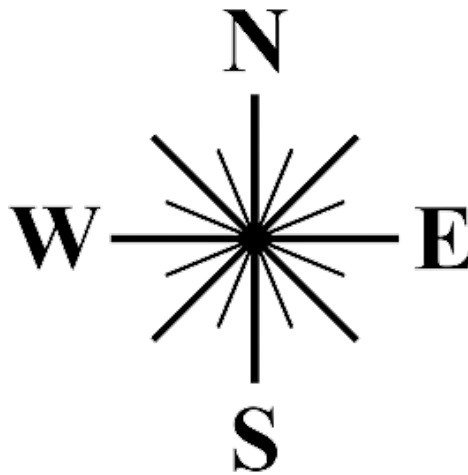


CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING BUSINESS PAPER 15 DECEMBER 2021

The Meeting will be held at 9.00am in the Council Chambers, 21 Reid Street, Wilcannia.

MISSION STATEMENT

To promote the Central Darling Shire area by encouraging development through effective leadership, community involvement and facilitation of services.

RECORDING AND WEBCAST OF COUNCIL MEETINGS

Council meetings are recorded and webcast on Council's website, your attendance and/or input may be recorded and publicly broadcast.

PUBLIC RECORDING PROHIBITED WITHOUT COUNCIL AUTHORITY

A person may only use a recording device, including audio and visual recording and any device capable of recording speech, to record a Council meeting by the resolution of the Council.

A person may be expelled from a Council meeting for having used a recording device without consent.

PHOTOGRAPHY PROHIBITED WITHOUT PERMISSION

Photography is not permitted at a Council meeting without the consent of the General Manager.

PUBLIC FORUM - EXTRACT FROM THE CODE OF MEETING PRACTICE POLICY

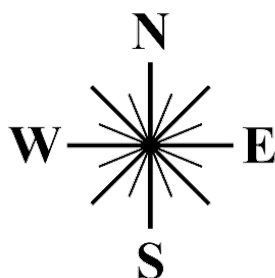
1. The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees of the Council.
2. Public forums are to be chaired by the Mayor or their nominee.
3. To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by same day 8.50am before the date on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
4. A person may apply to speak on no more than two (2) items of business on the agenda of the Council meeting.
5. Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
6. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
7. No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
8. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to

nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.

9. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated Chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
10. Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The General Manager or their delegate may refuse to allow such material to be presented.
11. The General Manager or their delegate is to determine the order of speakers at the public forum.
12. Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson.
13. Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
14. A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
15. Speakers are under no obligation to answer a question put under Clause 4.14. Answers by the speaker, to each question are to be limited to three (3) minutes.
16. Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
17. The General Manager or their nominee may, with the concurrence of the Chairperson, address the Council for up to three (3) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
18. Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
19. When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.

20. If the Chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in Clause 4.19, the Chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the Chairperson's request, the Chairperson may immediately require the person to stop speaking.
21. Clause 4.20 does not limit the ability of the Chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 14 of this code.
22. Where a speaker engages in conduct of the type referred to in Clause 4.19, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
23. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict-of-interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

CENTRAL DARLING



SHIRE COUNCIL

ORDINARY COUNCIL MEETING

Wednesday, 15 December 2021

9.00am

Council Chambers

21 Reid Street, Wilcannia

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13. MEETING CLOSE43

1. OPENING OF MEETING

The Council Meeting will be declared open by the Mayor/Administrator.

Council meetings are recorded and webcast onto the Council's website, your attendance and/or input may be recorded and publicly broadcast.

2. ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.

3. APOLOGIES AND LEAVE OF ABSENCE

4. DISCLOSURES OF INTEREST

Pursuant to the Model Code of Conduct for Local Councils in NSW Councillors and Council staff are required to declare any pecuniary or non-pecuniary conflicts of interest.

Recommendation:

That the Disclosures of Interest – Pecuniary and Non-Pecuniary be received and noted.

5. CONFIRMATION OF MINUTES

5.1 ORDINARY MEETING – 24 NOVEMBER 2021

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 24 November 2021 be received and confirmed as an accurate record.

Attachments:

1. [DRAFT Ordinary Council Meeting Minutes 24 November 2021](#)

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATORS REPORT – DECEMBER 2021

REPORT AUTHOR:	ADMINISTRATOR
RESPONSIBLE DIRECTOR:	ADMINISTRATOR

As 2021 draws to a close we are all taking stock of the last 12 months having seen COVID come to our community, flows return to the Darling River, the filling of the Menindee Lakes and a very good spring break with widespread rains across the region.

I know for many the past 2 years has been difficult as many have faced community and personal challenges. What has been particularly pleasing is to see that many have stepped up to support our community come through this. This support extended well beyond our Shire with many donations of money, food, clothes, toys, for distribution as we dealt with the COVID response.

The COVID outbreak exposed many of the issues that our community and our people face daily. Many have a direct correlation to poor strategic planning and lack funding to deliver these needed services on the part of State and Federal Governments in a timely manner.

The issues are not new, and they have once again been identified as a part of the development of the new Community Strategic Plan. The draft Plan lists these, and I was asked to brief State Government Agencies on the findings from our consultations for the plan.

I argued for:

- Strategic planning for the region to identify service needs.
- Timely funding and delivery of services and infrastructure.
- Listen and hear the community.

Our community was lucky on the outcomes from the COVID outbreak to date and I made it very clear that we cannot rely on luck next time. Council will continue to advocate and lobby for these issues to be addressed at every opportunity.

Central to the further development of our region is the construction of an all-weather sealed road network that links communities which will provide enhanced economic and social opportunities. Discussions have been held with Cobar Council to reinvigorate our efforts to attract State and Federal Funding to complete the Ivanhoe-Cobar section of the Wool Track. In this regard we are working to update the proposal to talk to our local members and funding agencies. State and Federal Elections are due soon and I would encourage all to put this project forward to candidates and sitting members. We will shortly release details to enable an understanding of the project.

In this final report for the year, I want to acknowledge the efforts of the General Manager and his staff who have supported the community during the COVID Outbreaks and managed to keep day to day operations of the Council going.

Please everyone enjoy the break and celebrate the year safely.

At the November Meeting the Annual Report was tabled which provides details on the past twelve months of Councils activities. I commend this Report to you.

6.2 DONATION TO COMMUNITIES FOR AUSTRALIA DAY CELEBRATIONS

REPORT AUTHOR: ADMINISTRATOR
RESPONSIBLE DIRECTOR: ADMINISTRATOR

EXECUTIVE SUMMARY:

The marking of 26 January is an important date in Australia's history, to Reflect, Respect and Celebrate our nation and our people. This Australia Day celebrations, Council will contribute \$250 in each of our communities to come together to share stories, embrace our diversity, and celebrate our unity.

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

The marking of 26 January is an important date in Australia's history and has changed over time. Starting as a celebration for liberated convicts and evolving into what is now a celebration of Australia that reflects the nation's diverse people. The date has long been a difficult symbol for many Aboriginal and Torres Strait Islander people who see it as a day of sorrow and mourning.

This Australia Day, communities are encouraged to Reflect, Respect and Celebrate our nation and our people – especially our strong sense of community as we work towards reconnecting. Australia Day 2022 is a time to recognise the resilience of all Australians and to focus on what we can achieve when we move forward as a community.

Australia Day means different things to different people, and everyone is encouraged to acknowledge Australia Day in a way that's meaningful to them. We acknowledge the significant contribution that everyone makes to our nation, from First Nations people who have lived here for 65,000 years to our newest citizens who call Australia home.

Australia Day is an opportunity to celebrate our cultural diversity and rich migrant heritage, which is very much part of our unique Australian identity and has helped shape a nation proud of its strong and successful multiculturalism. Regardless of our origins or our past, it's a day for Australians from all backgrounds and communities to come together to share stories, embrace our diversity, and celebrate our unity.

In past years, Council has provided funding to communities within the Shire to help them celebrate Australia Day. Again, this year, Council will contribute \$250 towards Australia Day celebrations in each of our communities. An event could be a BBQ breakfast, lunch or dinner or some other type of activity which involves their local community.

Organisers of Australia Day events are encouraged to contact the Wilcannia Office 08 8083 8900 for further information.

Attachments

Nil

6.3 QUESTION ON NOTICE

QUESTION ASKED:

What progress towards a report has been made to develop a framework to establish reserve funds for plant, waste management and other future projects given the recent refund from the ATO.

RESPONSE FROM FINANCE TEAM:

The Plant Replacement Reserve is to form part of the budget deliberations for the 2022/23 year. It is to be based on a percentage of the profit, from the previous financial year, generated from private works and works completed for RMS. The funds to be transferred into this reserve are not to have an adverse effect on the working capital of Council.

Indicative transfers for the 2022-23 year are as follows:

Net Profit 2020-21:		\$1,716,636.46			
Funds to Plant Replacement Reserve based on percentage					
	1.00%	1.50%	2.00%	2.50%	3.00%
	\$17,166	\$25,750	\$34,333	\$42,916	\$51,499

It should also be noted that as Council finalises its loan for the garbage trucks towards the end of this financial year, the Waste Restriction will grow additionally by \$165,000 per year, all other things being equal.

7. FINANCIAL REPORTS

7.1 GST REFUNDS OWED TO COUNCIL

REPORT AUTHOR: FINANCE MANAGER
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of the current situation regarding refunds for GST owed to Council by the Australian Taxation Office.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

During the 2021 financial year it became apparent that the Australian Taxation Office (ATO) owed Council outstanding refunds from various BAS Returns going back to at least the 2019 financial year.

A discussion with an ATO representative indicated that some of these refunds had not been issued due to previously lodged FBT Returns containing errors. These errors were subsequently corrected by the current Finance Manager, and Council received a refund from the ATO of \$934,439.

The Finance Manager has undertaken a full reconciliation of Councils GST account as of 30 June 2021 and has found a number of errors relating to the 2020 financial year that were the result of incorrect posting to Council's ledger. These errors have required the lodgement of amended BAS Returns for the periods affected. Council also has TPAR Returns outstanding for 2018 and 2020. After these issues have been resolved, and subject to any further issues raised by the ATO, Council estimates it will be entitled to a further refund of approximately \$780,000.

It is expected that all issues regarding Councils GST will be resolved by 31 January 2022.

To ensure these issues do not occur again the following process improvements have been put in place:

- Staff have been educated as to the correct treatment of invoices that attract GST and the correct ledger accounts to use.
- The Finance Manager selects several transactions each month and tests to see the correct ledger account has been used.
- The Finance Manager now has access to the ATO Business Portal and will reconcile the GST Account quarterly.

Attachments

Nil

7.2 CASH AND INVESTMENTS – NOVEMBER 2021

REPORT AUTHOR: MANAGER FINANCE
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as of 30th November 2021.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

In accordance with Clause 212 of the *Local Government (General) Regulations 2005*, a monthly report setting out details of all money that Council has invested under Section 625 of the *Local Government Act 1993* is required to be submitted to Council.

Cash and Investment Accounts

Cash & Investment Accounts	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Westpac 11am Investment Account	\$3,950,000.00	\$3,950,000.00	Nil	0.10%	\$31.38	\$166.95
Operating Account	\$2,759,920.26	\$2,531,346.33	\$228,573.93	0.01%	NIL	NIL
Post Office Clearing Account	\$913,737.88	\$884,395.16	\$29,342.72	N/A	NIL	NIL
Total Cash at Bank as of 30th November 2021					\$7,623,658.14	

Commentary:

The net movement of cash for the month of November 2021 was an increase of \$257,916.65.

Payments for the month of November 2021 totalled \$3,832,609.14 being, payments for wages and to suppliers.

Receipts for the month of November 2021 totalled \$ 4,090,525.79 being predominately:

- Transport NSW – RMS Ordered & Routine Works \$1,679,477

- Roads to Recovery \$494,000
- Cobar Shire Council – Roadworks \$643,898
- Federal Assistance Grant \$844,244

Restrictions

	Restriction Amount
Total Restrictions as of 30 June 2022	\$5,711,000

Loan Accounts

Loan Account	Current Month	Last Month	Movement	Interest Rate	Current Month Interest	YTD Interest
Garbage Trucks	\$82,653.32	\$96,135.50	(\$13,482.18)	3.66%	\$217.45	\$1,312.79
Total Loan Liability as at 30th November 2021					\$82,653.32	

Commentary:

This loan was taken out during the 2013 financial year to fund the purchase of three garbage trucks and other operational expenditure. The loan balance as at the year ended 30 June 2013 was \$1,249,000.

The loan balance as of 30th November 2021 is \$82,653.32 and it is estimated that this loan will be repaid in full by 30 June 2022.

Attachments

Nil

7.3 COUNCIL 2021-2022 CURRENT GRANTS REGISTER

REPORT AUTHOR: SENIOR FINANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR BUSINESS SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide a summary reconciliation of Council's current grant funding status as of 1 December 2021.

RECOMMENDATION:

That Council will:

- 1. Receive and adopt the report.**

BACKGROUND:

To deliver Council's commitment to transparency and greater financial management it has developed a Grants and Contributions Register for public access to be presented during ordinary Council Meetings.

REPORT:

With that stated purpose in mind, Council will continue to update the respective incumbent Grants status details into its in-house Pulse program which documents all of Council's Projects under each funding facility. It is intended to complete the initial update by the end of December 2021.

On 16 November 2021, the NSW Government, through a joint media release by the respective Minister for Local Government, Hon. Shelley Hancock MP and Minister for Sport, Multiculturalism, Seniors and Veterans, Hon. Natalie Ward announced that \$3M in special Grant funding had been made available to boost COVID-19 related response efforts for a number of small rural and border Councils to support their local communities with immediate and short-term COVID-19 support programs. The Grant funding was apportioned equally between all applicable Councils, of which CDSC was one, to the amount of \$90k each.

The Grant covers any applicable expenditure up to the \$90k amount, for a six-month period from 01 July 2021 to 31 December 2021. To date Council has expended a total of \$128k since July 2021 in areas which are directly COVID related. The total sum of COVID related expenditure is yet to be fully determined.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

Council providing transparency of grant funding sources and how those funds are being applied to improve designated community services, works and facilities.

Delivery Outcome

Accurate and timely reporting of funding sources and expenditure.

Financial and Resource Implications:

Ensures that any funding sourced is being deployed within the approved scope of services, works and facilities for which they were intended.

Policy, Legal and Statutory Implications:

Regulation 208 of the Local Government (General) Regulation 2005 provides a requirement that:

A member of the staff of a council who has control of any of the council's accounting records must—

- (a) produce those records for inspection and audit in proper order whenever directed or requested to do so by the council's mayor, responsible accounting officer, general manager (if not the council's responsible accounting officer) or auditor or by the Director-General or a person to whom the Director-General's functions under section 430 of the Act have been delegated or subdelegated under section 745 of the Act, and
- (b) render all practicable assistance to the mayor, responsible accounting officer, general manager, auditor, the Director-General or such a delegate or subdelegate with respect to those records.

Risk Management – Business Risk/Work Health and Safety/Public:

Periodic reporting enables Council to keep both funding providers and the community informed on the deployment of those funds as intended and as such significantly mitigate the risk of inappropriate usage of those funds.

OPTIONS:

There are no alternative options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

2. [Council Current Grants and Contribution Reconciliation.](#)
3. [Media Release from Hon. Shelly Hancock, Minister for Local Government & Hon. Natalie Ward, Minister for Sport, Multiculturalism, Seniors and Veterans](#)

8. GOVERNANCE REPORTS**8.1 ADMINISTRATOR TOWN VISITS SCHEDULE 2022**

REPORT AUTHOR:	GENERAL MANAGER
RESPONSIBLE DIRECTOR:	GENERAL MANAGER

EXECUTIVE SUMMARY:

The report is to enable the Council to consider a schedule for Administrator Town Visits in 2022.

RECOMMENDATION:

That Council will:

1. **Receive the report**
2. **That Council resolves to adopt the following 2022 Administrator Town Visit schedule:**
 - **February - Wilcannia**
 - **April – White Cliffs**
 - **July - Ivanhoe**
 - **September – Menindee**
 - **November - Wilcannia.**

BACKGROUND:

Depending on the availability of the Administrator prior to scheduled Council meetings, a bi-monthly schedule had been previously developed to enable the Administrator to visit other administrative offices in Ivanhoe, Menindee, and White Cliffs to undertake public consultations regularly throughout the year.

REPORT:

Administrator Mr. Bob Stewart still wants to continue with scheduled bi-monthly Administrator visits to major centers throughout the shire. The schedule has been disrupted over the last 2 years due to COVID restrictions.

However, being aware that daytime visits at Council Administration Offices doesn't always suit the community due to their work and family commitments, that alternative way of consultation are needed to be found.

In the Message from the Administrator, Annual Report 2018-19, *"I propose to change the current engagement process and provide a mechanism for local communities to have direct input to the Administrator to better inform the decision –making process"*.

Further to support this concept the offer remains open to form Town Committees to enable relevant matters to be discussed. It's known some rejected this idea, but it would provide direct representation on issues, and it is not certainly seen by the Administrator to be a de facto Council.

The Administrator Town Visit will continue in the fourth week of each month, the same week that Council meeting is being held. Instead of scheduling a day and time for a town visit, it has been decided that a week be set aside where a visit might coincide with a community meeting/function or that overnight stay is more beneficial in meeting the community and resident's afterhours.

Regardless that a schedule has now been set aside, a meeting can be requested to meet with the Administrator and made available by anyone in the community, as long that it doesn't conflict with other obligations that the Administrator has at the time.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

GOAL 4- A consultative and professional Council providing relevant, attainable, and efficient delivery of services as per the standards set by Council and providing community development and succession planning.

Delivery Outcome

OBJECTIVE 4.1- Effective communication and consultation with Shire communities

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Advocate for the Community by being accessible to residents and the public domain.	Nil
Environmental	Nil	No Environmental impacts
Economic	Promote Local stimulus throughout the Shire	Nil
Governance	Promote best practice which is seen to be transparent and fair when dealing with residents and businesses.	Nil

Financial and Resource Implications:

There are no direct financial implications.

Policy, Legal and Statutory Implications:

Nil

Risk Management – Business Risk/Work Health and Safety/Public:

Nil

OPTIONS:

There are no alternative options

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition**

Discussion has been had with the Administrator regarding the town visits.

External Exhibition

The Administrator Town Visits will be advertised four weeks in advance prior to the visit through social media and relevant local media outlets.

Attachments

Nil

8.2 MODEL CODE OF MEETING PRACTICE

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to seek endorsement for a minor amendments to Council's Code of Meeting Practice.

RECOMMENDATION:

That Council will:

- 1. Receive the report.**
- 2. Council resolves to adopt the amendment to the Code of Meeting Practice.**
- 3. A revised version of the Model Code of Meeting Practice to be placed on Council's website.**

BACKGROUND:

At the Ordinary Meeting 26 June 2019, Council adopted the Model Code of Meeting Practice (minute number 03-06-19). The Code of Meeting Practice applies to all meetings of Councils and Committees of Councils. Since 14 December 2019, Councils have been required to webcast meetings of the council and committees that comprise only of councillors. The webcasting requirement may be met simply by posting an audio or video recording of the meeting on the council's website.

REPORT:

A recent circular to all Councils from the Office of Local Government (Circular 21-35/29 October 2021), Following extensive consultation, the new Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) has been finalised. The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) on or before Friday 19 November 2021.

The new Model Meeting Code contains new provisions that allow Councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict-of-interest disclosure obligations.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

Goal 4. A consultative and professional Council providing relevant, attainable, and efficient delivery of services as per the standards set by Council and providing community development and succession planning.

Delivery Outcome

Objective 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	compliance within legislative requirements	Nil

Financial and Resource Implications:

Nil

Policy, Legal and Statutory Implications:

Nil

Risk Management – Business Risk/Work Health and Safety/Public:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Not Required

External Exhibition

Determined as not required, as there are no significant changes being made to the current Code of Meeting Practice.

Attachments

4. [Model Code of Meeting Practice](#)
5. [OLG Circular 21-35/29 October 2021](#)

8.3 MORRIS & PIPER – SUPPORT FOR GRANT APPLICATION WRITING AND REPORTING

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

This report is to inform Council about the engagement of Morris & Piper Advisory for the last six months for grant writing and reporting on funding deeds. The report is seeking Council endorsement to continue with the engagement of Morris & Piper Advisory in seeking/writing grant applications and management of reporting on grants back to the grant provider.

RECOMMENDATION:

That Council will:

- 1. Receive the report.**
- 2. Acknowledge the engagement of Morris & Piper Advisory in accordance to the *Local Government Act 1993 - Section 55 (3)* services being sought are of such a specialised nature.**
- 3. Endorse the General Manager to engage Morris & Piper Advisory for Grant Application Writing and Reporting.**

BACKGROUND:

In April of this year, Council engaged Morris & Piper Advisory to assist staff in applying for State and Federal grants for the past 6 months, engagement was month by month, at an overall cost of \$46,800. Morris and Piper Advisory are based in Canberra and work remotely, however have travelled extensively through the Far West Region and are familiar with remote rural communities throughout Australia. Morris & Piper Advisory consist of two personnel, both who have worked in Federal Government for some time with experienced in grant administration.

From April to November Morris & Piper Advisory, on behalf of Council have:

- submitted six grant applications, consisting of 11 projects valued at \$5,868,255.
- Funding approved -3 projects valued at \$3,102,074.
- Projects not approved- 3 projects - \$2,066,799.
- Pending Projects- 5 for approval - \$699,382.

Assisted Council staff with four supported grants programs valued at \$742,799.

Undertaken Advisory Work for the regional Telecommunications Review submission, general grant advice, developed a grant tracker and grant research. For further details refer to appendix for attachment.

The cost to engage Morris and Piper Advisory is charged against projects which Council has been successful in obtaining via their engagement.

REPORT:

Senior Management would like to continue with the engagement of Morris & Piper Advisory for seven months to June 30, 2022, at a cost of \$42,000 (exc GST). This is due to the return on investment with the success of grants Council has received so far. Council Procurement Policy Quotation and Tender Threshold values between \$30,000- \$249,000, requires three

written quotes. The nature of grant administration being specialised in writing and managing grants with the adaptability of working remote and having experienced knowledge of the Federal Government, has been demonstrated by Morris & Piper Advisory.

Continuing the engagement with Morris and Piper Advisory will include the following services:

Funding strategy and project planning

- Continue working with the CDSC to understand CDSC priorities.
- In line with these priorities, establish and maintain project plans which align and track projects with appropriate grant funding opportunities.
- Assist CDSC to prepare strategic documents and evidence to support priority projects in readiness to apply for appropriate grant funding opportunities, including feasibility studies and business cases.

Apply for and managing successful funding

- Continue working with CDSC to apply for grant funding as per the project plans and as opportunities arise.
- Assist CDSC to manage the administrative requirements of successful grants to ensure reporting and acquittal requirements of each grant program are met.

Advice and Consultation

- Provide CDSC with strategic advice on grant funding programs.
- Carry out consultations on behalf of CDSC with stakeholders relevant to key projects - this may include Government Departments and Ministerial engagement.
- Under the direction of the CDSC, provide advice and support to community-based organisations (especially where CDSC may be the auspicing body) around grant programs, grant applications and grant management.

The seven-month retainer includes:

- 5 days per month of dedicated time (with flexibility to either bring days forward from or bank days to future months) totalling 42 days over the life of this retainer agreement.
- Monthly reporting and forecasting.
- Two formal quarterly retainer reviews.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

Goal 2. A strong regional economy supported by developing industries, strong businesses, and increased employment.

Delivery Outcome

Objective 2.1 Expansion of industries and growth in businesses.

Objective 2.2 Employment growth.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Potential Employment opportunities for locals	Nil

Environmental	Nil	Nil
Economic	Regional financial benefits from additional tourism and supporting industries	Nil
Governance	Better overall management of grants	Nil

Financial and Resource Implications:

At this stage there are no financial and resource implications.

Policy, Legal and Statutory Implications:

Procurement Policy -EXEMPTION FROM REQUIREMENT TO TENDER OR QUOTE
Council can enter into an agreement without a Tender or Contract above \$5,000 and less than \$150,000 without seeking Quotations, in accordance to the *Local Government Act 1993* - Section 55 (3), if:

- Council resolved that the services being sought are of such a specialised or confidential nature that it would be impractical or disadvantageous to seek Quotations or Tenders,
- A genuine emergency exists.
- Quotations are provided by an approved procurement service provider such a Local Government Procurement. In any circumstance where a decision is not to Tender, in accordance to the Local Government Act 1993 - Section 55 (3), Council must record its reasons in writing for any exemptions.

Risk Management – Business Risk/Work Health and Safety/Public:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Nil

External Exhibition

Nil

Attachments

6. [M&P Six Month Review](#)
7. [Service Quote](#)

8.4 HUMAN RESOURCE MANAGEMENT ACTIVITIES

REPORT AUTHOR: HUMAN RESOURCE OFFICER

RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with information on the current human resource activities to ensure the organisation meets its statutory and legislative requirements.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

BACKGROUND:

This report has been created with the view to provide regular updates to Council on key human resource matters as it relates to the continuity in the delivery of services to the community, and the associated financial impacts.

REPORT:

Vacancies:

Below are the vacancies currently being advertised externally:

Position	Open Date	Closing Date	Status
Water Treatment Plant Operator – Full-time – Permanent	16 June 2021	2 July 2021	No suitable applicants – currently exploring alternative options.
Town Ganger, Ivanhoe – Full-time – Permanent	13 October 2021	27 October 2021	No suitable applicants – currently exploring alternative options.
Utilities Engineer – Full-time - Permanent	22 October 2021	5 November 2021	Undergoing shortlisting process
Administration Officer (Post Office) / Administration Officer (CDSC) – Full-time – Permanent	15 November 2021	29 November 2021	No applications received. Currently exploring alternative options.

Attracting quality candidates remains a challenge for Council, particularly in key specialised and administrative areas. It is proposed to address this challenge through the HR Framework.

Organisational Structure:

Below is a summary of the FTE numbers for 2021/22:

Department	Original Budget	Adjusted Budget	Actual	Vacant
Governance	4.23	4.23	4.23	0
Business Services	13.36	13.40	12.40	1
Shire Services	43.52	43.60	36.60	7
Total	61.11	61.23	53.23	8

1,000 Jobs Package – Traineeships and/or Employment:

Council will recall from the May 2021 report, that an application has been submitted through the National Indigenous Australians Agency for funding of 13 positions (including 7 trainee positions).

Council has been successful in its submission. Work has commence to progress the placements in a staggered approach based on location to ensure the program is successful.

Human Resource Procedures:

Work has commenced on the development and implementation of human resource procedures to address legislative obligations and guide the organisation with good governance practices.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

Goal 4. A consultative and professional Council providing relevant, attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.

Delivery Outcome

Objective 4.2 Efficient and effective services and informed Councillors and staff

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Potential career opportunities from within the community.	Nil
Environmental	Improve reputational and Service Delivery to communities.	Nil
Economic	Receipt of Federal Government Assistance to support employment opportunities from within the community.	Potentially, some increase in operational and servicedelivery cost may be identified which will need to pass onto consumers.

Governance	Council meets its legislative and statutory requirements	The requirement for additional staff may come at a financial cost to Council
-------------------	--	--

Financial and Resource Implications:

Attracting quality candidates is challenging for Council which has an impact on the service delivery.

Policy, Legal and Statutory Implications:

Council has an obligation to ensure that it meets all legislative obligations as it relates to the employment relationship. In addition to reputational impact, financial penalties apply where Council is found to breach its obligations.

Risk Management – Business Risk/Work Health and Safety/Public:

Regular monitoring and review of employment related practices will assist Council in addressing financial and business risks, along with staff wellbeing.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

Nil

External Exhibition

Nil

Attachments

Nil

8.5 CORRESPONDENCE RECEIVED FROM MR CHRIS MINNS MP – INFORMATION ONLY

REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The Administrator received correspondence from Mr Chris Minns on October 20, 2021, in relation to the major changes to infrastructure contributions for local communities across the state in the Environment Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021. The correspondence has been attached for viewing purposes.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

Attachments

8. [Chris Minns MP Letter of correspondence](#)

8.6 CORRESPONDENCE RECEIVED FROM THE HON MARK COULTON MP – INFORMATION ONLY

REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The Administrator wrote to The Honourable Mark Coultton MP on the 5th of May 2021 in relation to the funding for remote airstrips. Council have received a response and the correspondence has been attached for viewing purposes.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

Attachments

9. [The Hon Mark Coultton MP letter of correspondence](#)

9. CORPORATE SERVICES REPORTS

10. SHIRE SERVICES REPORTS

10.1 ADDITIONAL FEES AND CHARGES TO BE ADDED TO THE CENTRAL DARLING SHIRE COUNCIL OPERATIONAL PLAN

REPORT AUTHOR: SENIOR PLANNER/EHO
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

To provide Council with information and the recommendation for Council to endorse the adoption of the list of additional fees and charges that will be an appendix to the Central Darling Shire Council Operational Plan 2021-2022.

The additional list is to cover the fees and charges to be added to the schedule of adopted fees and charges in the current Council Operational Plan, this will enable Council to charge for services that are currently provided. At present Council is unable to charge for certain services as the Central Darling Shire Council Operational Plan 2021 2022 omitted the fees

and charges. This addition to the Council Operation Plan 2021-2022, is to ensure that Council is recovering the costs of these services.

There has been no submissions received on the exhibited additional fees and charges.

RECOMMENDATION:

That Council will:

- 1. Receive the report,**
- 2. Note that the additional fees and charges were publicly exhibition for a minimum of 28 days and that there were no submissions received on the additional fees and charges.**
- 3. Endorse and adopt the additional fees and charges list as an appendix to the Central Darling Shire Council Operational Plan 2021- 2022.**

BACKGROUND:

Proposal

Note: The proposed list of fees and charges are outlined in the attached spreadsheet.

Under the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979* Council can recoup cost of Council services. The adopted Central Darling Shire Council Operational Plan 2021-2022 did not publish the attached fees and charges for services that council is currently providing.

To formulate the fees and charges, research was undertaken analysing several rural Councils. Following the review of fees and charges a spreadsheet was prepared. The proposed fees and charges were reviewed by the relevant council staff to examine if the proposed fees and charges were appropriate for Central Darling Shire Council.

This amended list covers fees and charges that were either omitted or require an update to cover the following council services:

- Development application advertising fees.
- Development application notification fees.

Fees for the following services:

- Local Planning Panels.
- for referral of Integrated or concurrence development applications (payable to NSW Departments).
- for review of development applications.
- for external consultants to provide reports on development applications.
- for vegetation clearing permit/ pruning permit.
- for Professional Engineering or Town planning advice.
- for development application for subdivision.
- for Subdivision certificates.
- Development Inspection fees.
- Occupation Certificate.
- Section 68 Certificate Inspection.
- Fees for lodgement of certificates.
- Sewer connection – Section 68 – Inspection fee.
- Inspection fee for buildings Class 2-9 under BCA.

- On site waste management system application fees (Septic tank).
- Planning Proposals.
- Building Information Certificate.
- Outstanding Orders.
- Planning Certificates.
- Town planning and building enquiries and written advice.
- Movable dwelling/ manufactured home/ building installation – S68.
- Regulated Public Health Premises annual inspections.
- Regulated Food Premises annual inspections.
- Swimming Pool/ spa annual inspections.
- Fire Safety – fees levied under S608 of the *Local Government Act 1993*.
- Clearing of Overgrown Allotments (Under *Local Government Act 1993*).
- Protection of the Environment Operations Act 1997.
- Asbestos analysis.
- Professional Services of Compliance Monitoring – health officers.
- Professional Services of Rangers.
- Traffic Control.
- Underground Petroleum Storage System inspections.
- Amusement Devices.
- Animal Control.
- Impounding fees.
- Noxious weeds spraying.
- Private burials.
- Hire of equipment for private works.
- Section 125 (Roads Act 1993).
- Section 138 (Roads Act 1993 applications and supervision).
- Road / Street naming and numbering applications.

The above list is of standard Council services that were omitted from or required updates for the current Central Darling Shire Council Operation Plan 2021- 2022.

JUSTIFICATION

Council currently provides several of the above services and is legally not permitted to charge for the services as they were omitted from the Central Darling Shire Council Operation Plan 2021- 2022.

This additional list of fees and charges will enable council to legally recover the cost of the services provided by Council.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

GOAL 1: A healthy and cohesive community, receiving recognition and supported by coordinated, appropriate and affordable services.

GOAL 2: A strong regional economy supported by developing industries, strong businesses, and increased employment.

GOAL 4: A consultative and professional Council providing relevant, attainable, and efficient delivery of services as per the standards set by Council and providing community development and succession planning.

Delivery Outcome

OBJECTIVE: 2.1 Expansion of industries and growth in businesses.

OBJECTIVE: 4.1 Effective communication and consultation with Shire Communities.

OBJECTIVE: 4.2 Efficient and effective services.

OBJECTIVE: 4.3 Skilled and informed Councillors and Staff.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Yes	N/A
Environmental	N/A	N/A
Economic	Yes	N/A
Governance	Yes	N/A

Financial and Resource Implications:

Council currently provides several services that Council is not legally permitted to charge a fee, as the services and the associated fees or charges were omitted from the current Central Darling Shire Council Operation Plan 2021- 2022.

This additional list of fees and charges will enable council to recover the cost of the services provided by Council.

Policy, Legal and Statutory Implications:

This additional list of fees and charges will enable council to legally recover the cost of the services provided by Council.

Risk Management – Business Risk/Work Health and Safety/Public:

Council will be unable to charge for a large number of services and will be unable to recover the cost of this work.

OPTIONS:

1. Council recommends the adoption of the additional fees and charges, enabling council to recover the cost of the provision of the services.
2. Council does not adopt the additional fees and charges, and therefore will be required to provide the council services at no charge.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

No

External Exhibition

28 days public consultation was undertaken, and no submissions were received.

Attachments

10. [Spreadsheet of the additional fees and charges.](#)

10.2 COUNCIL PROCEDURE FOR THE REVIEW AND DETERMINATION OF PROPOSED DEVELOPMENT UNDER PART 5 OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 AND TO REVIEW OF ENVIRONMENTAL FACTORS

REPORT AUTHOR: SENIOR PLANNER/ EHO
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

To provide Council with information on the statutory requirement under Part 5 of the *Environmental Planning and Assessment Act 1979* for the review and determination of proposed development deemed "Development permitted without consent".

This type of development is assessed by the consent authority with a "Review of Environmental Factors" report.

Recommendation to endorse the council procedure for the review and determination of proposed Part 5 development classified as "Development permitted without consent".

RECOMMENDATION:

That Council will:

- 1. Note the statutory requirements under development determined under Part 5 of the *Environmental Planning Assessment Act 1979*.**
- 2. Endorse the council procedure to review and determine proposed Part 5 development proposals classified as "Development permitted without consent."**

BACKGROUND:

Council under Part 5 of the *Environmental Planning Assessment Act 1979* has the authority to determine a development proposal that is classified as "Development permitted without consent". This applies to proposed development on Council owned land where Council is the applicant and owner of the development. Therefore, the type of development classified as "development permitted without consent" under the *State Environmental Planning Policy (Infrastructure) 2007*.

Note: Part 5 of the *Environmental Planning Assessment Regulation 2000* is currently subject to a proposed amendment which will require a more rigid and transparent process for projects determined under as "Development permitted without consent".

As part of the proposed transparent approval process Council is to set in place a review and determination procedure for Part 5 projects. This process will require qualified Council staff (Engineering degrees) to undertake and assessment, a report is to be completed assessing how the project meets the Part 5 planning and development criteria.

This process will ensure that Council has properly reviewed the proposed work considering the requirements under Part 5 of the *Environmental Planning Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000* (noting proposed changes in requirements).

Council determination procedure for projects assessed under Part 5 of the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*.

The proposed determination process for projects assessed under Part 5 of *Environmental Planning Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000* (noting proposed changes in requirements) is as follows:

1. Council reviews proposed development and whether the proposed work meets the criteria for determination under Part 5 of the *Environmental Planning Assessment Act 1979*.
2. Council records that the proposed development meets the planning and development criteria to be assessed under Part 5 of the *Environmental Planning Assessment Act 1979*. If the project does not meet the criteria, then the development is be processed under Part 4 of the *Environmental Planning Assessment Act 1979* as a development application.
3. The required documentation for the proposed development is to be prepared. Information required is as follows:
 - a. Review of Environmental Factors report.
 - b. Full set of architectural, structural, civil, and other required drawings.
 - c. Technical reports (deal with environmental impacts such as ecological impact report, bushfire risk report, flood report, Geotech report, Heritage impact report of statement etc).

Note: Information is the same as required for a development application.

4. The proposed development is recorded as being received by Council on the Development Application register.
5. The proposed development is organised, and a file created on RM8. A unique Review of Environmental Factors (REF) number is provided to the development (in future this will go through the NSW Planning Portal).
6. The proposed development documentation is provided to qualified council officers for review and a recommendation made using the Councils assessment template document.
7. Documentation for the development proposal (include REF report) to be placed on council website for the minimum time period required under the *Environmental Planning and Assessment Regulation 2000*, notifying intent of project.
8. Submissions to be taken into account with REF modified to meet submission and comments and taken into account by the Council officers.
9. Council Assessment Procedure.

Each qualified professional to review project documentation and to complete written assessment (Project Assessment Report template).

Review documentation to assess whether the project complies with the requirements under *EPA Regulations 2000*.

Step 1 -Engineer (1) - qualified engineering professional with recognised degree in engineering (Engineering registration in Australia).

Make recommendation on project (Project Assessment Report template).

Step 2 - Engineer (2) - qualified engineering professional with recognised degree in engineering. (Accredited Engineering registration in Australia).

Make recommendation on project. (Project Assessment Report template)

Step 3 – Director Shire Services to review documentation and recommendations made by Engineer 1 and 2.

Make written recommendation with assessment report to General Manager

Step 4 – General Manager of Council

Review recommendation made in Assessment report and by Director of Shire Services.

Step 5 – Notify Council of REF determination in Council Ordinary meeting.

10. Determination of Part 5 “development permitted without consent”.
 - a. Determination to include standard conditions.

LINKS TO THE COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM AND OPERATIONAL PLAN:

Community Strategic Plan Outcome

GOAL 1: A healthy and cohesive community, receiving recognition and supported by coordinated, appropriate and affordable services.

GOAL 2: A strong regional economy supported by developing industries, strong businesses, and increased employment.

GOAL 3: A protected and supported natural environment and a sustainable and well-maintained built environment.

GOAL 4: A consultative and professional Council providing relevant attainable and efficient delivery of services as per the standards set by Council and providing community development and succession planning.

Delivery Outcome

OBJECTIVE: 1.1 Closer cooperation and cohesion between community groups

OBJECTIVE: 1.3 Enhanced community spirit, cultural and arts awareness and pride.

OBJECTIVE 3.3 Safer and reliable water supplies and road networks for shire communities.

OBJECTIVE: 3.4 Improved infrastructure across the Shire.

OBJECTIVE 4.2 Efficient communication and consultation with Shire Communities

OBJECTIVE 4.2 Efficient and effective services.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Yes	N/A
Environmental	Yes	N/A
Economic	Yes	N/A

Governance	Yes	N/A
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Financial and Resource Implications:

The endorsed council procedure for the review and determination of proposed Part 5 development classified as “Development permitted without consent”, will create a transparent determination process that will have the support of the community.

Council following a Part 5 assessment and determination process will result in faster approvals that meet council and the community expectations.

The Council procedure will ensure that development proposals under Part 5 of the EPA Act 1979 are assessed and determined in an efficient and timely manner which will reduce development determination timeframes and will council costs.

Policy, Legal and Statutory Implications:

There are statutory requirements for the assessment of projects by Council under Part 5 of *Environmental Planning Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000*. Council is required to adhere to the requirements in both the *EPA Act 1979 and the EPA Regulations 2000*. Council is also required to consider the proposed changes in EPA Regulation 2000 requirements.

Risk Management – Business Risk/Work Health and Safety/Public:

Council is required to adhere to the requirements for Part 5 project assessment and determination in both the *Environmental Planning Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000*, for the assessment of Council projects on Council owned land.

OPTIONS:

N/A.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Exhibition

No

External Exhibition

Online at Central Darling Shire Council website, local newspaper, and newsletters.

Attachments

1. Nil.

10.3 ROADS AND AERODROMES REPORT

REPORT AUTHOR: ROADS AND ASSETS ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on road and aerodrome maintenance and capital works expenditure within the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report

REPORT:

State Roads

Council is engaged by Roads and Maritime Services (RMS) to maintain the State Highway network within the Shire boundaries. The two State Highways are the Barrier Highway and the Cobb Highway.

Council is engaged under contract conditions specified under the Routine Maintenance Council Contract (RMCC). The contract details routine works required to be completed throughout the year and capital works which are supplied to Council via a Works Order (WO).

2021/22 RMCC Routine Maintenance preliminary allocation is: \$1,049,000

2021/22 RMCC Works Orders issued this financial year include

1. HW21 111.22.01 Rosewood South IS Project \$2,321,646
2. HW21 111.22.02 Gravel Supply Rosewood Sth \$225,000
3. HW21 111.21.03 Gravel Supply Kerpa \$675,000
4. HW21 111.22.04 Rosewood Sealing \$224,466
5. HW21 111.22.05 Mt Manara South Sealing \$218,446
6. HW21 111.22.06 Segment 2420 Full Rehab \$804,947

Total \$4,469,507

Works Description	Original Budget	% Expended	Remaining budget
RMCC Routine	\$1,048,240	31%	\$726,189
WO 2021/22	\$4,469,507	36%	\$2,878,558

Regional Roads

Council maintains 790km of Regional Roads throughout the Shire.

2021/22 Regional Road Block Grant amount (including traffic and supplementary components) has not been confirmed. The figures below reflect the 2020/21 allocation. Payments to Council's will be made in July and January with any reconciliations required being done in January following State (RMS) budget adoption.

2021/22 Regional Roads Repair Program was successful with \$400,000 being 50% of the project costs. The remaining funds is proposed to be sourced from the Regional Roads Block Grant which is reflected in the table below. MR433 Ivanhoe-Menindee Rd, 3km reconstruction and seal.

Works Description	Original Budget	% Expended	Remaining Budget
Regional Road Block Grant	\$2,233,000	47%	\$1,192,699
Regional Roads Repair Program	\$975,000	1%	\$962,988

Local Roads

Council maintains 1600km of Local Roads throughout the Shire.

2021/22 The Financial Assistance Grant – Local Roads Component, has not been confirmed. Estimated on last year's allocation as \$1,655,000

2021/22 Roads to Recovery (R2R) allocation is \$695,670. Three capital improvement projects are proposed to be delivered this year.

Water NSW have engaged Council to undertake Upgrade works to Union Bend Rd, Wilcannia. The project aims to provide all weather access for the new weir construction traffic scheduled for commencement 2022. The project will be delivered in 3 stages, stage 1 is programmed to commence Tuesday 7 December 2021

Works Description	Original Budget	% Expended	Remaining Budget
Local Roads Component (FAG)	\$1,655,000	14%	\$1,427,744

Woore Street (R2R)	\$201,670	0%	\$200,959
Trida Road (R2R)	\$220,000	11%	\$196,110
Moolah-Trida Road (R2R)	\$274,000	2%	\$268,091
Union Bend Rd, stage 1	\$559,474	5%	\$553,120

Aerodromes

Council maintains 6 aerodromes throughout the Shire: Wilcannia, Menindee, Ivanhoe, White Cliffs, Tilpa and Emmdale.

The Remote Aerodrome Upgrade Prograde (RAUP) funding was granted for the Wilcannia aerodrome resealing and linemarking project. The works are funded up to \$150,000 with in kind contribution from Council for \$107,000

Works Description	Original Budget	% Expended	Remaining Budget
Aerodromes R&M	\$124,000	74%	\$32,631
RAUP 2021/22	\$257,000	0%	\$257,000

Attachments

[11. Works Program December 2021](#)

10.4 SERVICES UPDATE

REPORT AUTHOR: DEPUTY DIRECTOR SHIRE SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on the services expenditure on all associated assets within the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

Services:

Works Description	Original Budget	% Expended	Remaining Budget
Parks & Gardens/ Sporting Facilities	\$126,500	69%	\$39,270
Ancillary Works	\$236,500	5%	\$225,682
Street Cleaning/Bins	\$175,000	33%	\$116,790
Buildings	\$882,850	17%	\$735,355
Swimming Pools	\$345,000	14%	\$295,625
Domestic Waste	\$190,000	51%	\$92,339

Services Capital Works

Council has received funding to improve facilities throughout the Shire through the Building Stronger Country Communities Projects for Round 1, 2 and 3. The table below reflects expenditure and progress to date.

Projects included in each funding stream are detailed below

Stronger Country Communities Round 1 is completed. Works included the Refurbishment of community meeting places in Ivanhoe, Menindee, Wilcannia, White Cliffs, Tilpa, and Wilcannia.

Stronger Country Communities Round 2

Menindee Swimming Pool	\$39,300.00
Menindee Burke and Wills Park	\$187,500.00
Menindee Pistol Club	\$31,880.00
Ivanhoe Swimming Pool	\$140,300.00
Ivanhoe Oval	\$99,430.00
Wilcannia Swimming Pool	\$96,500.00
Wilcannia Burke Park - Field	\$196,965.00
Wilcannia Burke Park - Canteen	\$8,000.00
White Cliffs Swimming Pool	\$16,000.00
White Cliffs Gymkhana	\$89,500.00
White Cliffs Sporting Club	\$50,720.00
Tilpa Tennis Courts	\$20,000.00
Menindee Streetscape	\$45,000.00
Ivanhoe Streetscape	\$25,000.00
Wilcannia Streetscape	\$65,000.00
White Cliffs Community Hall	\$56,855.00
White Cliffs CWA	\$35,794.00
White Cliffs War Memorial	\$32,000.00
Tilpa Community Hall	\$20,600.00
Tilpa Park - Recreation	\$12,450.00
Darnick Community Hall	\$17,290.00
Sunset Strip Community Hall	\$109,000.00

Stronger Country Communities Round 3

Wilcannia Skate Park	\$260,000.00
Menindee Toilet Refurbishment	\$50,000.00
Murals on Caravan park administration Building and local Hotel	\$30,000.00
Installation of Playgrounds ad minor upgrades	\$188,340.00
Installation of Children's Adventure playground - Sunset Strip	\$85,000.00
Soundshell	\$50,000.00
Youth Leadership Expedition	\$97,000.00

Works Description	Original Budget	% Expended	Remaining Budget
Building Stronger Country Communities Round 1	\$893,640.00	100%	\$0
Building Stronger Country Communities Round 2	\$1,395,084	99%	\$13,616
Building Stronger Country Communities Round 3	\$760,340	43%	\$434,863

10.5 WATER AND SEWER UPDATE

REPORT AUTHOR: UTILITIES ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR SHIRE SERVICES

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on water and sewer maintenance, capital works and expenditure on all assets within the Central Darling Local Government Area.

RECOMMENDATION:

That Council will:

1. Receive and note the report.

REPORT:

Water & Sewerage Operations:

- Wilcannia's potable water supply is sourced from the Darling River Weir Pool
- White Cliffs town water supply is sourced from Wakefield Tank. Wakefield Tank storage supply is 8.4m, 12 months' supply remaining.
- Ivanhoe town water supply is currently being sourced from Morrison's Tank. Morrison's Tank is at capacity, 450 megalitres, following recent Willandra Creek flows. 24 months' supply remaining
- The Aboriginal Communities Water and Sewer Program contributes to Councils operational costs for services supplied to the Wilcannia Mallee and Waralli precincts.

Works Description	Original Budget	% Expended	Remaining Budget
Wilcannia Water	\$311,500	33%	\$209,105
Wilcannia Sewer	\$131,500	16%	\$110,304
White Cliffs Water	\$167,000	26%	\$123,524
Ivanhoe Water	\$273,000	31%	\$188,356
Aboriginal Communities Water and Sewer program	\$144,770	0%	\$144,292

Water and Sewer Capital Works

- Council awarded the contract for new Water Treatment Plants at Wilcannia, Ivanhoe, and White Cliffs on 1 July 2021 to Membrane Systems Australia (MSA). Council and consultants, City Water Technology, are in the detailed design phase of the contract. Design is at 80% completion.

The Hazard and Operational Study (HAZOP) is scheduled for 6 and 7 December 2021 prior to 100% design completion end of December.

Works are expected to commence at White Cliffs February 2022 pending receipt of updated program of works from MSA and Section 60 approval from DPIE Water and COVID-19 restrictions.

- The White Cliffs Reticulation design is 90% completed, further survey and design changes were required. Expected date for calling tenders for civil works here is January 2022. Public Works Advisory have been engaged to manage the design and tender process. Environmental and Heritage assessments have now been completed.
- Smart meters and valve replacements are scheduled for 2021/22 in Ivanhoe and Wilcannia.

The table below reflects expenditure to date for Capital Projects.

Works Description	Original Budget	% Expended	Remaining Budget
White Cliffs WTP and Retic	\$5,500,000	12%	\$4,847,353
Wilcannia WTP	\$3,500,000	17%	\$2,895,928
Ivanhoe WTP	\$2,500,000	16%	\$2,099,933
Smart Meters	\$50,000	0%	\$50,000
Valve Replacements	\$150,000	0%	\$150,000

Attachment

Nil

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES – WHITE CLIFFS COMMUNITY ASSOCIATION ANNUAL GENERAL MEETING - 1 DECEMBER 2021

REPORT AUTHOR: EXECUTIVE ASSISTANT
RESPONSIBLE DIRECTOR: GENERAL MANAGER

Recommendation:

That the AGM Minutes of the White Cliffs Community Association meeting held on 1 December 2021 be received and noted.

Attachments

[12. WCCA AGM Meeting Minutes – 1 December 2021](#)

12. CONFIDENTIAL MATTERS

The *Local Government Act 1993* provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

Recommendation:

That Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10A 2 of the *Local Government Act 1993* for the reasons specified.

12.1 COMMUNITY SERVICE AWARDS 2021

Item 12.1 is confidential under the *Local Government Act 1993* Section 10A 2 (a) as it relates to discussion in relation to personnel matters concerning particular individuals (other than Councillors).

12.2 GENERAL MANAGER – RENEWAL OF EMPLOYMENT CONTRACT

Item 12.2 is confidential under the *Local Government Act 1993* Section 10A 2 (a) as it relates to discussion in relation to personnel matters concerning particular individuals (other than Councillors).

13. MEETING CLOSE

The Council Meeting will be declared closed by the Mayor/Administrator.

The next meeting of Council will be held on Wednesday, 23 February 2022 in Wilcannia at 9.00am.

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE
COUNCIL CHAMBERS, 21 REID STREET, WILCANNIA
ON WEDNESDAY, 24 NOVEMBER 2021**

PRESENT: Administrator, Bob Stewart - Chairperson
General Manager, Greg Hill
Director Business Services, Gordon Seeto
Director Shire Services, Reece Wilson
Community Engagement Officer, Jennie Geerdink
Finance Manager, Kevin Smith
Executive Assistant, Jamie Parsons – Minute Taker
Human Resource Officer, Evelyn Pollard – Via Teams
Senior Planner, Glenda Dunn – Via Teams
Finance Officer, Gemma Dillon – Via Teams
Finance Officer, Gokul Chandran – Via Teams
Acting Rates Officer, Darryl Telfer – Via Teams

IN ATTENDANCE: Member of the public, Bill Elliott

1. OPENING OF MEETING

The meeting was declared open at 9.05am.

2. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the Administrator, Bob Stewart.

3. APOLOGIES AND LEAVE OF ABSENCE

NIL

4. DISCLOSURES OF INTEREST

Pursuant to the Model Code of Conduct for Local Councils in NSW Councillors and Councilstaff are required to declare any pecuniary or non-pecuniary conflicts of interest.

Recommendation:

NIL Disclosures of Interest – Pecuniary and Non-Pecuniary were received.

5. CONFIRMATION OF MINUTES

5.1 ORDINARY MEETING – 27 OCTOBER 2021

Resolved

That the Minutes of the Ordinary Council Meeting held on 27 October 2021 be received and confirmed as an accurate record.

Minute Number: 01-11-21

6. MAYORAL (ADMINISTRATOR) MINUTE(S)

6.1 ADMINISTRATORS REPORT

Resolved

1. Receive and note the report.

Minute Number: 02-11-21

7. FINANCIAL REPORTS

7.1 QUARTLERY BUDGET REVIEW AS OF 31 SEPTEMBER 2021

Resolved

1. Receive the 1st Quarter Budget Review as of 30 September 2021.
2. Adopt the variations to Council's 2021/22 Annual Budget.
3. Note that the projected operating surplus for the financial year 2021/22 is \$191,000.
4. Note that the projected capital works budgeted expenditure is unchanged for 2021/22 at \$20,956,000.

Minute Number: 03-11-21

7.2 PRESENTATION OF THE 2020/21 ANNUAL FINANCIAL STATEMENTS

Resolved

1. Receive and note the report.
2. Adopt the 2020/21 Annual Financial Statements and Audit Reports.
3. Present the reports to the public, in accordance with Section 418 and 419 of the *Local Government Act*.

Minute Number: 04-11-21

7.3 CASH AND INVESTMENTS

Resolved

1. Receive and note the report.

Minute Number: 05-11-21

7.4 COUNCIL 2021-2022 CURRENT GRANTS REGISTER

Resolved

1. Receive and note the report.

Minute Number: 06-11-21

7.5 FINANCIAL PERFORMANCE REPORT – OCTOBER 2021

Resolved

1. Receive and note the report.
2. New Grants are to be listed in the Body of the Report for future.

Minute Number: 07-11-21

8. GOVERNANCE REPORTS

8.1 ANNUAL REPORT 2020/21

Resolved

1. Receive and note the report.
2. Endorse the Annual Report 2020/2021 to be displayed and notified as required under S428 of the *Local Government Act 1993*.

Minute Number: 08-11-21

8.2 SURRENDER OF LAND AT TILPA

Resolved

1. Receive and note the report.
2. Purchase Lot 2 DP 181903 at Tilpa.
3. Pay the outstanding Rates and Charges on Lot 1 DP 181903 and Lot 2 DP 181903 at Tilpa of \$937.72 on 31 October 2021 plus interest to date of transfer of Lot 2 DP 181903.
4. Pay the conveyancing costs associated with the purchase of Lot 2 DP 181903
5. Require the current owners of Lot 2 DP 181903 to pay their own conveyancing costs as vendors.
6. Authorise the General Manager to execute all necessary documents in order to fulfil acceptance of the offer and facilitate the transfer of land.
7. Council is to classify Lot 2 DP 181903 as community land.
8. Authorise the fixation of the council seal to all necessary documents.

Minute Number: 09-11-21

8.3 ADDENDUM – SURRENDER OF LAND AT TILPA

Resolved

1. Receive and note the Addendum.

Minute Number: 10-11-21

8.4 COMMUNITY ENGAGEMENT UPDATE

Resolved

1. Receive and note the report.

Minute Number: 11-11-21

8.5 HUMAN RESOURCE MANAGEMENT ACTIVITIES

Resolved

1. Receive and note the report.

Minute Number: 12-11-21

8.6 CHRISTMAS AND NEW YEAR OFFICE CLOSURE AND STAFF CHRISTMAS LUNCH

Resolved

1. Receive the report and endorse the following:
 - a. For the Christmas/New Year Period, Council offices at Wilcannia, Menindee, and Ivanhoe will close at 5pm on Thursday 23rd December 2021 and will report on Monday the 10th of January 2022.
 - b. Friday 24th of December 2021 will be paid leave for staff in recognition for their efforts during the COVID-19 Pandemic; staff having to work on that day will be eligible for another day off in early January 2022.
 - c. Staff Christmas lunch will be Thursday 16th of December 2021 from 12 noon to 2pm, as per arrangements made by the General Manager.

Minute Number: 13-11-21

8.7 ORDINARY COUNCIL MEETING SCHEDULE FOR 2022

Resolved

1. Receive the report and endorse the following:
 - a. Council adopts the following dates for the Ordinary Council Meetings:
 - No meeting in January 2022
 - Wednesday 23 February 2022
 - Wednesday 23 March 2022
 - Wednesday 27 April 2022
 - Wednesday 25 May 2022
 - Wednesday 22 June 2022
 - Wednesday 27 July 2022
 - Wednesday 24 August 2022
 - Wednesday 28 September 2022
 - Wednesday 26 October 2022

- Wednesday 23 November 2022
- Wednesday 14 December 2022

Minute Number: 14-11-21

8.8 CORRESPONDENCE RECEIVED FROM THE HON KEN WYATT AM MP – INFORMATION ONLY

Resolved

1. Receive and note the report.

Minute Number: 15-11-21

9. CORPORATE SERVICES REPORTS

9.1 CEMETERY MANAGEMENT DRAFT POLICY FOR ADOPTION

Resolved

1. Receive and note the report.
2. Adopt the attached Cemeteries Policy with alternations.

Minute Number: 16-11-21

10. SHIRE SERVICES REPORTS

10.1 ROADS AND AERDROMES REPORT

Resolved

1. Receive and note the report.

Minute Number: 17-11-21

10.2 SERVICES UPDATE

Resolved

1. Receive and note the report.

Minute Number: 18-11-21

10.3 WATER AND SEWER UPDATE

Resolved

1. Receive and note the report.

Minute Number: 19-11-21

11. MINUTES OF COMMITTEE MEETINGS

12. CONFIDENTIAL MATTERS

It was resolved that Council moved into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10A 2 of the *Local Government Act 1993* for the reasons specified. Confidential section was closed to the public and began at 9.26am.

The gallery was reopened to the public at 9.36am with The General Manager providing the reviewed resolutions of the confidential matters and reported the following for the listed reports:

12.1 PROVISION OF BITUMEN SPRAY SEALING SERVICES

Resolved

1. Receive and note the report.
2. Resolve that the best fit for purpose tenderer(s) be awardee as per the report.
3. Resolve that a provision be allowed for a 12-month extension based on satisfactory supplier performance.

Minute Number: 20-11-21

12.2 TABLED REPORT – DRAFT SAMPLE VOLUNTARY PLANNING AGREEMENT FOR INFRASTRUCTURE WORKS ASSOCIATED WITH THE PROPOSED MAARI MA COMMUNITY HEALTH FACILITY AT BONNEY STREET WILCANNIA

Resolved

1. Receive and note that the draft voluntary planning agreement between the Maari Ma Health Aboriginal Corporation and Central Darling Shire Council to carry out infrastructure works on Bonney Street Wilcannia, to service the proposed Community health facility to be located on Lots 2,3, and 4 DP 1201089, and lot 111 DP 1201028, Bonney Street Wilcannia.
2. Endorse the exhibition of the draft Voluntary Planning Agreement concurrently with the develop application for the new Community Health Facility.
3. Delegate authority to the General Manager to negotiate and sign the agreed Voluntary Planning Agreement.

Minute Number: 21-11-21

13. MEETING CLOSE

There being no further business to discuss, the meeting was closed at 9.38am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Darling Shire Council held on Wednesday, 15 December 2021.

ADMINISTRATOR

DRAFT

Grant Title	Total Grant Funds	Total Expended Prior to Current Financial Year	FY2022 Expended to date	Total Unexpended Balance
Stronger Country Communities Fund Rounding 2	\$ 1,395,084.00	\$ 1,336,197.32	\$ 30,193.89	\$ 28,692.79
Stronger Country Communities Fund Rounding 3	\$ 760,340.00	\$ 154,605.40	\$ 170,871.95	\$ 434,862.65
Drought Communities Programme - Extension	\$ 1,000,000.00	\$ 1,105,159.58	\$ 53,938.42	-\$ 159,098.00
Management Plan for Crown Land	\$ 100,000.00	\$ 105,566.03	\$ 1,881.00	-\$ 7,447.03
Baaka Cultural Centre	\$ 3,500,000.00	\$ -	\$ -	\$ 3,500,000.00
Upgrade of Pooncarrie Road	\$ 25,000,000.00	\$ 3,788,564.56	\$ 5,803,773.85	\$ 15,407,661.59
Local Roads and Community Infrastructure Program	\$ 3,721,674.00	\$ 593,090.38	\$ 253,533.24	\$ 2,875,050.38
Baaka Curatorial Co-ordination Project	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
DSP Council Strategic Planning	\$ 220,000.00	\$ 12,723.58	\$ 11,600.00	\$ 195,676.42
DSP Council Capacity and Capability Building	\$ 150,000.00	\$ 167,385.43	\$ 23,964.63	-\$ 41,350.06
DSP Infrastructure / Employment Generation / Community Projects	\$ 1,430,000.00	\$ 753,915.02	\$ 120,345.91	\$ 555,739.07
Menindee Rural Drought Emergency Funding Water Carting	\$ 80,000.00	\$ 58,630.00	\$ 3,691.67	\$ 17,678.33
Wilcannia Showgrounds Stimulus Program	\$ 130,000.00	\$ 108,936.39	\$ 19,200.00	\$ 1,863.61
Ivanhoe Multi Service Outlet Project	\$ 450,000.00	\$ 87,770.08	\$ 365,739.56	-\$ 3,509.64
Financial Assistant Grant Entitlement 2021/2022 - Local Roads	\$ 1,710,939.00	\$ -	\$ -	\$ 1,710,939.00
Financial Assistant Grant Entitlement 2021/2022 - Non Roads	\$ 4,689,329.00	\$ -	\$ -	\$ 4,689,329.00
BAAKA Curation/CoOrdination Project	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00
Baaka Corporation Establishment - Legal Cost	\$ 25,000.00	\$ 10,043.65	\$ 1,211.00	\$ 13,745.35
FWJO Toilet Facility Upgrades	\$ 230,000.00	\$ 93,483.37	\$ 149,526.45	-\$ 13,009.82
FWJO Tourism Infrastructure Enhancement	\$ 550,000.00	\$ 85,857.01	\$ 6,372.84	\$ 457,770.15
FWJO Tourism Technology	\$ 220,000.00	\$ 12,345.59	\$ -	\$ 207,654.41
Regional NSW Planning Portal Grant	\$ 50,000.00	\$ 9,454.25	\$ -	\$ 40,545.75
Local Investments Grant Agreement Menindee Rehabilitation- Exercise Project	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Local Investments Grant Agreement: Ivanhoe Rehabilitation/Exercise Park	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Local Investments Grant Agreement: Wilcannia Rehabilitation/Exercise Park	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Victory Caravan Park Amenity Block Upgrade	\$ 489,665.00	\$ -	\$ -	\$ 489,665.00
COVID-19 Support Programs	\$ 90,000.00	\$ -	\$ 128,513.63	-\$ 38,513.63
Road Safety Program, School Zone Infrastructure Sub Program Rd 2	\$ 66,000.00	\$ -	\$ 933.88	\$ 65,066.12
Remote Airstrip Upgrade Program 8	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
	\$ 46,358,031.00	\$ 8,483,727.64	\$ 7,145,291.92	\$ 30,729,011.44



Shelley Hancock
Minister for Local Government

Natalie Ward
Minister for Sport, Multiculturalism, Seniors and Veterans

MEDIA RELEASE

Attachment 3

Tuesday, 16 November 2021

\$3 MILLION BOOST FOR BUSH AND BORDER COMMUNITIES HIT HARD BY PANDEMIC

The NSW Government today announced \$3 million in funding to boost COVID-19 response efforts for small rural and border councils to support their communities.

Minister for Local Government Shelley Hancock said *NSW Partnerships: Local Councils Program – Stage 2* would provide grants of \$90,000 each for 33 bush and border councils.

“While our State is reopening as COVID-19 restrictions ease and vaccination rates increase, we need to ensure we continue to support our vulnerable communities hardest hit by the pandemic,” Mrs Hancock said.

“The grants, targeted at small rural councils and those adjoining state and territory borders, recognise the additional challenges they have faced during the pandemic such as resource constraints, isolation, the tyranny of distance, border closures and other cross-border impacts.”

Mrs Hancock said Stage 1 of the program provided funding to the former 12 Local Government Areas (LGAs) of concern in Sydney.

“Now I am delighted to extend financial support to our small rural and border councils and communities,” Mrs Hancock said.

“I also want to congratulate our councils for their dedication and commitment to continuing to support their communities during such unprecedented challenges.”

Minister for Multiculturalism Natalie Ward said the NSW Government is dedicated to supporting those in need during the pandemic and building community resilience.

“These grants will help ensure critical support for some of our most vulnerable living in our rural and border areas, including Indigenous communities, migrants, seniors, and people with a disability,” Mrs Ward said.

“These council-led initiatives could include caseworkers, bilingual workers, mental health support, communication activities to reach target groups, emergency meals, transport to vaccination hubs, and small business assistance, particularly in tourism and hospitality.

“As COVID-19 restrictions continue to ease and our vaccination rates increase, it’s

paramount that we have the right support in place across our rural and border communities to ensure no one is left behind.”

The program will provide funding to the following councils:

- Albury
- Berrigan
- Brewarrina
- Central Darling
- Federation
- Gwydir
- Kyogle
- Murray River
- Snowy Monaro
- Tweed
- Warren
- Balranald
- Bogan
- Broken Hill
- Coolamon
- Gilgandra
- Hay
- Lockhart
- Murrumbidgee
- Snowy Valleys
- Walcha
- Weddin
- Bega Valley
- Bourke
- Carrathool
- Coonamble
- Greater Hume
- Inverell
- Moree Plains
- Queanbeyan-Palerang
- Tenterfield
- Walgett
- Wentworth

MEDIA:

Damien Bolte | Minister Hancock | 0498 359 624

Nina Stevens | Minister Ward | 0412 438 647

**MODEL CODE OF MEETING PRACTICE
FOR LOCAL COUNCILS IN NSW**

~~2018~~2021

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is ~~made-prescribed~~ under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005-2021* (the Regulation).

This ~~Model Meeting Code~~ applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole

community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
[council to specify the frequency, time, date and place of its ordinary meetings]
- 3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

- 3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **[council to specify notice period required]** business days before the meeting is to be held.

- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject

of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
 - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.21 Where the 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, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the ~~public, and~~ public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.2~~3~~4 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.2~~3~~4 reflects section 9(2) and (4) of the Act.

3.2~~4~~5 Clause 3.2~~3~~4 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.2~~5~~4 reflects section 9(2A)(b) of the Act.

3.2~~5~~6 For the purposes of clause 3.2~~3~~4, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.2~~6~~5 reflects section 9(3) of the Act.

3.267 A copy of an agenda, or of an associated business paper made available under clause 3.234, may in addition be given or made available in electronic form.

Note: Clause 3.276 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.278 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.289 Despite clause 3.278, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.290 A motion moved under clause 3.289(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.301 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.289(a) can speak to the motion before it is put.

3.312 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.289(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.323 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.334 Pre-meeting briefing sessions are to be held in the absence of the public.

3.35 Pre-meeting briefing sessions may be held by audio-visual link.

3.346 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.357 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.368 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are

required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums may be held by audio-visual link.

4.23 Public forums are to be chaired by the mayor or their nominee.

4.34 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.45 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.

4.56 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.67 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.78 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.89 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.910 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

- 4.101 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.142 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.123 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.134 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.145 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.156 Speakers are under no obligation to answer a question put under clause 4.145. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.
- 4.167 Speakers at public forums cannot ask questions of the council, ~~councillors~~councillors, or council staff.
- 4.178 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.189 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.1920 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, ~~policies~~policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of ~~conduct~~conduct or making other potentially defamatory statements.
- 4.201 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.1920, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker

fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.24~~2~~ Clause 4.21~~0~~ does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.22~~3~~ Where a speaker engages in conduct of the type referred to in clause 4.19~~20~~, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.23~~4~~ Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

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5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section clause 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. ~~However~~However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.

- 5.12 In either case, the meeting must be adjourned to a time, ~~dated~~date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the ~~health, safety and~~health, safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster ~~(such as, but not limited to flood or bushfire)~~or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

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Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

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5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

- (a) the meetings the resolution applies to, and
- (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

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5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

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5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the

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council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.4631 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.4631 reflects section 10(1) of the Act.

5.4732 Clause 5.3146 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.4833 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.48-33 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14

authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

~~5.4934 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device. All meetings of the council and committees of the council are to be webcast on the council's website.~~

~~**Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.**~~

~~**Note: Councils must include supplementary provisions in their adopted codes of meeting practice that specify whether meetings are to be livestreamed or recordings of meetings uploaded on the council's website at a later time. The supplementary provisions must also specify whether the webcast is to comprise of an audio-visual recording of the meeting or an audio recording of the meeting.**~~

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~~**Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.19 – 5.22. Joint organisations that choose not to webcast meetings may omit clauses 5.19 – 5.22.**~~

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~~5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:~~

- ~~(a) the meeting is being recorded and made publicly available on the council's website, and~~
- ~~(b) persons attending the meeting should refrain from making any defamatory statements.~~

~~5.2036 The recording of a meeting is to be made publicly available on the council's website:~~

- ~~(a) at the same time as the meeting is taking place, or~~
- ~~(b) as soon as practicable after the meeting. Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.~~

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~~5.2437 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.~~

~~5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.~~

~~**Note: Clauses 5.34 – 5.38 reflect clause section 236 of the Regulation.**~~

~~5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.~~

~~At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.~~

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~~5.22 A recording of each meeting of the council and committee of the council is to be retained on the council's website for [council to specify the period of time the recording is to be retained on the website]. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.~~

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~~Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.4934–5.2239. Joint organisations that choose not to webcast meetings may omit clauses 5.4934–5.2239.~~

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Attendance of the general manager and other staff at meetings

5.2340 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.2340 reflects section 376(1) of the Act.

5.2441 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.2441 reflects section 376(2) of the Act.

5.2542 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.2542 reflects section 376(3) of the Act.

5.2643 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

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6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2 The general order of business for an ordinary meeting of the council shall be: **[councils may adapt the following order of business to meet their needs]**

- 01-__Opening meeting
- 02-__Acknowledgement of country
- 03-__Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
- 04-__Confirmation of minutes
- 05-__Disclosures of interests
- 06-__Mayoral minute(s)
- 07-__Reports of committees
- 08-__Reports to council
- 09-__Notices of motions/Questions with notice
- 10-__Confidential matters
- 11-__Conclusion of the meeting

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Note: Councils must use either clause 8.1 or 8.2.

8.3 The order of business as fixed under clause [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not ~~urgent, or urgent or~~ matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to [documents information](#). Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, ~~amendment~~ amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

- 10.31 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.31. Councils must not adopt clause 10.31.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects ~~clause section~~ 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the chairperson as to the result of a vote is ~~final, unless final~~ unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic

voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in ~~full~~, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the [Departmental](#) Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be**

specified by the council] before the meeting at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

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Information to be disclosed in resolutions closing meetings to the public

14.20~~1~~ The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20~~1~~ reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.24~~2~~ If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.22~~3~~ Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.24~~2~~ during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, ~~or any the Regulation in force under the Act~~ or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) insults, ~~or~~ makes ~~personal reflections~~ unfavourable personal remarks about, ~~or~~ or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects clause section 182 of the Regulation,

- 15.12 The chairperson may require a councillor:

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- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), ~~or (b)~~, or ~~(e)~~, or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects clause section 233 of the Regulation,

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How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.14 or clause 15.15.

15.16 Clause [15.14/15.15] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects clause section 233(2) of the Regulation,

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15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.22 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

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Use of mobile phones and the unauthorised recording of meetings

15.243 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.244 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.235 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.246 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

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17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

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17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **[council to specify the period of time]** after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.
- 18.2 If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the

reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

~~(a)~~ the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

~~(ab)~~ details of each motion moved at a council meeting and of any amendments moved to it,

~~(bc)~~ the names of the mover and seconder of the motion or amendment,

~~(ed)~~ whether the motion or amendment was passed or lost, and

~~(de)~~ such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is ~~established, but~~established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of

the committee.

- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.17 reflects ~~clause section 397E~~ of the Regulation. Joint organisations must adopt clause 20.17 and omit clause 20.16. Councils must not adopt clause 20.17.

- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
- (ab) details of each motion moved at a meeting and of any amendments moved to it,
- (bc) the names of the mover and seconder of the motion or amendment,
- (ed) whether the motion or amendment was passed or lost, and
- (ed) such other matters specifically required under this code.

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council’s adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including

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	the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005-2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Circular Details	21-35 / 29 October 2021 / A796782
Previous Circular	21-02 <i>Temporary exemption from the requirement for councillors to attend meetings in person</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

2021 Model Code of Meeting Practice for Local Councils in NSW

What's new or changing

- Following extensive consultation, the new *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) has been finalised.
- The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) on or before **Friday 19 November 2021**. The new Model Meeting Code is available on the Office of Local Government's (OLG) website [here](#).
- The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.
- Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.
- An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.
- A Word version of the new Model Meeting Code is available on OLG's website showing the amendments in track changes.
- The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

What this will mean for your council

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

Key points

- The Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font)
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

Where to go for further information

- The new Model Meeting Code is available on OLG's website [here](#).
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



William Power

Acting Coordinator General, Planning Delivery and Local Government

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

Summary of M&PA work undertaken for the CDSC to November 2021					
Grants - Applied For					
Program	Project	Date Applied	Amount (GST Exc.)	Status	Note
Murray Darling Basin Economic Development Program	Victory Caravan Park Amenity Block Upgrade	12/4/21	\$489,665	Approved	
	Upgrade and Installation of Strategic Variable Message Signs	12/4/21	\$194,049	Not Approved	Funded under Phase 2 of the LR&CI Program.
	Tilpa Pipeline Project	12/4/21	\$288,750	Not Approved	Funded under Phase 2 of the LR&CI Program.
Crown Reserves Improvement Fund	Tilpa Community Hall Reserve	24/6/21	\$106,104	Pending	
	Victory Park Reserve Project	24/6/21	\$118,182	Pending	
Stronger Country Communities Fund	Central Darling Pump Tracks Project	25/6/21	\$752,409	Approved	Announcement embargoed.
Fixing Local Roads Program	Turleys Hill Road, White Cliffs, Initial Seal	15/7/21	\$1,584,000	Not Approved	
	Smiths Hill Road, White Cliffs, Initial Seal	15/7/21	\$1,860,000	Approved	
Regional Sport Facility Fund	Wilcannia Oval Amenity Block upgrade	8/10/21	\$110,902	Pending	
	Swimming Safety and Accessibility Upgrade	8/10/21	\$161,194	Pending	
Office of Responsible Gambling - Infrastructure Grants	The Redevelopment of the Tilpa Park	22/11/21	\$203,000	Pending	Submitted on behalf of TCCI with agreement from CDSC.
		Total	\$5,868,255		
			Total Funding Approved	\$3,102,074	
			Total Funding Not Approved	\$2,066,799	
			Total Funding Pending	\$699,382	
Grants - supported					
Program	Project	Date Applied	Amount (GST Exc.)	Status	Note
Local Roads and Community Infrastructure Program	Upgrade and Installation of Strategic Variable Message Signs	July 2021	\$194,049	Approved	Supported CDRC make application.
Local Roads and Community Infrastructure Program	Tilpa Pipeline Project	July 2021	\$288,750	Approved	Supported CDRC make application.
Local Roads and Community Infrastructure Program	Wilcannia Post Office Maintenance Project	July 2021	\$100,000	Approved	Supported CDRC make application.
Local Roads and Community Infrastructure Program	Local Road Water Infrastructure	July 2021	\$160,000	Approved	Supported CDRC make application.
		Total	\$742,799		

Advisory Work	Details	Status	Payments - Description	Amount (GST Exc.)	Date Paid
Regional Telecommunications Review	Drafted CDSC submission to the RTR, including research, consultation and supporting media release.	Submission made 29 September 2021	Murray Darling Basin Economic Development Program - 3 applications	\$10,800	29/4/21
General grant advice	Assisted with reporting and acquittal advice. Discussed a more 'hands on role' in regards to project management backlog. Provided advice on a number of grant programs. Worked with a number of community groups on grant applications and provided grant advice.	Ongoing	June Retainer	\$6,000	24/6/21
CDSC Project & Grant Tracker	Developing a strategic approach to managing CDSC projects and grant priorities	With CDSC for input	July Retainer	\$6,000	09/08/21
Grant research	Various stakeholder meetings on behalf of Council projects and priorities, including program information sessions. Includes meeting with representative from ANU on potential Solar Power Project and funding from ARENA.	Ongoing	August Retainer	\$6,000	02/09/21
			September Retainer	\$6,000	30/09/21
			October Retainer	\$6,000	28/10/21
			November Retainer	\$6,000	Pending
			Total	\$46,800	

MORRIS & PIPER

A D V I S O R Y

216/15 Irving Street

Phillip, ACT, 2606

Email: office@morrисpiper.comWeb: morrисpiper.com

ABN: 58646584616

SERVICE QUOTE – #CDSC003**PREPARED FOR****Central Darling Shire Council (CDSC)**21 Reid Street
Wilcannia NSW 2836**PREPARED DATE**24 November
2021**EXP. DATE**8 December
2021

The quotation below is for a continuation of the current services agreement (signed 9 June 2021) for a further seven months to 30 June 2022. Services to be provided are outlined below, noting this is not an exhaustive list and additional tasks may be negotiated during the course of the retainer.

Funding strategy and project planning

- *Continue working with the CDSC to understand CDSC priorities*
- *In line with these priorities, establish and maintain project plans which align and track projects with appropriate grant funding opportunities*
- *Assist CDSC to prepare strategic documents and evidence to support priority projects in readiness to apply for appropriate grant funding opportunities, including feasibility studies and business cases.*

Apply for and managing successful funding

- *Continue working with CDSC to apply for grant funding as per the project plans and as opportunities arise*
- *Assist CDSC to manage the administrative requirements of successful grants to ensure reporting and acquittal requirements of each grant program are met*

Advice and Consultation

- *Provide CDSC with strategic advice on grant funding programs*
- *Carry out consultations on behalf of CDSC with stakeholders relevant to key projects - this may include Government Departments and Ministerial engagement.*
- *Under the direction of the CDSC, provide advice and support to community based organisations (especially where CDSC may be the auspicing body) around grant programs, grant applications and grant management*

The seven month retainer includes:

- 5 days per month of dedicated time (with flexibility to either bring days forward from or bank days to future months) totaling 42 days over the life of this retainer agreement
- Monthly reporting and forecasting
- Two formal quarterly retainer reviews

ITEMS	Quantity	Months	DAILY RATE (GST Exc)	Cost (GST Exc)
7 month retainer arrangement	5 days per month	7	\$1,200	\$42,000
Sub Total: \$42,000				
GST: \$4,200				
Total (GST Inc): \$46,200				

THIS QUOTATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. This quotation may be accepted to form a binding contract upon signature below for the items listed in this quote prior to the expiration date.
2. Delivery of our services is subject to access to relevant information from CDSC, as well as from key stakeholder, for the purposes of preparing the relevant documentation outlined in the agreed scope of works.
3. Client requested changes or amendments to the services agreed may result in additional fees. Additional fees will be negotiated as required. Continued retainer pricing for additional days in excess of agreed arrangements will be applied.
4. Travel, accommodation and specialist advice (such as accounting, legal, etc.) costs may be incurred for specific tasks. These additional costs will be quoted on a case-by-case basis.
5. M&PA will submit a tax invoice on the 15th day of each month for payment within 14 days for the account.
6. Should CDSC decide to end the retainer agreement prior to any quarterly review period, M&PA will charge a termination fee equivalent to one (1) month retainer service at a value of \$6,000 (ex GST).

AGREED AND ACCEPTED:

Mr Greg Hill
General Manager
Central Darling Shire Council

DATE

[Return to Report](#)



CHRIS MINNS MP
NSW LABOR LEADER

RECEIVED
25 OCT 2021

Wednesday 20 October 2021

BY:.....

Dec Council Meet

Mr Robert Stewart
Administrator
Central Darling Shire Council
21 Reid Street
Wilcannia NSW 2836

Dear Mr Stewart

As you are aware the NSW Liberals and Nationals Government has proposed major changes to infrastructure contributions for local communities across the state in the Environment Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021.

NSW Labor refused to agree to passage of this Bill in its current form which has been included with other legislation as part of the 2021-22 Budget in June.

NSW Labor worked to establish a public inquiry which was conducted by the Legislative Council Portfolio Committee No 7 – Planning and Environment Committee. Many Councils across New South Wales made submissions and contributed evidence to the inquiry.

The Committee published its report on 10 August 2021 with its only recommendation:

That the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 not proceed, until the draft regulations have been developed and released for consultation and the reviews into the rate pegging system, benchmarking and the essential works list have been published by the Independent Pricing and Regulatory Tribunal.

NSW Labor agrees with the Committee's recommendation.

We hope that the Government will not proceed any further with this Bill in the Legislative Council until other key information is determined and further appropriate consultation takes place with all Councils and stakeholders.

I understand my Parliamentary colleague, Paul Scully MP, Shadow Minister for Planning and Public Spaces has been in consultations with many Councils and responded to correspondence in relation to this Bill.

It is now very important for all Councils to make sure their voices are heard by the Government on what the impact of its plans means for the local community your Council represents.

I strongly urge your Council to contact your local Liberals and Nationals Member of Parliament, Members of the Legislative Council, as well as the Minister for Planning and Public Spaces, The Hon Rob Stokes MP, as soon as possible to bring to their attention the direct impact the proposed changes to infrastructure contributions proposed by the NSW Liberals and Nationals Government will have on your community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Minns', with a long, sweeping underline.

Chris Minns MP
NSW Labor Leader



Ref:MC/ET

The Hon Mark Coulton MP
Federal Member for Parkes

A handwritten signature in black ink that reads 'Mark Coulton'.

6 May 2021

Mr Bob Stewart
Administrator
Central Darling Shire Council
PO Box 165
WILCANNIA NSW 2836

Dear Bob

Thank you for your letter dated 5 May 2021 regarding funding for remote airstrips.

I have made representations on your behalf to the Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP.

I will contact you again as soon as I receive a response.

Yours sincerely

A handwritten signature in black ink that reads 'Mark Coulton'.

Mark Coulton

PLANNING, DEVELOPMENT AND REGULATORY SERVICES						
DEVELOPMENT, SUBDIVISION AND BUILDING						
	<i>Council will rely upon a genuine</i>					
DEVELOPMENT APPLICATION FEES						
Advertising	Advertising - Hillston Ivanhoe Spectator, Barrier Truth (\$350.00) Wilcannia News (\$75.00)		\$80.00			\$80.00
	Neighbour Notification Fee		\$130.00	\$133.00	N/A	\$133.00
	Compliance Inspection DA only – applies to all class 2-9 buildings		\$180.00	\$163.64	\$16.36	\$180.00
	Joint Regional or Local Planning Panel - Planning Panel Assessments.		The additional fees for a development application referred to the JRPP is the maximum fee prescribed by the EPA Act 1979 and Regulations 2000.	The additional fees for a development application referred to the JRPP is the maximum fee prescribed by the EPA Act 1979 and Regulations 2000.	TBC	The additional fees for a development application referred to the JRPP is the maximum fee prescribed by the EPA Act 1979 and Regulations 2000.
	Additional Fee for Integrated or Concurrence Development					
	(a) Assessment Fee collected for Government Department - Clause 252A and 253(4) of the EP&A Regs - Concurrence and Integrated development fee to other Government Departments.		\$320.00 Per referral	\$320.00	N/A	\$320.00
	(b) Processing Fee collected by Council for processing application - Clause 252A and Clause 253(1) of the EP&A Regs		\$140.00	\$140.00	N/A	\$140.00
	Traffic maintenance bond (refundable bond to be paid for the maintenance of traffic flows and public safety for all developments as specified by Council and in the locations as resolved by Council in the meeting 23 April 2003 - Item v-EP2).		\$1,100.00	\$1,100.00	N/A	\$1,100.00

	Development not involving the erection of building, carrying out of work or subdivision of land or the demolition of building or work. Clause 250 of the EP&A Regs		\$285.00	\$285.00	N/A	\$285.00
	Section 8.2 Review of Determination					
	In the case of a request with respect to a development application that does not involve the erection of a building, the carrying out of a work or the demolition of a work or building. Clause 257(a) of the EP&A Regs		50% original DA Fee	50% original DA Fee	N/A	50% original DA Fee
	In the case of a request with respect to a development application that involves the erection of a dwelling-house with an estimated construction cost of \$100,000 or less - Clause 257(b) of the EP&A Regs		\$190.00	\$190.00	N/A	\$190.00
	In the case of a request with respect to any other development application, as set out in the Table to this clause, Plus an additional amount of \$620 if notice of the application is required to be given under Section 8.2 of the Act. - Clause 257(c) of the EP&A Regs		\$620.00	\$620.00	N/A	\$620.00
	Fee for review of decision to reject a development application - Clause 257A(a) of the EP&A Regs					
	The fee for an application for a review of a decision is as follows:					
	(a) If the estimated cost of the development is less than \$100,000) of the EP&A Regs		\$55.00	\$55.00	N/A	\$55.00
	(b) If the estimated cost of the development is \$100,000 or more and less than or equal to \$1,000,000 of the EP&A Regs		\$150.00	\$150.00	N/A	\$150.00
	(c) If the estimated cost of the development is more than \$1,000,000 Clause 257A(c) of the EP&A Regs		\$250.00	\$250.00	N/A	\$250.00

	Additional fee for designated development - of the EP&A Regs		\$920 plus any other costs	\$920 plus any other costs	N/A	\$920 plus any other costs
	NB: The Duty Planner must confirm that the development is designated development					
	plus an additional amount of not more than \$665 if notice of the application is required to be given under section 4.56 & 4.55(2) of the EP&A Act 1979. Clause 258(2) of the EP&A Regs		\$665.00	\$665.00	N/A	\$665.00
	An additional fee of \$760.00 is payable for development where clause 115 (3) of the EP&A Regulations 2000 applies. (Residential Flat Development applies) Clause 258(2A) of the EP&A		\$760.00	\$760.00	N/A	\$760.00
	Reviews by Council's Consultants					
	Should it be necessary for Council to employ a consultant to review a specialist report (e.g. hydrological assessment report, geotechnical assessment report, acoustic assessment report, heritage assessment report etc.) Council will charge the full cost of its consultants fees should the report being reviewed be revealed to be erroneous, misleading or defective in some way. Such fee shall be invoiced to the applicant for the development application or construction certificate.	per consultants A/C	Cost Recovery plus 10% administration fee	Cost Recovery plus 10% administration fee	N/A	Cost Recovery plus 10% administration fee
	Vegetation Clearing Permit (VCP) for tree removal or pruning or lopping					
	Removal and / or pruning of (1) Tree		\$100.00	\$100.00	N/A	\$100.00
	Removal and / or pruning of subsequent trees (when lodged in the same application) - Per Tree		\$50.00	\$50.00	N/A	\$50.00
	Professional Engineering or Town Planning Advice in relation to new developments					
	(includes advice on resolving drainage issues, traffic issues & access issues) per hour		\$280.00	\$254.55	\$25.45	\$280.00
	DEVELOPMENT APPLICATION					

(a)	Application for subdivision of land (other than strata subdivision)					
(i)	involving opening of a public road (Clause 249(a)(i) EP&A Regulation)		\$665 + \$65 for each additional lot created by the subdivision	\$665 + \$65 for each additional lot created by the subdivision	N/A	\$665 + \$65 for each additional lot created by the subdivision
(ii)	not involving opening of a public road (Clause 249(a)(ii) EP&A Act)		\$330 plus \$53 for each additional lot created by the subdivision	\$330 plus \$53 for each additional lot created by the subdivision	N/A	\$330 plus \$53 for each additional lot created by the subdivision
(b)	strata subdivision (Clause 249(b) EP&A Act)		\$330 plus \$65 for each additional lot created by the subdivision	\$330 plus \$65 for each additional lot created by the subdivision	N/A	\$330 plus \$65 for each additional lot created by the subdivision
Subdivision Certificates						
(a)	Where road and drainage construction has been carried out	per additional lot created	\$535 plus \$285 per lot created by the subdivision (minimum \$750)	\$535 plus \$285 per additional lot created by the subdivision (minimum \$750)	N/A	\$535 plus \$285 per additional lot created by the subdivision (minimum \$750)
(b)	Where no road and drainage construction has been carried out	per additional lot created	\$485 plus \$235 per lot created by the subdivision (minimum \$600)	\$485 plus \$235 per additional lot created by the subdivision (minimum \$600)	N/A	\$485 plus \$235 per additional lot created by the subdivision (minimum \$600)
(c)	Strata subdivision	per additional lot created	\$485 plus \$235 per lot created by the subdivision (minimum \$600)	\$485 plus \$235 per additional lot created by the subdivision (minimum \$600)	N/A	\$485 plus \$235 per additional lot created by the subdivision (minimum \$600)
(d)	Boundary adjustment	per additional lot created	\$485.00	\$485.00	N/A	\$485.00
(e)	Additional Plan Stamping (in addition to the original plan and 1 sheet)	per plan / administration Sheet	\$27.00	\$24.55	\$2.45	\$27.00
Subdivision Supervision						
	Fee for supervision where Council has not issued the Construction Certificates for a subdivision for responsibilities as a water and sewer authority. A Quantity Surveyor Report may be requested in order to ascertain the capital investment value	per lot created	0.5% of the Capital Investment Value for Water and Sewer Infrastructure	0.5% of the Capital Investment Value for Water and Sewer Infrastructure	N/A	0.5% of the Capital Investment Value for Water and Sewer Infrastructure

	Clause 148 of the EPA Regulation 2000 Modification to an approved construction certificate	per certificate	50% of original construction Certificate fee	50% of original construction Certificate fee	10%	50% of original construction Certificate fee
	Subdivision Works Certificate additional lot created	per lot created	\$430 plus \$190 per additional lot created	\$430 plus \$190 per additional lot created	10%	\$430 plus \$190 per additional lot created
	Modification to an approved Subdivision Construction Certificate or Subdivision Works Certificate	per lot created	50% of original subdivision construction Certificate fee	50% of original subdivision construction Certificate fee	10%	50% of original subdivision construction Certificate fee
	My Inspect Civil Works Inspection Fee (Fee for Service by Councils Civil Engineers)	per inspection	\$200.00	\$181.82	\$18.18	\$200.00
	My Inspect Civil Works Urgency Fee (Where inspection is requested for the same day) (Subject to conditions)	per inspection	\$400.00	\$363.64	\$36.36	\$400.00
	Project Supervision Fees - based on the capital investment value of the subdivision and paid at time of lodgement of the construction certificate. Includes all civil certification project supervision including water, sewer, roads, drainage, footpaths, landscaping and road furniture.		0.5% of the Capital Investment Value		10%	0.5% of the Capital Investment Value
	My Inspect Civil Works (Tree and vegetation) including landscaping plan hold point inspections	per inspection	\$200.00	\$181.82	\$18.18	\$200.00
	DEVELOPMENT INSPECTION FEES					
	NOTE: where buildings are booked					
	My Inspect Building Inspection Fee (critical stage inspections) Request made prior to 3pm for next business day.	per inspection	\$200.00	\$181.82	\$18.18	\$200.00
	This is the cost per inspection with a number of inspections assessed at the time of appointment of Council as the principal certifying authority PCA					

	Re-Inspections (Due to non compliant work and also where an inspection has been booked with Council and the works are not ready when the inspection is scheduled to be carried out). / Or additional inspections	per re-inspection	\$200.00	\$181.82	\$18.18	\$200.00
	Occupation Certificate					
	Class 1 or 10 Building (max of one dwelling/building)	per certificate	\$250.00	\$227.27	\$22.73	\$250.00
	Class 1 or 10 Building (additional dwellings/buildings)	per certificate	\$250 plus \$200/additional dwellings/buildings	\$250 plus \$200/additional dwellings/buildings	10%	\$250 plus \$200/additional dwellings/buildings
	Class 2 to 9 Building (0 to 300m2 of building floor area)	per certificate	\$500.00	\$454.55	\$45.45	\$500.00
	Class 2 to 9 Building (over 300m2 of building floor area)	per certificate	\$500 + \$2/m2 over 300m2 of the building floor area (capped at \$2,000)	\$500 + \$2/m2 over 300m2 of the building floor area (capped at \$2,000)	10%	\$500 + \$2/m2 over 300m2 of the building floor area (capped at \$2,000)
	Inspections of Relocated Dwellings	per inspection	\$331.00	\$331.00	N/A	\$331.00
	Fee for Section 68 Inspection					
	If sewer work is proposed	per inspection	\$200.00	\$200.00	N/A	\$200.00
	If water plumbing is proposed to connect to Council reticulated supply	per inspection	\$200.00	\$200.00	N/A	\$200.00
	If stormwater work is proposed to connect to a Council drain	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Inspection of a site for a development proposal to assess bushfire attack level.	per inspection and certificate issued	\$750.00	\$681.82	\$68.18	\$750.00
	OTHER DEVELOPMENT FEES					
	Fee for lodgement of certificates					
	Complying Development Certificate, Construction Certificate, Subdivision Works Certificate, Subdivision Certificate, Occupation Certificate and Subdivision Certification - Clause 263(2) of the EP&A Regs	per certificate	\$36.00	\$36.00	N/A	\$36.00
	Additional Plan Stamping	per plan	\$15.00	\$15.00	N/A	\$15.00
	Asset Fees & Bonds					

	Application, Registration and Record Charge - charge once on each application lodged with Council. (Will only be charged once on combined applications lodged with Council at the same time on the one development site)	per application	\$87.00	\$87.00	N/A	\$87.00
	Asset Protection & Reinstatement Fee (a non refundable fee charged on all development where the proposed works exceed \$20,000 estimated construction value)		\$66.00	\$66.00	N/A	\$66.00
	Fee for lodgement of Bank Guarantee	per item	\$150.00	\$150.00	N/A	\$150.00
	Sewer Connection - Section 68 LGA (Inspection fee)	per item	\$195.00	\$200.00	N/A	\$200.00
	OTHER DEVELOPMENTS (class 2-9 under Building Code of Australia)					
	Approval to do Sewer Work		\$240.00	\$240.00	N/A	\$240.00
	Approval to do Water Plumbing		\$240.00	\$240.00	N/A	\$240.00
	Approval to do Stormwater Work where connected to a Council drain		\$240.00	\$240.00	N/A	\$240.00
	Modification to a section 68 approval		50% of the original fee	50% of the original fee	N/A	50% of the original fee
	EP&A Act Compliance Certificates (per Certificate) assessed on an hourly basis	per quote	per quote	per quote	10%	per quote
	Assessment of Section 7.11 or 7.12 costs in regard to a proposed development application or complying development certificate.		\$185.00	\$185.00	N/A	\$185.00
	Re-assessment of Notice of Payment to provide updated contributions (ie CPI) and issue of revised NOP	per reproduction	\$154.00	\$154.00	N/A	\$154.00
	ON SITE WASTE MANAGEMENT					
	Installation Approval					
	Approval to install Waste Treatment Device Septic tank + Additional Environmental Charge (installation) Septic		\$245.00	\$245.00	N/A	\$245.00
	On-Site Sewerage Management – Application & Renewal (operation)		\$85.00	\$85.00	N/A	\$85.00
	On-Site Sewerage Management Monitoring Inspection Fee	per inspection	\$180.00	\$180.00	N/A	\$180.00

	Amended Septic Tank Approval		\$120.00	\$120.00	N/A	\$120.00
	Water meter disconnectin fee		\$400.00	\$400.00	N/A	\$400.00
	OTHER PLANNING FEES					
	PLANNING PROPOSALS (Rezoning applications and the like)					
	Planning Proposal Lodgement - Initial request for consideration of a Planning Proposal (applies to all Planning Proposals)		\$5,000.00	\$5,250.00	N/A	\$5,250.00
	Planning Proposal Preparation and Management (anomalies and minor amendments, no specialist studies required). NOTE: proposals will be combined and processed on a 6 monthly basis (not as individual LEP Amendments).		\$2,000.00	\$2,100.00	N/A	\$2,100.00
	Planning Proposal Preparation and Management (minor - < 1ha, and individual ownership only)		\$10,375.00	\$10,850.00	N/A	\$10,850.00
	Planning Proposal Preparation and Management (major - >1ha,		\$21,650.00	\$22,700.00	N/A	\$22,700.00
	Cost of Preparation of Works in Kind Agreement / Voluntary Planning Agreements (VPAs) - Including staff time and also legal / specialist consultant costs.		100% cost recovery plus 10% Admin	100% cost recovery plus 10% Admin	N/A	100% cost recovery plus 10% Admin
BUILDING AND PLANNING CERTIFICATES AND						
	BUILDING Information CERTIFICATE					
	Class 1 (dwelling) buE183:199ilding (together with any class 10 building). Where multiple class buildings fee is per dwelling. Clause 260 of the EP&A Regs	per certificate	\$250.00	\$250.00	N/A	\$250.00
	Cost for Buildings other Class 1 or 10 - based on Floor area of building or part					
	Not exceeding 200 square metres Clause 260 of the EP&A Regs		\$250.00	\$250.00	N/A	\$250.00

	Exceeding 200 square metres but not exceeding 2,000 square metres Clause 260 of the EP&A Regs		\$250 + an additional 50 cents per sqm over 200m ²	\$250 + an additional 50 cents per sqm over 200m ²	N/A	\$250 + an additional 50 cents per sqm over 200m ²
	Exceeding 2,000 square metres Clause 260 of the EP&A Regs		\$1,165 + an additional 7.5 cents per sqm over 2,000m ²	\$1,165 + an additional 7.5 cents per sqm over 2,000m ²	N/A	\$1,165 + an additional 7.5 cents per sqm over 2,000m ²
	In any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have floor area. Clause 260(1) (c) of the EP&A Regs		\$250.00	\$250.00	N/A	\$250.00
	If it is reasonably necessary to carry out more than one inspection of the building or part before issuing a building certificate, the Council will require the payment of an additional fee for the issue of the certificate" Clause 260(2) of the EP&A Regs		\$90.00	\$90.00	N/A	\$90.00
	Additional fees are payable where there are building(s) erected on the site without the required development consent and or					
	Additional fees payable are set out in clause 260(3A), (3B) and (3C) of the EP&A Act Regulations 2000.					
	Fee for Council to accept role as the Principal Certifying Authority (PCA) (relating to applications where a private certifier was appointed previously as the PCA and seeking Council to now undertake the role. Levied under section 608 of the <i>Local Government Act 1993</i> . This fee is exclusive of any required critical stage inspections which are payable under clause 23.7 of this revenue policy.		\$450.00	\$450.00	\$40.91	\$450.00
	Copy of Building Certificate Clause		\$13.00	\$13.00	N/A	\$13.00
	OUTSTANDING ORDERS					
	Under the Environmental Planning and Assessment Act 1979 and S735A of the Local Government Act 1993)	per certificate	\$120.00	\$120.00	N/A	\$120.00
	PLANNING CERTIFICATES					
	Section 10.7(2) EP and A Act - Clause 259(1) of the EP&A Regs	per certificate	\$53.00	\$53.00	N/A	\$53.00
	Plus advice under Section 10.7 (5) - Clause 259(2) of the EP&A Regs		\$80.00	\$80.00	N/A	\$80.00

	Fast Track Same Day Service where lodged prior to 10am and the following business day when lodged after 10am		\$245.00	\$245.00	N/A	\$245.00
	TOWN PLANNING AND BUILDING ENQUIRIES (Written Response)					
	General Town Planning Enquiry – the following information requires written enquiry (note this fee does not include any site inspection)	per enquiry	\$295.00	\$295.00	N/A	\$295.00
	Dwelling Entitlement Search + cost of any CT's obtained from LPI if necessary not available	per search	\$440 plus search fees at cost	\$440 plus search fees at cost	N/A	\$440 plus search fees at cost
	Road Widening Application	per application	\$80.00	\$80.00	N/A	\$80.00
"USER PAY"						
	Movable Dwelling/ manufactured home/ building installation					
	Other than with caravan parks	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Licence fee per site at caravan parks	per site	\$8.00	\$8.00	N/A	\$8.00
	REGULATED PUBLIC HEALTH PREMISES - ANNUAL INSPECTIONS					
	Category 1 (1 annual inspection)					
	Hairdresser, skin penetration - low risk, beauty salon, nail artist etc.	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Category 2 (2 annual inspections)					
	Skin penetration - high risk, brothel etc.	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Category 3 (1 annual inspection plus					
	Legionella Microbial control	per inspection	\$200.00	\$200.00	N/A	\$200.00
	REGULATED FOOD PREMISES - ANNUAL INSPECTIONS					
	Category 1 - Medium Risk (1					
	Grocer, juice bars, pre-packaged foods min. prep., service station etc.	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Category 2A - High Risk (2					
	Bakery, café, boarding house, kiosk, mobile food vendor, restaurant etc.	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Category 2B - High Risk (2					
	Premises with 2 or more food prep areas, clubs supermarket etc.	per inspection	\$200.00	\$200.00	N/A	\$200.00
	Re-inspection fee	each			N/A	
	Food premises inspection - verified	each			N/A	
	Improvement Notice Fee	each			N/A	
	NOTE:					
	(a) Hairdresser - minimum of one					
	(b) Beautician - minimum of one					

(c)	Temporary stall (no food for sale) -					
(d)	Mobile outlet (no food for sale) - one					
(e)	Mobile outlet (food for sale) -					
(f)	School canteens - 2 inspections per					
(g)	High Risk Food Premises (examples:					
(h)	Medium Risk Food Premises					
(i)	Low Risk Food Premises (examples:					
(j)	For Trade Waste Application Fees					
(k)	Hawkers and Street Vendors -					
	Swimming Pool/Spas					
	Inspection fee 1st Inspection (<i>cl 19 Swimming Pool Regulation 2018</i> since the person became the owner	per inspection	\$150.00	\$150.00	N/A	\$150.00
	Inspection fee 2nd Inspection (<i>cl 19 Swimming Pool Regulation 2018</i> since the person became the owner	per inspection	\$100.00	\$100.00	N/A	\$100.00
	Testing Swimming Pool Water (Standard fee for testing swimming pool water)		At Cost + 20%	At Cost + 20%	N/A	At Cost + 20%
	Exemption from Barrier requirements under Swimming Pools Act 1992	per exemption	\$250.00	\$250.00	N/A	\$250.00
	Certificate of Compliance under the Swimming Pools Act 1992 (includes registration & processing)	per certificate	Included in Inspection Fee	Included in Inspection Fee	N/A	Included in Inspection Fee
	Fee for provision of registration information clause 20 Swimming Pool Regulation 2018		\$10.00	\$9.09	\$0.91	\$10.00
	Resuscitation chart supplied by		\$41.00	\$37.27	\$3.73	\$41.00
	Chart provided by Council to prevent use of pool post construction prior to issue of an occupation certificate or a certificate of compliance.		\$41.00	\$41.00	N/A	\$41.00
	Extension of time for Direction to comply where requested by the owner / operator of pool and granted by Council.		\$72.00	\$72.00	N/A	\$72.00
	Fire Safety - fees levied under s608 of the Local Government Act 1993					
	Administration fee for the submission of an annual fire safety statement	per certificate	\$250.00	\$250.00	N/A	\$250.00
	Extension of time to submit Annual Fire Safety Statement	per request	\$95.00	\$97.00	N/A	\$97.00
	Request for review of a penalty infringement notice under the Fines Act 1996 relating to fire safety	per request	\$95.00	\$97.00	N/A	\$97.00

	Resubmission of an amended Annual Fire Safety Statement	per certificate / amendment	\$95.00	\$97.00	N/A	\$97.00
	Clearing of Overgrown Allotments (Local Government Act)					
	To comply with issued notice		At Cost +	At Cost +	N/A	At Cost + \$73
	Protection of the Environment Operations Act 1997 Administration Charges					
	Service of Notice (Clean Up/Pollution Prevention/Noise Control Notice) (Notice as prescribed under Section 94(2), 100(2) or 267A(2) POEO Act) clause 99 of the Protection of the Environment Operations (General) Regulation 2009	per notice	\$577.00	\$577.00	N/A	\$577.00
	Service of Notice (Compliance Cost Notice)		At Cost	At Cost	N/A	At Cost
	Voluntary Audit	per audit	\$85.00	\$85.00	N/A	\$85.00
	Asbestos Analysis	per analysis	At cost + 20%	At cost + 20%	N/A	At cost + 20%
	Professional Services Compliance Monitoring (Health Officers).	per hour	As per quotation provided by Council	As per quotation provided by Council	N/A	As per quotation provided by Council
	Professional Service Rangers (All	per hour	\$123.00	\$111.82	\$11.18	\$123.00
	Professional Service Rangers (Overgrown Property Inspection).	per inspection	\$123.00	\$123.00	N/A	\$123.00
	Service of Order (Overgrown	per service	\$200.00	\$200.00	N/A	\$200.00
	Professional Service Traffic Control	per hour	At Cost	At Cost	10%	At Cost
	Travel / plant cost (per km)	per km	\$2.00	\$1.82	\$0.18	\$2.00
	Underground Petroleum Storage System (UPPS)	per inspection	\$250.00	\$250.00	N/A	\$250.00
AMUSEMENT						
	Amusement Device	per amusement device	\$36.00	\$36.00	N/A	\$36.00
ANIMAL						
	Fees for Lifetime Registration under the Companion Animals Act (i.e.; for cats and dogs) Clause 18 of the Companion Animals Reg 2018					
	Dog - Desexed (by relevant age)	per item	\$60.00	\$66.00	N/A	\$66.00
	Dog - Desexed (by relevant age	per item	\$26.00	\$27.00	N/A	\$27.00
	Dog - Desexed (sold by	per item	\$30.00	\$0.00	N/A	\$0.00
	Dog - Non Desexed or Desexed (after	per item	\$216.00	\$224.00	N/A	\$224.00
	Dog - Not Desexed (not	per item	\$60.00	\$66.00	N/A	\$66.00

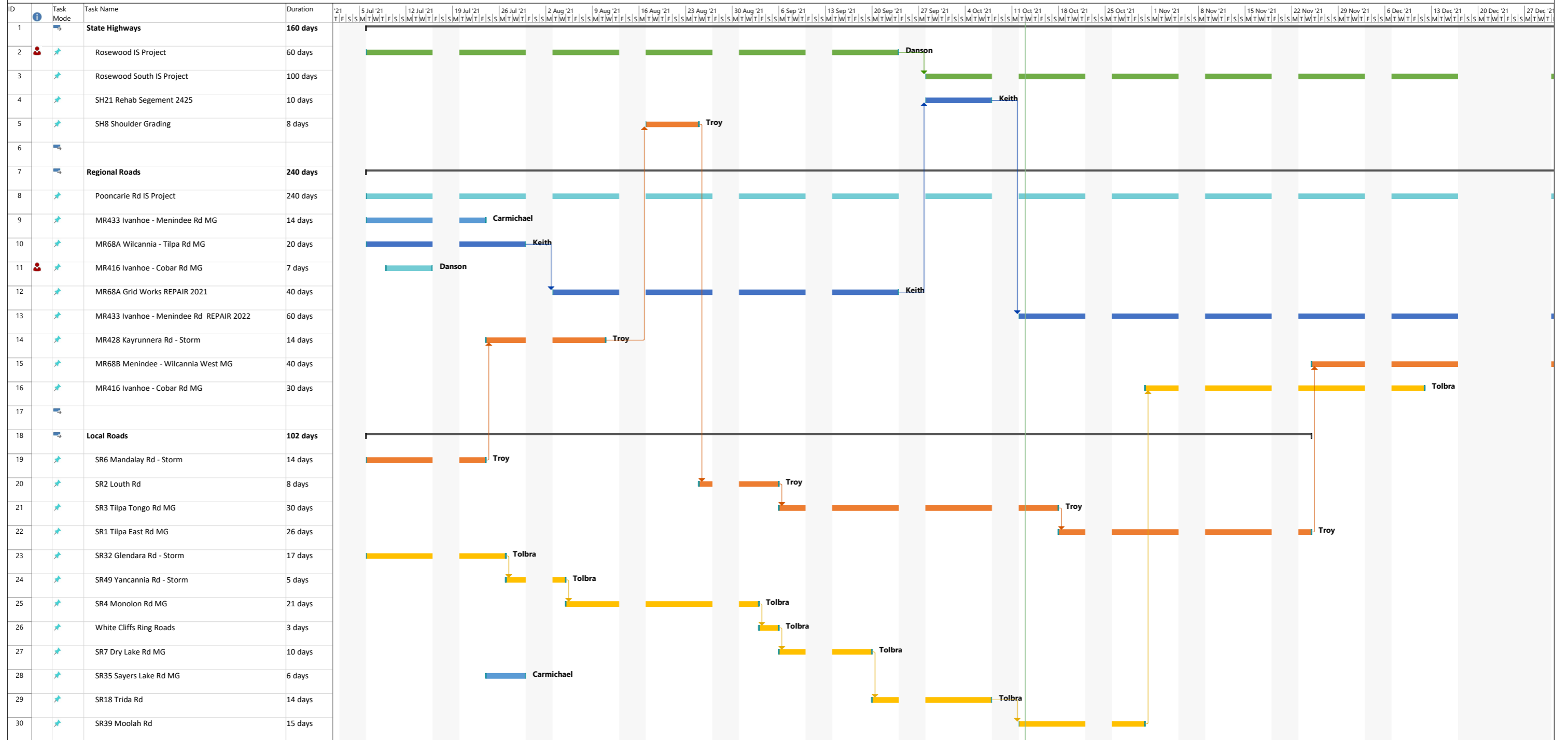
	Dog - Not Desexed (recognised)	per item	\$60.00	\$66.00	N/A	\$66.00
	Dog - Working	per item	\$0.00	\$0.00	N/A	\$0.00
	Dog - Service of the State	per item	\$0.00	\$0.00	N/A	\$0.00
	Assistance Animal	per item	\$0.00	\$0.00	N/A	\$0.00
	Cat - Desexed or Not Desexed	per item	\$50.00	\$56.00	N/A	\$56.00
	Cat - Eligible Pensioner	per item	\$26.00	\$27.00	N/A	\$27.00
	Cat - Desexed (sold by pound/shelter)	per item	\$25.00	\$0.00	N/A	\$0.00
	Cat - Not Desexed (not	per item	\$50.00	\$56.00	N/A	\$56.00
	Cat - Not Desexed (recognised	per item	\$50.00	\$56.00	N/A	\$56.00
	Council to input registration / Microchip data into CAR on behalf of person or professional (ie Vet)	per registration	\$25.00	\$18.00	N/A	\$18.00
	Annual permits for non-desexed cats and dangerous/restricted dogs					
	Non desexed cats by 4 months of age	per item	\$80.00	\$81.00	N/A	\$81.00
	Dogs of a restricted breed or declared	per item	\$195.00	\$197.00	N/A	\$197.00
	Late fee on annual permit	per item	N/A	\$18.00	N/A	\$18.00
	NOTE: The annual permits are required to be paid in addition to their one-off lifetime pet registration fee. This applies to dogs that are already registered.					
	Exemptions to Annual permits for non-desexed cats and dangerous/restricted dogs					
	1. The Regulation provides for an					
	2. Members of recognised breeder					
	Animal Shelter Fees					
	Impounding					
	Microchipping of impounded animal	per item	\$56.00	\$36.36	\$3.64	\$40.00
	Microchipping of impounded animal -	per item	\$35.00	\$22.73	\$2.27	\$25.00
	Impounding Fee Dog and Cat - 1st	per item	\$40.00	\$40.00	N/A	\$40.00
	Impounding Fee Dog and Cat - second	per item	\$66.00	\$66.00	N/A	\$66.00
	Maintenance charge for dogs	per item	\$31.00	\$31.00	N/A	\$31.00
	Maintenance charge for dogs	per item	\$56.00	\$56.00	N/A	\$56.00
	Maintenance charge for cats detained	per item	\$18.00	\$18.00	N/A	\$18.00
	Release of animal to rescue/16D organisation (includes microchip)	per item	\$56.00	\$56.00	N/A	\$56.00
	Sale of dog (includes registration,					
	Male puppy - under 6 months	per item	\$368.00	\$334.55	\$33.45	\$368.00
	Male dog - under 8 years	per item	\$316.00	\$287.27	\$28.73	\$316.00
	Male dog - over 8 years	per item	\$210.00	\$190.91	\$19.09	\$210.00
	Female puppy - under 6 months	per item	\$420.00	\$381.82	\$38.18	\$420.00

	Female dog - under 8 years	per item	\$386.00	\$350.91	\$35.09	\$386.00
	Female dog - over 8 years	per item	\$263.00	\$239.09	\$23.91	\$263.00
	Sale of Cat (includes registration,					
	Male kitten - under 6 months	per item	\$221.00	\$200.91	\$20.09	\$221.00
	Male cat - under 8 years	per item	\$190.00	\$172.73	\$17.27	\$190.00
	Male cat - over 8 years	per item	\$127.00	\$115.45	\$11.55	\$127.00
	Female kitten - under 6 months	per item	\$241.00	\$219.09	\$21.91	\$241.00
	Female cat - under 8 years	per item	\$211.00	\$191.82	\$19.18	\$211.00
	Female cat - over 8 years	per item	\$148.00	\$134.55	\$13.45	\$148.00
	Surrender of dog (standard) fee	per item	\$83.10	\$85.00	N/A	\$85.00
	Surrender of puppy	per item	\$55.00	\$55.00	N/A	\$55.00
	Surrender & Euthanasia of Dangerous	per item	\$200.00	\$260.00	N/A	\$260.00
	Surrender of cat (standard) fee	per item	\$72.00	\$72.00	N/A	\$72.00
	Surrender of kitten - first kitten	per item	\$37.00	\$37.00	N/A	\$37.00
	Surrender of kitten - additional	per item	\$24.00	\$24.00	N/A	\$24.00
	NOTE: Standard surrender fee offers					
	Compliance/Legislation - Companion					
	Certificate of Compliance – Dangerous Dogs	per certificate	\$108.00	\$108.00	N/A	\$108.00
	Certificate of Compliance – Dangerous Dogs (Re-inspection)	per certificate	\$101.00	\$101.00	N/A	\$101.00
	Sign (Warning Dangerous Dog)	per item	At cost + 20%	At cost + 20%	10%	At cost + 20%
	Dog Muzzle (all sizes) (by order)	per item	At cost + 20%	At cost + 20%	10%	At cost + 20%
	Dangerous Dog Collar (all sizes) (by	per item	At cost + 20%	At cost + 20%	10%	At cost + 20%
	Veterinary costs to maintain health & welfare of impounded dog / cat (as required)	each	At Cost plus 20%	At Cost plus 20%	N/A	At Cost plus 20%
	Transportation					
	Transportation of large or heavy (>20kgs)	per item	At Cost plus 20%	At Cost plus 20%	N/A	At Cost plus 20%
	Vehicles & Larger Items	per item	At Cost plus 20%	At Cost plus 20%	N/A	At Cost plus 20%
	Pound Fees - Sustenance Charges					
	Cattle / Horses	per day	\$32.00	\$35.00	N/A	\$35.00
	Pigs/ Goats/ Sheep	per day	\$32.00	\$32.00	N/A	\$32.00
	IMPOUNDING					
	Impounding Fees - General					
	Service of Notice – Notifying of	per notice	\$12.00	\$12.00	N/A	\$12.00
	Impounded Signs - Release Fee per					
	- General Advertising sign (1m x 1m	per item	\$143.00	\$143.00	N/A	\$143.00
	- General Advertising sign (less than 1m x 1m or larger)	per item	\$32.00	\$32.00	N/A	\$32.00

	- Political Advertising Sign (less than	per item	\$32.00	\$32.00	N/A	\$32.00
	Impounded Motor Vehicles	per item	\$125.00	\$125.00	N/A	\$125.00
	Storage of impounded					
	Articles per day	per day	\$4.00	\$4.00	N/A	\$4.00
	Vehicles	per day	\$15.00	\$15.00	N/A	\$15.00
NOXIOUS WEEDS SPRAYING						
	Entry Works under Biosecurity Act		At Cost + 20%	At Cost + 20%	10%	At Cost + 20%
	Bio-Security Direction Re-Inspection		\$267.60	\$267.60	N/A	\$267.60
PRIVATE						
	APPLICATIONS FOR PRIVATE BURIAL					
	Assessment & Inspection	per application	\$500.00	\$500.00	N/A	\$500.00
	Administration & Record Keeping Fee	per burial	\$66.00	\$66.00	N/A	\$66.00
INFRASTRUCTURE SERVICES						
HIRE OF EQUIPMENT, PRIVATE & CONTRACT WORKS,						
	Private Works	per works	POA	POA	10%	POA
	Contract Works	per works	POA	POA	10%	POA
	Tender quotations shall include all					
SECTION 138 (ROADS ACT 1993)						
	- APPLICATIONS FOR ROAD OCCUPANCY, ACTIVITIES AND WORKS ON PUBLIC ROADS					
	SECTION 138 APPLICATIONS AND SUPERVISION					
	S138 Road or Footpath Opening - Application (a) (b)					
	service unsealed road	per application	\$500.00	\$500.00		
	Service Sealed roads	per application	\$750.00	\$750.00	N/A	\$242.30
	S138 Road or Footpath Openings – Inspection	per inspection	\$175.00	\$175.00	N/A	\$175.00
	S138 Works or Activity on Public Road – Application (b) (c)	per application	\$237.50	\$242.30	N/A	\$242.30
	S138 Activity on public road - application (d)	per application	\$50.00	\$50.00	N/A	\$50.00
	(a) This fee applies to all applications					
	(b) Several					
	(c) An activity held on PRIVATE land,					
	RESTORATION OF ROAD PAVEMENT					
	Asphaltic concrete with cement	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Cement concrete	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Asphaltic concrete on all classes of	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Tar and bituminous surfaces on all	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Earth and gravel, water bound	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	RESTORATION OF FOOTPATH					
	Asphaltic concrete with cement	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Cement concrete	per m2	Price on quotation	Price on quotation	N/A	Price on quotation

	Asphaltic concrete on all classes of	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Tar and bituminous surfaces on all	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Earth and gravel, water bound	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Brick Paved	per m2	Price on quotation	Price on quotation	N/A	Price on quotation
	Kerb and Gutter	per m	Price on quotation	Price on quotation	N/A	Price on quotation
SECTION 129 (ROADS ACT 1993)						
	Application to Erect Public Gate (Roads Act 1993 S129)	per application	Price on quotation	Price on quotation	N/A	Price on quotation
Section 125 application (Roads Act 1993)						
	Operational Licence fees are payable one (1) year in advance & will be invoiced separately	per application	\$135.00	\$135.00		\$135.00
	Outdoor dining	per application	\$175.00	\$175.00		\$175.00
	S68 approval to engage in a trade or business on community land (mobile food businesses)	per annum	\$175.00	\$175.00		\$175.00
ASSET MANAGEMENT (Inc. Council Facilities)						
ROADS /						
	Road / Street Naming & Numbering					
	Road Naming Application					
	The fee applies to naming of un-	per road	\$387.80	\$395.60	N/A	\$395.60
	Street Numbering Plates					
	Rural Plates	per plate	\$29.20	\$27.09	\$2.71	\$29.80
	Urban Plates - Small	per plate	\$38.80	\$36.00	\$3.60	\$39.60
	Urban Plates - Large	per plate	\$64.20	\$59.55	\$5.95	\$65.50
	Addressing					
	Addressing administration fee	per application	\$400.00	\$400.00	N/A	\$400.00
	Rural Address (for all lots where Council declares rural addresses are required)	per lot created	\$68.00	\$69.40	N/A	\$69.40
	Urban Address (for all lots where Council declares rural addresses are required)	per lot created	\$68.00	\$69.40	N/A	\$69.40

Works Program October 2021



Project: Works Program Octobe
Date: Wed 13/10/21

Task Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

White Cliffs Community Association – 355 Committee

MINUTES

ANNUAL GENERAL MEETING

Wednesday 1 December, 2021

Meeting open: 4.04pm

Attendance: Robyn Taylor, Ron Downton, Sarah Ker, Fran Schonberg, Greg Hill General Manager Central Darling Shire, Annette Turner, Rob Dyson & Rachel Gillick.

Apologies: Wayne Amjah, Sue Downton & Enid Black.

Acceptance of previous minutes:

Recommendation: Minutes for the 19 August, 2020 Annual General Meeting be accepted.

Moved: Rob Dyson

Seconded: Ron Downton

Carried

Reports:

President's Report—Robyn Taylor submitted

Treasurer's Report—Rob Dyson submitted

Recommendation: That all reports be accepted:

Moved: Fran Schonberg

Seconded: Ron Downton

Carried

All committee positions declared vacant and the meeting is passed to Mr Greg Hill, General Manager, Central Darling Shire Council to hold elections.

Election of Committee

Nominations received are:

President: Robyn Taylor

Vice President: Ron Downton

Secretary: Fran Schonberg

Treasurer: Sarah Ker

Declared to be duly elected.

General Committee:

Nominations: Enid Black, Rod Dyson, Wayne Amjah & Annette Turner. With the ability to increase numbers when appropriate.

The meeting handed over to the President.

General Business:

Caretaker's report – concern RMS booking system all emails being set to my personal email – Rachel still has more coming out Rob Dyson is to fix the issue.

Drainage and the roads and the road to the amenities people walking in mud.

Utilise existing blue metal to provide a quick fix.

Meeting closed: 4.31pm

White Cliffs Community Association – 355 Committee

MINUTES

Committee General Meeting Wednesday 1 December, 2021

Meeting open: 4:33pm

Attendance: Robyn Taylor, Ron Dowton, Sarah Ker, Fran Schonberg, Greg Hill General Manager Central Darling Shire, Annette Turner, Rob Dyson & Rachel Gillick.

Apologies: Wayne Amjah, Sue Dowton & Enid Black.

Correspondence In:

Invoice White Cliffs Sporting Club – Christmas party donation \$400

Invoice Nik Schonberg – repair bathroom floor \$88.00

Invoice Lindsay White – Paint 10lts \$100

Invoice True Value \$135

Invoice Philtek – electrical \$300

To be paid today

Correspondence Out:

Minutes: That the minutes of the meeting 20 October, 2021 be accepted.

Moved: Rob Dyson

Seconded: Ron Dowton

Carried

General Business

1. Grant discussion – Greg Hill - The Committee should be ready with our priorities for the Better Building Regions fund first quarter of the next year.

Committee to decide the high priorities and look at costs of each project.

The consultants have been doing all the grants for the Shire and undertaking the reporting and acquittals etc. Greg said they can manage the grants and the reporting. The Committee can go for a grant and the money will be in the WCCA bank account. Greg said that the consultants can help us manage the grant and undertake the acquittal.

Category's

- Road
- Earth works
- Tree gutting signs etc put into as landscape

The roads are an issue – what may be needed is to rip up the roadway and put 100ml crushed rubble and them bittium on top?

Fran needs some time to pull the consultant's report and the works list together so we can have a works meeting at the sporting club to identify the priorities and put a dollar value on the items.

Works Update – as per works sheet Committee to try and put a dollar figure to the jobs before our meeting.

2. Road reserve to be closed with Crown Lands
3. Registered Caravan Park – Rachel to do the paperwork and provide to Greg

Meeting closed: 5.07pm

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