FREQUENCY	COUNCIL INVOLVEMENT
BOURKE LIQUOR ACCORD	Cr Bartley General Manager	Cr Dorrington	To review and develop policy in regard to the sales of Alcohol within the Shire	Bourke	As required	Provide Secretariat
COMMUNITY ABORIGINAL WORKING PARTY	General Manager Economic Development Manager	Manager Environmental Services	Provide an advocacy role on behalf of the Bourke Aboriginal Community	Bourke	As required	Invitee
BOURKE BUSINESS DEVELOPMENT GROUP	Mayor General Manager Economic Development Manager	Manager of Economic Development	To develop and implement strategies aimed at strengthening the business sector of Bourke and the growth of the town itself	Bourke	As required	Provide Secretariat
BOURKE SHIRE COUNCIL ABORIGINAL CONSULTATIVE COMMITTEE	Mayor/Cr Ford/ Cr Bartley/Cr Barton		As per Charter	Council Chambers	As required	Provide Secretariat
BOURKE TOURISM ADVISORY COMMITTEE (TAC)	Mayor Cr Stutsel Cr Barton 3 x Tourism Industry 1 x NP&W		The Tourism Advisory Committee is to provide a mechanism to ensure that significant issues affecting the tourism industry within the Bourke Shire Council		As required	Provide Secretariat

<p>JB Renshaw Sporting Complex User Group Advisory Committee</p>	<p>EDM (Advisory)</p>	<p>Others on an as needs basis</p>	<p>are clearly identified and are raised in the appropriate forums</p>	<p>JB Renshaw Sporting Complex</p>	<p>As required</p>	<p>Provide Secretariat</p>
<p>Mayor Cr Stutzel Back O' Bourke Picnic Race Club (2) Bourke Gun Club (2) Bourke Pony Club (2) Bourke Show Committee (2)</p>			<p>Determine strategic priorities of the complex</p>			

Regional Advisory Groups							
COMMITTEE	DELEGATE(S)	ALTERNATE	PURPOSE	MEETING PLACE	MEETING FREQUENCY	OTHER COMMENTS	
MURRAY DARLING ASSOCIATION	Mayor	Cr Rice	To discuss water flow and allocation with the river system	Various	As required		
MACQUARIE VALLEY ADVISORY COMMITTEE	Weeds Officer	Manager Environmental Services	Regional Weeds Eradication Strategy	By Phone Sydney x 1 Dubbo x 1	As required		

