

BUSINESS PAPER

Ordinary Council Meeting 15 February 2022

ETHICAL DECISION MAKING & CONFLICT OF INTEREST

A Guiding Checklist for Councillors, Officers & Community Committees

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of Interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

A Conflict of Interest is a clash between private interests and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Department of Local Government and, Non-pecuniary – regulated by Codes of Conduct, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1 Do I have private interest affected by a matter I am officially involved in?
- 2 Is my official role one of influence or perceived influence over the matter?
- 3 Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during Office Hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and codes.

<u>Phone</u>	<u>Email</u>
02-6959 5510	council@narrandera.nsw.gov.au
02-8281 5999	icac@icac.nsw,gov.au
1800 463 909	
02-4428 4100	olg@olg.nsw.gov.au
02-8286 1000	nswombo@ombo.nsw.gov.au
1800 451 524	
	02-6959 5510 02-8281 5999 1800 463 909 02-4428 4100 02-8286 1000

COMMUNITY STRATEGIC PLAN

Themes

Agenda Section 16 ~ Our Community

- 1.1 To live in a healthy community and one that demonstrates a positive attitude
- 1.2 To advocate for quality educational and cultural opportunities
- 1.3 To live in an inclusive and tolerant community
- 1.4 To feel connected and safe

Agenda Section 17 Our Environment

- 2.1 To value, care for and protect our natural environment
- 2.2 To effectively manage and beautify our public spaces
- 2.3 To live in a community where there are sustainable practices

Agenda Section 18 ~ Our Economy

- 3.1 To encourage new business and industry that can be sustained
- 3.2 To support local business and industry to grow and prosper
- 3.3 To strongly promote our Shire and to improve its attractiveness
- 3.4 To grow our population

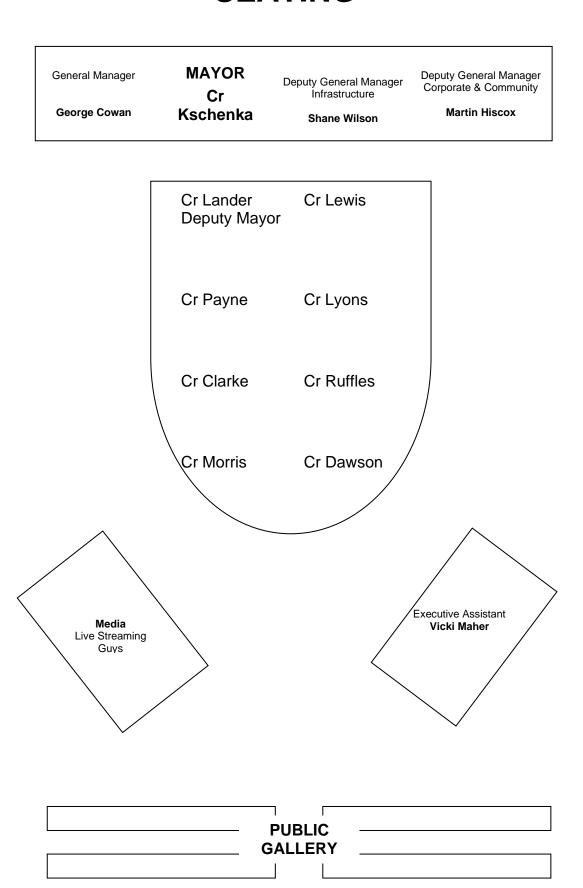
Agenda Section 19 ~ Our Infrastructure

- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

Agenda Section 20 ~ Our Civic Leadership

- 5.1 To have a Council that demonstrates effective management consistently
- 5.2 To have a progressive Council that communicates and engages well with all of the community and is a role model for inclusivity
- 5.3 To have a community and a Council that works collaboratively with harmony, respect and understanding

SEATING



Notice is hereby given that the Ordinary Meeting of the Narrandera Shire Council will be held in the Council Chambers on: Tuesday 15 February 2022 at 2pm

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- 1 ACKNOWLEDGEMENT OF COUNTRY
- 2 HOUSE KEEPING
- 3 DISCLOSURE OF POLITICAL DONATIONS
- 4 PRESENT
- 5 APOLOGIES
- 6 DECLARATIONS OF INTEREST
- 7 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 18 January 2022



MINUTES

Ordinary Council Meeting

18 January 2022

MINUTES OF NARRANDERA SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS ON TUESDAY, 18 JANUARY 2022 AT 2PM

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Members of the Gallery and those watching via live streaming.

1 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present

2 HOUSE KEEPING

Advice provided of Council's Work, Health and Safety (WHS) Evacuation Plan and location of the Amenities.

3 DISCLOSURE OF POLITICAL DONATIONS

Advice provided to those present, of the legislative requirement for Disclosure of Political Donations:

The Environmental Planning and Assessment Act 1979, Section 147 requires a person submitting planning applications or submissions regarding a planning application, to disclose any reportable political donation and/or gifts to any local Councillor or employee of Council. Reportable political donations include those of, or above, \$1,000. The Disclosure Statement forms are available on Councils website or from the Customer Service Centre and must be lodged in accordance with the Act.

There were no Disclosure of Political Donations received by the Chairperson.

4 PRESENT

Cr Neville Kschenka, Cr Cameron Lander, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Peter Dawson, Cr Sue Ruffles, Cr Braden Lyons, Cr Tracey Lewis

In Attendance

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant/Minute Taker)

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Nil

7 CONFIRMATION OF MINUTES

RESOLUTION 22/010

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 23 November 2021 and the

Extraordinary Council Meeting held on 5 January 2022 be confirmed.

CARRIED

8 MAYORAL REPORT

8.1 MAYORAL REPORT NOVEMBER, DECEMBER 2021 / JANUARY 2022

RESOLUTION 22/011

Moved: Cr Neville Kschenka Seconded: Cr Narelle Payne

That Council:

1. Receive and note the Mayoral Report for November, December 2021 / January 2022.

CARRIED

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS

13.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES - 3 DECEMBER 2021

RESOLUTION 22/012

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Friday 3 December 2021.

CARRIED

13.2 ABORIGINAL ELDERS LIAISON - MINUTES - 30 NOVEMBER 2021

RESOLUTION 22/013

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Tuesday 30 November 2021.

CARRIED

13.3 NHAG NARRANDERA HEALTH ADVISORY GROUP - MINUTES - 2 DECEMBER 2021

RESOLUTION 22/014

Moved: Cr Jenny Clarke OAM Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the NHAG Narrandera Health Advisory Group held on Thursday 2 December 2021.

13.4 SOLAR FARM REFERENCE GROUP - MINUTES - 18 NOVEMBER 2021

RESOLUTION 22/015

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Solar Farm Reference Group held on Thursday 18 November 2021.

CARRIED

14 OUR COMMUNITY

14.1 BUILDING BETTER REGIONS FUND 6

RESOLUTION 22/016

Moved: Cr Narelle Payne Seconded: Cr Tracey Lewis

That Council:

- 1. Submits grant applications for the Lake Talbot Tourist Park Powered Sites Upgrades and Narrandera Power to Save project under the Building Better Regions Fund Round 6 programme.
- 2. Supports the preparation and lodgement of applications relating to the AAPA project and the upgrade of the Narrandera Business Centre and the deepening of Lake Talbot, to be submitted in a future eligible grant programme.

CARRIED

15 OUR ENVIRONMENT

Nil

16 OUR ECONOMY

16.1 NARRUNGDERA EARTH FESTIVAL MATCH FUNDING

RESOLUTION 22/017

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Resolves to reallocate \$49,378 from the Marketing and Event Reserve to match funding for the Building Better Regions Round 4 funded Creative Economy Narrungdera Earth Festival Project.

CARRIED

16.2 NARRANDERA WATER TOWER ART PROJECT MATCH FUNDING

RESOLUTION 22/018

Moved: Cr Tracey Lewis Seconded: Cr Sue Ruffles

That Council:

1. Approves matching funding of \$20,000 from the Public Art & Festive Maintenance Reserve to enable completion the Narrandera Water Tower Art Project.

CARRIED

17 OUR INFRASTRUCTURE

17.1 COVID-19 LOCAL ROADS & COMMUNITY INFRASTRUCTURE - PHASE 3

RESOLUTION 22/019

Moved: Cr Narelle Payne Seconded: Cr Tracey Lewis

That Council:

 Approves the projects listed in Table 1 of the report, to be nominated as the project program under Phase 3 of the COVID-19 Local Roads & Community Infrastructure program.

CARRIED

17.2 TENDER T-21-22-02 NARRANDERA DESTINATION & DISCOVERY HUB

RESOLUTION 22/020

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

 Accepts the tender by Burton Constructions Pty Ltd of \$2,593,660 ex GST, to construct the new Narrandera Destination & Discovery Hub at the Marie Bashir Park, in accordance with Section 55 of the Local Government Act 1993.

CARRIED

17.3 TENDER T-21-22-03 MAIN CANAL PEDESTRIAN BRIDGE

RESOLUTION 22/021

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Accepts the tender by Nelmac Pty Ltd of \$328,250 ex GST, to construct the new Main Canal Pedestrian Bridge between Melbourne Street and Oakbank Street (Brewery Flats) in accordance with Section 55 of the Local Government Act 1993.



18 OUR CIVIC LEADERSHIP

18.1 ELECTION OF DELEGATES TO EXTERNAL ORGANISATIONS

RESOLUTION 22/022

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

 Appoints a delegate to the Newell Highway Task Force. Cr Dawson

- 2. Appoints a delegate to the Western Riverina Community Library Committee. Cr Lewis
- 3. Appoints a delegate to the Murray Darling Association Group 9. Cr Clarke, Cr Lander (alternate)
- 4. Appoints a delegate to the Western Regional Planning Committee. Cr Clarke (declared following show of hands voting)
- Elects a delegate to Goldenfields Water County Council. Cr Morris
- 6. Endorses amendments to those committees Terms of References (TOR) to include additional or alternate delegates where more nominations were received than available for each delegate position.

CARRIED

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 NOVEMBER & DÉCEMBER 2021 DEVELOPMENT SERVICES ACTIVITIES

RESOLUTION 22/023

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

 Receives and notes the Development Services Activities Report for November and December 2021.

20 STATUTORY AND COMPULSORY REPORTING - FINANCIAL / AUDIT REPORTS

20.1 DECEMBER STATEMENT OF BANK BALANCES

RESOLUTION 22/024

Moved: Cr Narelle Payne Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 November 2021.

CARRIED

20.2 NOVEMBER STATEMENT OF RATES AND RECEIPTS

RESOLUTION 22/025

Moved: Cr Narelle Payne Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 November 2021.

CARRIED

20.3 NOVEMBER STATEMENT OF INVESTMENTS

RESOLUTION 22/026

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 November 2021.

20.4 NOVEMBER INCOME STATEMENT

RESOLUTION 22/027

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 November 2021.

CARRIED

20.5 NOVEMBER CAPITAL WORKS PROGRAM

RESOLUTION 22/028

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 November 2021.

CARRIED

20.6 DECEMBER STATEMENT OF INVESTMENTS

RESOLUTION 22/029

Moved: Cr Jenny Clarke OAM Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 31 December 2021.

20.7 DECEMBER INCOME STATEMENT

RESOLUTION 22/030

Moved: Cr Narelle Payne Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 December 2021.

CARRIED

20.8 DECEMBER STATEMENT OF BANK BALANCES

RESOLUTION 22/031

Moved: Cr Narelle Payne Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 December 2021.

CARRIED

20.9 DECEMBER STATEMENT OF RATES AND RECEIPTS

RESOLUTION 22/032

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 04 January 2022.

CARRIED

21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

21.1 COUNCILLOR DELEGATES TO SECTION 355, ADVISORY AND MANAGEMENT COMMITTEES

RESOLUTION 22/033

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

- 1. Elects Councillor delegates through the nomination process to the following committees.
- 2. Endorses amendments to those committees Terms of References (TOR) to include additional or alternate delegates where more nominations were received than available for each delegate position.
- a) One Councillor delegate to the Audit Risk & Improvement Committee.
 Cr Lander
- b) One Councillor delegate to the Australia Day Committee. Update TOR to two (2) members. Cr Payne, Cr Lyons
- c) One Councillor delegate to the Bettering Barellan Committee.
 Cr Morris
- d) Two Councillor delegates to the Economic Taskforce Committee. Update TOR to three (3) members. Cr Clarke, Cr Ruffles, Cr Morris
- e) One Councillor delegate to the Grong Grong Community Committee. Cr Dawson
- f) One Councillor delegate to the Koala Regeneration Committee. Update TOR to two (2) members. Cr Lyons, Cr Lewis
- g) One Councillor delegate to the Parkside Museum Committee. Cr Lewis, Cr Dawson
- h) One Councillor delegate to the Railway Station Facility Committee. Cr Ruffles
- i) One Councillor delegate to the Aboriginal Elders Liaison Group.
 Update TOR to two (2) members. Cr Lewis, Cr Lyons
- j) One Councillor delegate to the Arts & Culture Committee. Update TOR to two (2) members. Cr Lewis, Cr Ruffles
- k) One Councillor delegate to the Domestic Violence Awareness Committee. Update TOR to two (2) members. Cr Lewis, Cr Lyons
- I) Two Councillor delegates to the General Manager Performance Review Committee. Cr Lewis, Cr Morris, Cr Ruffles
- m) One Councillor delegate to the Lake Talbot Environs Committee. Cr Lander

- n) Two Councillor delegates to the Narrandera Shire Health Advisory Group. Cr Payne, Cr Clarke
- o) One Councillor delegate to the Parks & Gardens Committee. Update TOR to two (2) members. Cr Ruffles, Cr Clarke
- p) One Councillor delegate to the Sports Facility Committee. Update TOR to one (1) alternate member. Cr Clarke, (Cr Lewis alternate)
- q) One Councillor delegate to the Stadium Committee. Update TOR to two (2) members. Cr Payne, Cr Lyons
- r) Two Councillor delegates to the Barellan Floodplain Risk Management Committee. Cr Morris, Cr Dawson
- s) Two Councillor delegates to the Narrandera Floodplain Risk Management Committee. Cr Lander, Cr Dawson
- t) One Councillor delegate to the Narrandera-Leeton Joint Airport Management Committee.

Update TOR to two (2) members. Cr Clarke, Cr Lander

CARRIED

22 CONFIDENTIAL BUSINESS PAPER REPORTS

Nil

The Meeting closed at 2.49pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 February 2022.

GENERAL MANAGER	CHAIRPERSON

8 MAYORAL REPORT

8.1 MAYORAL REPORT JANUARY / FEBRUARY 2022

Document ID: 596554 Author: Mayor

Theme: Our Civic Leadership

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for January / February 2022.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 18 January 2022, I have had the privilege to attend the following on behalf of our Council:

Meetings with General Manager

Attended regular Monday, and unscheduled, meetings with the General Manager George Cowan to discuss various matters. Deputy Mayor attends Monday prior to Council meetings.

All Councillors and I attend a weekly Zoom meeting with the General Manager.

Media Interviews

I have had numerous media interviews with Triple M Griffith, the Narrandera Argus, the Daily Advertiser, Prime7 and ABC Radio over the past reporting period covering recent topics of interest, as well as our local Community Radio, 91.1 Spirit FM monthly segment.

JANUARY 2022

Tuesday 11

Along with fellow Councillors, I attended General Manager Management Training facilitated by Mark Anderson of Local Government Solutions.

Monday 17

Joined a zoom meeting with AAPA Representative Chris Hine, General Manager (GM) George Cowan, Deputy General Manager Infrastructure (DGMI) Shane Wilson and Economic Development Manager (EDM) Peter Dale to receive an update on the AAPA training school and their presence in Narrandera. Progress has been hindered in recent years by restrictions on overseas students entering Australia.

Met with Member for Cootamundra Steph Cooke MP to discuss various matters including Canal Bridge, deepening Lake Talbot, Narrandera water supply, flood damage and playground equipment in Marie Bashir Park

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NSW Water Minister Keven Anderson MP later joined the meeting. Town water and Lake Mejum/Coolah and the slow processing of the many Aboriginal land claims on Crown lands in and around Narrandera were among other matters discussed.

Tuesday 18

I chaired the monthly Councillors Briefing Session and Ordinary Council Meeting. Unconfirmed Minutes of the Council Meeting are submitted for Council's endorsement.

Wednesday 19

Chaired the January Australia Day Planning Committee meeting.

Thursday 20



Inspected the new signage at Lake Talbot Water Park which indicates the water depths in the various pools and can be seen easily from the terraced areas by people supervising children.

The signs have also become an attraction for people looking for a photo opportunity.

LTWP Manager Troy Lee with Mayor

Tuesday 25

Met the Australia Day Ambassador, champion prone rifle shooter Warren Potent and his wife Lee at the Narrandera Leeton Airport and drove them to their accommodation.

A welcome dinner was held at Narrandera Ex-Servicemen's Club for the Ambassador and his wife, and guests included our local Ambassador John Sullivan, Member for Farrer the Hon Sussan Ley MP Minister for the Environment, Committee members and award winners from 2021.

Wednesday 26

Escorted the Ambassador Warren Potent and his wife Lee to the Australia Day celebration venue, the Narrandera Sportsground, where the day commenced with a delicious breakfast provided by the Narrandera Lions Club.



Other special guests included Member for Farrer the Hon Sussan Ley MP Minister for the Environment, local Ambassador John Sullivan, GM George Cowan, Councillors and Committee members.

The flag raising ceremony was performed by the Narrandera Air League.

It was my privilege to present awards to the various winners assisted by Ambassador Warren Potent.

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My sincere congratulation and thanks go to all the nominees for being acknowledged for their contribution to the Shire community and to the winners in each category.

The sports awards ceremony was then conducted, and the presentations were made by Ambassador Potent.

I then took the Ambassador and Mrs Potent to the Grong Grong flag raising ceremony at the park, before enjoying lunch and entertainment at the Grong Grong Sports Club. Member for Cootamundra Steph Cooke MP also attended

the Grong Grong event.

My thanks go to all those involved in organising the Grong Grong event.



On Saturday afternoon I took the Ambassador and his wife to see the Rocky Waterholes events and later went to the Five Mile, Lake Talbot Water Park and the Water Tower before taking them to dinner on Sunday night.





Australia Day Photos: Ambassador Warren Potent; the Hon Sussan Ley MP; Mayor Kschenka; Local Ambassador John Sullivan; MCs Rebekah Beer, Mayor & Reid Hitchens; Mayor with Ambassador Warren Potent and General Manager George Cowan.

Thursday 27

Australia Day

Drove the Ambassador and his wife to the Airport.

Friday 28

A major storm event occurred over Narrandera township accompanied by gale force winds, which caused extensive damage throughout the town. Emergency services and Council staff were quick to respond to dozens of calls for assistance. I met with DGMI Shane Wilson that night to get some idea of the extent of the damage from fallen trees and power lines, flooding and water ingress. Electricity was lost in many areas for various lengths of time causing major disruption to businesses and services – although most of East Street had power on Saturday morning, some were still unable to open.

Member for Cootamundra Steph Cooke MP arrived early on Saturday to inspect the damage, and DGMI Shane Wilson and I toured the town with her to get some idea of the damage.

Early that evening another extremely heavy rain event occurred which caused major flooding in some areas of town and the CBD. Despite some assistance being on hand

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quite quickly, the volume of water overwhelmed the drainage system in a very short time, and it was impossible to prevent it from entering residences and businesses. I was present throughout the saga that unfolded – it was heartbreaking to see the rapidly rising water enter shops and not be able to do anything to assist. DGMI Shane Wilson and Council staff were also on the scene quickly, as was GM George Cowan.

My sincere thanks go to all the emergency services people and Council staff who worked non-stop all weekend to respond to calls for assistance and to ensure the safety of residents.

The clean-up continues and I thank people for their patience while this is occurring. My thoughts are with those people whose property have sustained damage during these events.

Saturday 29

The DGMI Shane Wilson, Steph Cooke MP and I were interviewed by local radio station 91.1 Spirit FM with a special report on the Friday night event. Thank you to Sue Ruffles for organising this.

Sunday 30

I visited Teloca House to speak to some of the residents and their relatives to check that they were coping with the circumstances they found themselves in after the storm events. While I was there, I was shown by the staff the areas of the facility that were damaged from flooding.

Many residents were evacuated and are being cared for either by relatives or at other facilities and will not be able to return to Teloca House for some time, due to the repairs needed.

Monday 31

Together with the General Manager I enjoyed our first segment on the local Community Radio, 91.1 Spirit FM for this year, where GM George Cowan and I advise the listeners on outcomes of agenda items from the January Council meeting as well as providing any updates on current projects. This segment has a new day, now held at 8:30am on the Monday following the monthly Council meeting, and many thanks go to the presenter Kathy Taylor and the station for this opportunity.

FEBRUARY 2022

Tuesday 1

Councillors and I attend a weekly Zoom meeting with the General Manager.

I met with club members and supporters of the NIFNC to hand over the keys for the new clubhouse. Club President Patrick Dawson accepted the keys on behalf of the Club. Councillor Clarke, DGMI Shane Wilson and other Council staff were also in attendance. It is hoped to have a formal opening of the facility in the near future.

Wednesday 2

An Australia Day Committee event de-brief meeting was held.

Friday 4

I joined the first meeting for the Easter Rod Run event.

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I extend my gratitude and thanks to those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members.

Until next time, Mayor Kschenka

RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for January / February 2022.

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9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

11.1 NOTICE OF MOTION - TREE MAINTENANCE

Document ID: 596880

Author: Cr Jenny Clarke
Theme: Our Environment

Attachments: Nil

I, Councillor Jenny Clarke, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 15 February 2022.

MOTION

That Council:

- 1. For the sake of safety, cuts and removes foliage from the base of all plane trees in all streets.
- 2. Determine the source of funding

BACKGROUND

As said before, this is being asked as in most cases when reversing out of properties or approaching an intersection, drivers cannot see traffic coming in the opposite directions.

The trees mainly requiring maintenance are in Elizabeth, Arthur, William, Larmer and any other streets applicable.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Environment

Strategy

2.1 - To value, care for and protect our natural environment

Action

2.3.1 - Consider and where possible implement sustainable environmental practices

Financial

Funds for this project to be drawn from the Parks and Gardens maintenance budget, understanding this will impact on other regular maintenance works.

Note from GM: This is in reality a minor maintenance task that in many instances is carried out by residents in conjunction with looking after their own properties. As a result of the extensive works already carried out on trees the tree maintenance budget is currently well overspent and any funds to cover the cost of this work would have to be drawn from other OSR areas or from a special allocation

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RECOMMENDATION

That Council:

- 1. For the sake of safety, cuts and removes foliage from the base of all plane trees in all streets.
- 2. Determine the source of funding

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11.2 NOTICE OF MOTION - BREWERY FLAT SHELTERS - BOLLARDS

Document ID: 596928

Author: Cr Jenny Clarke

Theme: Our Environment

Attachments: Nil

I, Councillor Jenny Clarke, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 15 February 2022.

MOTION

That Council Approve:

- 1. A bollard be set in place at each end of the Shelters on Brewery Flat.
- 2. Reallocation of remainder funds from Parks and Gardens maintenance budget.

BACKGROUND

The Shelters on Brewery Flat have been constructed for the comfort of travellers camping there, to be able to sit at the tables and chairs with comfort.

They have not been placed there to be used as a carport.

It has been noted that vehicles have been parked on the concrete slab under the roof and on one occasion a hammock has been strung from post to post.

A sign could be placed in the interim until the bollards are in place.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Strategy

2.2 - To effectively manage and beautify our public spaces

Action

2.1.1 - Encourage and promote environmental awareness

Financial

It is anticipated the actual costs for creation and installation the bollards for the four shelters could be between \$3,000 to \$5,000.

Funds for this project will have to be sourced from within the existing OSR budget or from a special allocation

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RECOMMENDATION

That Council Approve:

- 1. A bollard be set in place at each end of the Shelters on Brewery Flat.
- 2. Reallocation of remainder funds from Parks and Gardens maintenance budget.

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12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS

13.1 AUSTRALIA DAY PLANNING COMMITTEE - MINUTES - 2 FEBRUARY 2022

Document ID: 596701

Author: Events & Visitor Services Team Leader

Authoriser: General Manager

Attachments: 1. Australia Day Planning Committee Minutes - 2 February 2022

RECOMMENDATION

That Council:

1. Receives and notes the minutes of the Australia Day Planning Committee held on Wednesday 2 February 2022.

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MINUTES OF NARRANDERA SHIRE COUNCIL AUSTRALIA DAY PLANNING COMMITTEE HELD AT THE NARRANDERA VISITORS CENTRE/ARTS CENTRE ON WEDNESDAY, 2 FEBRUARY 2022 AT 8.30AM

1 PRESENT

Cr Neville Kschenka, Cr Braden Lyons, Ms Helen McDermott, Mr Bob Manning, Ms Beryl Brain, GM George Cowan, TEDC Toneale O'Connell, EA Vicki Maher, Minute Taker Brenda Hartmire

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning Seconded: Cr Braden Lyons

That apologies from Cr Narelle Payne, Mr Graeme Davies and Mr Stephen Targett be

received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Ms Beryl Brain

Seconded: Cr Braden Lyons

That the minutes of the Australia Day Planning Committee held on 19 January 2022 be

confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 AUSTRALIA DAY DEBRIEF

RESOLVED

Committee to discuss and approve recommendations for improvements to Australia Day arrangements for 2023.

FEEDBACK FROM COMMITTEE AUSTRALIA DAY WELCOME

- Excellent food and venue
- Prefer the event to not be seated however if seated hostesses can encourage networking.
- List of Invitations sent to be sent to EA
- Name Tags to be supplied for attendees

AUSTRALIA DAY CEREMONY

- Lions Club would prefer a fully grassed location
- Hand sanitiser be more visible, especially for food area
- If ticketed again promote that sign in is availabel at the gate also
- The marquee and provision of chairs was well received
- Recognition of the cadets raising the flag in press release
- If using an attendee Marquee place the flag/s further away
- The Aboriginal Flag be displayed at future Australia Day Ceremonies (an additional portable flag pole will be needed for this (budget to cover this to be allocated)
- With consultant of the Aboriginal Elders Liason committee continue endevours to include a Welcome to Country, Smoking ceremony and entertainment.
- All politician attendances at Australia Day Events to be communicated to the committee by email
- Now added to Australia Day Task List All shire activities on Australia Day to be communicated to OSR
- Nominations forms to be updated to include acknolegdement of being nominated. For Young Citizen form to have a section for parents to acknowledge nomination.
- Additional items to be added to Task List Sportsman Committee to read out Sports Awards, list of all Nominees at top of Citations to be read, all Nominees receive a certificate, addition of category Australia Day Sportsperson of the Year, all nominees to be included in the Argus Article post event.

ROCKY WATERHOLES EVENT

- Positive feedback from this event
- General consensus that it be expanded next year starting at 12 noon.

PUBLIC FEEDBACK

Public feedback is being sought https://form.jotform.com/220297140533853
Report to be emailed to committee in a fortnight.

7 GENERAL BUSINESS

Mr Bob Manning informed the committee he is resigning from this committee as the community liaison with the Grong Grong community.

The Chariman offered a Vote of Thanks from the committee to Bob Manning for his years of service.

8 (CORRESP	ONDENCE

Nil

9 NEXT MEETING

TBA

10 MEETING CLOSE

The Meeting closed at 9.45am.

The	minutes	of	this	meeting	were	confirmed	at	the	Australia	Day	Planning
Com	mittee he	ld o	n.								
								•••••	•••••		•••••
										CHAIF	RPERSON

13.2 AUSTRALIA DAY PLANNING COMMITTEE - MINUTES - 19 JANUARY 2022

Document ID: 596781

Author: Events & Visitor Services Team Leader

Authoriser: General Manager

Attachments: 1. Australia Day Planning Committee Minutes - 19 January 2022

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Committee held on Wednesday 19 January 2022.

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MINUTES OF NARRANDERA SHIRE COUNCIL AUSTRALIA DAY PLANNING COMMITTEE HELD AT THE NARRANDERA CENTRE/ARTS CENTRE ON WEDNESDAY, 19 JANUARY 2022 AT 8.30AM

1 PRESENT

Cr Neville Kschenka, Cr Narelle Payne, Cr Braydon Lyons, Cr Jenny Clarke OAM, Ms Helen McDermott, Mr Bob Manning, Mr Stephen Targett, Mr Graeme Davies, EA Vicki Maher, Minute Taker Brenda Hartmire

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning Seconded: Cr Narelle Payne

That apologies from Ms Beryl Brain be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett Seconded: Cr Narelle Payne

That the minutes of the Australia Day Planning Committee held on 9 November 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 DRAFT AUSTRALIA DAY PROGRAM

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COMMIT	くころひ	LUI	IUN

Moved: Ms Helen McDermott

Seconded: Alternate Jenny Clarke OAM

That the Committee:

1. Approves the Draft Australia Day Program and arrangements contained therein.

CARRIED

7 GENERAL BUSINESS

Nil

8 CORRESPONDENCE

Nil

9 NEXT MEETING

TBA - Post event meeting

10 MEETING CLOSE

The Meeting closed at 9.20am.

The minutes of this meeting were confirmed at the Australia Day Planning Committee held on 2 February 2022.

CHAIR	PERSON

14 OUR COMMUNITY

Nil

15 OUR ENVIRONMENT

15.1 DEVELOPMENT APPLICATION 004-2021-2022 - MULTI-DWELLING HOUSING AT 26 KING STREET NARRANDERA

Document ID: 596168

Author: Manager Development & Planning

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. 4.15 Assessment and Proposed Conditions of Consent - 26

King Street - DA-004-2021-2022 U

2. Plans - 26 King Street - DA-004-2021-2022 J

3. Statement of Environmental Effects - DA-004-2021-2022 J

RECOMMENDATION

That Council:

- Resolves to vary Clause 7.4.3 of the Narrandera Development Control Plan to reduce the minimum rear setback from five metres (5m) to three metres (3m) in relation to Development Application 4-2021-2022 for the construction of three dwellings at 26 King Street Narrandera.
- Approves the deferred commencement for DA-004-2021-2022 for the construction of three dwellings and a community title scheme on Lot B in DP 312689, 26 King Street, Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - The subject site is suitable for the proposed development.
 - The proposed development is unlikely to have any unreasonable impact on the environment and appropriate conditions have been imposed to mitigate the effects where an adverse impact has been identified.
 - The proposed development does not raise any matter contrary to the public interest.
- 3. Conducts a Division to record the voting of Councillors.

PURPOSE

The purpose of this report is to seek Council's consent to vary the requirements of the Narrandera Development Control Plan (NDCP) as it applies to the construction of three dwellings at 26 King Street Narrandera. It is recommended that a deferred commencement be granted to allow the applicant the opportunity to undertake the required stormwater design to satisfy Council that there will be no adverse stormwater effects as a result of the development.

SUMMARY

Council has received and assessed a development application for the construction of three dwellings at 26 King Street Narrandera.

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The application has sought approval to vary the NDCP by reducing the minimum set back from the rear boundary adjacent to Prince Lane from five metres (5m) to three metres (3m).

Any variation of the NDCP requires the consideration and consent of Council.

BACKGROUND

Development Application 4/2021-2022 was submitted to Council for the construction of three stand-alone dwellings at 26 King Street Narrandera.

In order for the dwellings to meet minimum private open space areas and solar access requirements under the NDCP, the rear dwelling requires a three metre (3m) setback from the rear boundary with Prince Lane.

Clause 7.4.3 of the NDCP applying to multi-dwelling housing developments sets the following development controls for side and rear setbacks:

- The secondary street setback to a dwelling or building is to be a minimum of three metres (3m).
- Habitable buildings are to be set back five metres (5m) from a rear boundary.
- Car accommodation accessed from a rear laneway need not have any setback but must be set back sufficiently to enable a single continuous car movement in order to enter the building.
- Garages or carports fronting any public road are not to be more than six metres (6m) wide or 50% of the frontage, whatever is the lesser.

Each of the three dwellings meets the minimum side set requirements (1m from the western boundary and 4.2m from the eastern boundary).

The objective of the side and rear building setback controls is to maintain the amenity of adjoining properties when new buildings are proposed.

The wall of the third dwelling, which is parallel with the rear boundary, has a doorway leading from the garage and a bedroom window facing towards the rear boundary.

In support of their request to vary Clause 7.4.3, the applicant has confirmed it is their intention to install a double-glazed window in this wall to reduce noise from the laneway in the bedroom.

In consideration of the requirement to maintain the amenity of existing properties, the following matters are provided:

- Prince Lane is approximately 6m wide.
- Dwellings on the opposite side of Prince Lane are approximately 30-38 metres from the rear boundary of 26 King Street.
- There are no dwellings adjacent to the proposed third dwelling on the lots adjoining 26 King Street.

The application was duly notified in accordance the Narrandera Public Participation Plan, with no submissions being received during this process.

The development had been issued with development consent, however the consent was subsequently revoked in accordance with Clause 4.57 of the Environmental Planning and Assessment Act following consultation with the applicant and developer in order for the variation to be considered and determined by Council.

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Should Council resolve to approve the variation of Clause 7.4.3 of the NDCP, the consent will be modified and re-issued.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Strategy

2.3 - To live in a community where there are sustainable practices

Action

5.1.7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development and growth of the Shire

ISSUES AND IMPLICATIONS

Policy

 Each application for a variation of the NDCP needs to be undertaken on the merits of the development. No permanent change is required to the plan in this instance.

Financial

NA

Legal / Statutory

 A Development Control Plan does not have the same statutory standing as a Local Environmental Plan and therefore may be varied by a council at any time following consideration of the merits of the variation.

Community Engagement / Communication

The development application was notified under the Narrandera Public Participation.
 No submissions were received during this process.

Human Resources / Industrial Relations (if applicable)

NA

RISKS

The risk for this report is the ability of the applicant to appeal the determination to the Land & Environment Court, however this is unlikely should the recommendation be supported.

OPTIONS

Council has the following options in relation to the request to vary the NDCP:

- 1. Resolve to refuse the request to vary the NDCP in this instance.
- 2. Resolve to approve the request to vary Clause 7.4.3 of the NDCP and reduce the minimum rear set back from five metres (5m) to three metres (3m) in this instance.

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3. Resolve to approve the request to vary Clause 7.4.3 of the NDCP and reduce the minimum rear set back from five metres (5m) to another distance in this instance.

CONCLUSION

It is considered that the request to vary Clause 7.4.3 of the NDCP by reducing the minimum rear setback from five metres (5m) to three metres (3m) for the three-dwelling development at 26 King Street should be supported, as the objective of Clause 7.4.3 will still be met. The bedroom facing the rear boundary will have a double-glazed window to reduce noise from the laneway and the variation is required to permit the provision of private open space areas and solar access to each of the dwellings.

RECOMMENDATION

That Council:

- 1. Resolves to vary Clause 7.4.3 of the Narrandera Development Control Plan to reduce the minimum rear setback from five metres (5m) to three metres (3m) in relation to Development Application 4-2021-2022 for the construction of three dwellings at 26 King Street Narrandera.
- Approves the deferred commencement for DA-004-2021-2022 for the construction of three dwellings and a community title scheme on Lot B in DP 312689, 26 King Street, Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - The subject site is suitable for the proposed development.
 - The proposed development is unlikely to have any unreasonable impact on the environment and appropriate conditions have been imposed to mitigate the effects where an adverse impact has been identified.
 - The proposed development does not raise any matter contrary to the public interest.
- 3. Conducts a Division to record the voting of Councillors.

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Development Application 4.15 Assessment Report

PART ONE: GENERAL ADMI	NSTRATION	
DA No	004-2021-2022	
Property Information	Lot B DP312689 26 King Street, Narrandera NSW 2700	
Applicant's Details	Railene Geddes	
Land Owner's Details (if different)	Murray Nielson 58 Victoria Avenue, Narrandera NSW 2700	
Proposed Development	 Construction of three (3) x 2 bedroom Dwellings A Community Title Subdivision A variation to the Narrandera Development Control Plan Part 7.4.3 (to reduce the rear setback from 5m to 3m) 	
Type of Development	Local	
BCA Class	1a	
Other Approvals Section 68 - Local Government Act 1993	s138 Application to construct a new vehicle access crossing from King Street. s68 sewer connection	
Lodgement Date	09 August 2021	
Statutory Timeframe	40 days	
Stop the Clock	01 September 2021 – 16 November 2021	
Value of Development	\$ 657,800	
Report Author/s	Garry Stoll	
Report Date	5/1/ 2022	

PART TWO: SITE HISTORY & CHARACTERISTICS	
Current land use	The site is within an existing residential area within the RU5 zone. It is currently vacant after a dwelling erected upon it was demolished with approval.

DA-04-2021-2022

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Previous approvals	DA-063-2020-2021 issued 9 July 2021to demolish the existing dwelling.	
Site inspection	24 August 2021	
Comments	The site has an area of 1011m2 is located within an existing residential precinct and is zoned RU5 Village.	
	The site fronts into King Street and has rear access directly from Princes Lane and is connected to Council's reticulated water & sewer services.	
	a timber framed and clad dwelling was located on the site and has been removed to permit the dwelling. With consent separately obtained for the demolition.	
	The development proposes to construct three detached 2 bedroom dwellings with attached garages. An internal driveway will be constructed along the eastern side of the lot from King Street to Princes Lane and will provide access to each dwelling and off street carparking.	
	26 King Street has access both from King Street and Princes Lane, which is largely bitumen sealed, although not in good condition.	
	The lot has an approximately a north – south orientation and slopes from King Street to Princes Lane.	
	A new access from both King Street and Princes Lane will need to be constructed. Whilst it is proposed that the units will be developed to permit vehicles entering and leaving the site via King Street in a forward motion, some use of Princes Lane is expected as noted on Drawing C1.01 Issue D, titled Vehicle Simulation Plan – Sheet 1.	
	There is an existing power pole erected on the front north-east corner of Kings Street. The design of the entrance from King Street has been designed to give acceptable clearance from this pole.	
	Unit 1 is proposed to have a set back from King Street of 4.5m and Unit 3 has a proposed set back from Princes Lane of 3m. Existing dwellings that face King Street and adjoin the development have on the eastern side, a setback of approximately 2m and on the western side have a setback of 6m.	
	Requirements of the Narrandera Development Control Plan in relation to multi dwelling housing developments are;	
	Part 7.4.2 Front building setbacks - for multi dwelling housing developments are to have a primary setback to the front façade of the dwelling of a minimum of 5m or otherwise the average of the two adjoining buildings. The proposed design of these units would comply with this development control.	
	Part 7.4.3 Side & Rear setbacks - that the rear building setback from a lane to a dwelling is to be a minimum of 5m. The proposed design of these units would require a variation to the development control, as it is proposed for the bedroom wall of the rear unit to have a setback of only 3m.	

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Part 7.4.4 Height limits – Cut & fill to be limited to 900mm above natural ground, decks are to be limited to 900m above natural ground & buildings are to be no more than 2 storeys. The development will be conditioned to comply with this requirement. The development is one storey only.

Part 7.4.5 Site Coverage - the footprint for single storey buildings is to be a maximum of 60% of the site area. The combined floor area of the units is 383.5m² which is 38% of the site.

Part 7.4.6 Open space – each dwelling requires a private open space of a minimum of 4 x 6m directly accessible from the main living area of the dwelling. Each dwelling has a private garden area of between 4.5 to 4.m wide by approximately 15m on the northern side of the dwelling.

Part 7.4.7 solar access – each dwelling has an east -west orientation with all living areas and 1 bedroom facing north.

Part 7.4.8 Privacy – All dwellings have privacy fences along the north, west and east. The height of these fences is not nominated but will be conditioned as part of the approval to comply with the DCP.

Part 7.4.9 Fencing – Fencing forward of the building line is to be a maximum of 1.2m. Side and rear fencing behind the building line can be no higher than 1.8m

Part 7.4.10 Landscaping – for north south orientated lots the western boundary is to have a 2m wide planting area or otherwise a $2 \times 2m$ planting zones along the driveway in which to establish mid height 9m at maturity) shade trees.

Part 7.4.11 off-street carparking – For one and two bedroom dwellings, 1 parking space should be provided. Each dwelling incorporates a single garage under the roof of the dwelling.

Part 7.5 Universal Housing Design guidelines

- Direct access Direct and level access from the car parking space to the dwelling. - Complies
- Car parking Car parking space with at least 6m in length and up to 3.8m in width (internal dimensions). - Complies. Dimensions 6.5 x 3m.
- Front door Front entrance (and main car park entrance) with a minimum internal clearance of 850mm. - Does not comply. Front entrance door nominated as 820mm. Condition applied to ensure compliance.
- 4. Internal doors Internal entry level doorways with a minimum internal clearance of 820mm. Complies.
- 5. Corridors Internal entry level corridors with a minimum width of 1000mm. Complies

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- Ground floor facilities Located on the ground/entry level a living/family room; a room/space capable of being used as bedroom; and a bathroom. - Complies
- 7. Living circulation Living/family room with circulation space of at least 2.25m diameter (clear of furniture). Complies
- 8. Bedroom dimensions Bedroom space (on ground level/entry) large enough for a queen size bed, wardrobe and circulation space (i.e.3.5x3.2m/3.7x3m). Complies
- 9. Bathroom dimensions and features Bathroom (on ground/entry level) minimum 2.4 x 2.4m (5.76m²), with hobless shower, full door waterproofed and strengthened walls around the toilet and shower for future handrails (at 700-150mm and 700-850mm above floor level respectively). Complies (7.37m²)
- 10. Kitchen dimensions Kitchen with a minimum of 2.7m between walls.

Complies

- 11. Laundry circulation Laundry with a minimum clear circulation space of 1.55m diameter. Complies
- 12. Window heights Window sills on the ground/entry level at a maximum height of 730mm above floor level (excluding the bathroom and kitchen). Complies

Further there has been no consideration of the disposal of stormwater included in the DA or SoEE. A report from a stormwater engineer consultant is being prepared. It is therefore proposed that the consent will be issued as a Deferred Commencement and require the lodgement and approval of a stormwater management report prior to the commencement of the consent.

The variation of Clause 7.4.3 of the Narrandera Development Control Plan is required to be presented to Council for assessment and determination. The applicant has provided in the Statement of Environmental Effects that they propose to install a double-glazed window to the bedroom in the third dwelling that is proposed to be 3m from the rear boundary., this will be applied as a condition of consent.

In order for the dwellings to meet minimum private open space areas and solar access requirements under the NDCP, the rear dwelling requires a three metre (3m) setback from the rear boundary with Prince Lane.

Clause 7.4.3 of the NDCP applying to multi-dwelling housing developments sets the following development controls for side and rear setbacks:

- The secondary street setback to a dwelling or building is to be a minimum of three metres (3m).
- Habitable buildings are to be set back five metres (5m) from a rear boundary.
- Car accommodation accessed from a rear laneway need not have any setback but must be set back sufficiently to enable a single continuous car movement in order to enter the building.

DA-04-2021-2022

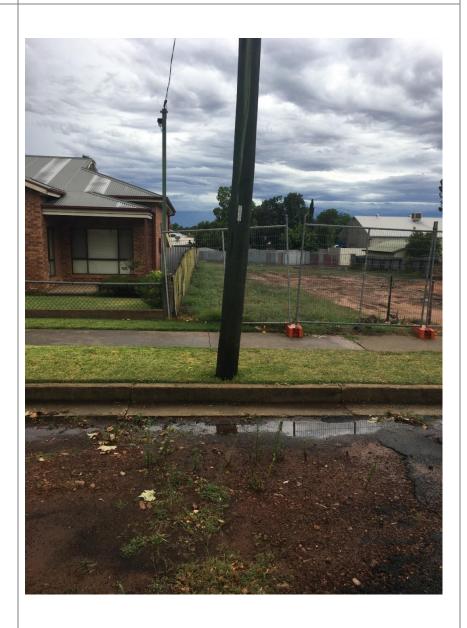
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• Garages or carports fronting any public road are not to be more than six metres (6m) wide or 50% of the frontage, whatever is the lesser.

Each of the three dwellings meet the minimum side set requirements (1m from the western boundary and 4.2m from the eastern boundary).

The objective of the side and rear building setback controls is to maintain the amenity of adjoining properties when new buildings are proposed.

Images - Existing/Proposed



PART THREE: MATTERS FOR CONSIDERATION

SECTION 4.15 (1)(a)(i) any environmental planning instrument

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Charles I de la constant	Part of all the page			
State Environmental Planning Policies	List applicable to NSC			
riallilling rollcles	The following SEPPS considered applicable to this development are			
	indicated with a check box $oximes$			
	☐ State Environmental Planning Policy No 1—Development Standards SEPP 1			
	Does not apply to land which the NLEP 2013 applies.			
	State Environmental Planning Policy No 21—Caravan Parks			
	☐ State Environmental Planning Policy No 33—Hazardous and Offensive Development			
	☐ State Environmental Planning Policy No 36—Manufactured Home Estates			
	☐ State Environmental Planning Policy No 44—Koala Habitat Protection.			
	☐ State Environmental Planning Policy No 50—Canal Estate Development			
	☐ State Environmental Planning Policy No 55—Remediation of Land			
	☐ State Environmental Planning Policy No 64—Advertising and Signage			
	☐ State Environmental Planning Policy No 65—Design Quality of Residential Apartment Development			
	☐ State Environmental Planning Policy No 70—Affordable Housing (Revised Schemes)			
	☐ State Environmental Planning Policy (Aboriginal Land) 2019			
	☐ State Environmental Planning Policy (Affordable Rental Housing) 2009			
	X State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 The proposal relates to a BASIX affected building. BASIX certificates (No. 1223647S, 1223675S & 1223684S dated 27 July 2021) have been submitted with the application and the commitments have been shown on the plans.			
	Plans appear to be consistent with BASIX commitment.			
	State Environmental Planning Policy (Concurrences) 2018			
	☐ State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017			
	 State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 			
	☐ State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004			
	State Environmental Planning Policy (Infrastructure) 2007			
	☐ State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007			
	State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007			
	State Environmental Planning Policy (Primary Production and Rural Development) 2019			
	State Environmental Planning Policy (State and Regional Development) 2011			
	☐ State Environmental Planning Policy (Vegetation in Non-Rural Areas 2017			
Narrandera Local Environmental Plan 2013	The subject site is zoned RU5 Village under the provisions of the Local Environmental Plan.			
	The proposed development is permitted with consent under the RU5 Village Land Use Tables.			
	The proposed development meets both the plan and zone objectives			
	Part 1 Preliminary			

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Clause 1.2 - Aims of Plan

The plan objectives:

- a. to protect, enhance and conserve agricultural land through the proper management, development and conservation of natural and man-made resources,
- b. to encourage a range of housing, employment, recreation and community facilities to meet the needs of existing and future residents of Narrandera,
- c. to promote the efficient and equitable provision of public services, infrastructure and amenities,
- d. to conserve environmental heritage

Generally the development complies with the above Plan objectives.

Part 2 Permitted or prohibited development

The subject land is zoned RU5 Village under NLEP 2013. The proposed development is defined as 'Dwelling' under the LEP and is permissible in the zone with consent.

Part 3 Exempt or complying development

The proposed development does not satisfy the required provisions to be defined as Exempt and/or Complying Development, and therefore development consent has been sought.

Part 4 Principal development standards

No Principal Development Standards are applicable to the proposed development.

Part 5 Miscellaneous provisions

No Miscellaneous Provisions are applicable to the proposed development.

Part 6 Additional local provisions

Comment: Relevant to the proposed development:

- Clause 6.1 Earthworks: Earthworks associated with the development including footings for the dwellings.
- Clause 6.2 Flood Planning: The subject land is not included within land identified as "Flood planning area" on the Flood Planning Map.
- Clause 6.3 Stormwater: Additional runoff associated with the proposed building additions will be required to discharge to a legal point.
 A stormwater management plan is to be submitted prior to the commencement of the development consent.
- Clause 6.5 Groundwater Vulnerability: The subject land is not contaminated land. No issues are raised in respect of the likelihood or otherwise in respect of groundwater contamination from the development.

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SECTION 4.15 (1)(a)(ii) any proposed instrument	 Clause 6.13 – Essential Services: The subject land has suitable road access, power, reticulated water and reticulated sewer. No Additional Local Provisions are applicable to the proposed development. There are no draft amendments NLEP 2013 that have been identified changing the planning the provisions affecting the subject land.
SECTION 4.15(1)(a)(iii) any development control plan	The following parts of the DCP have been considered in the assessment of the proposed development:
	Part A - Introduction • Noted.
	Part B - Strategic Land Use Plans for Shire Noted.
	Part C - Controls Applying to All Development 5.1 On-site effluent Disposal for land without reticulated sewer 5.2 Parking Noted.
	Part D - Land Use Based Controls Chapter 6 - Rural Residential / Large Lot Residential Development Chapter 7 - Residential Development Chapter 8 - Narrandera Business Centre Chapter 9 - Industrial Development Noted.
	Part E - Planning for Natural Hazards Chapter 10 - Flood Liable Land Chapter 11 - Bushfire Prone Land Noted.
	Part F - Natural Resources Chapter 12 - Sensitive Land Chapter 13 - Sensitive Water Noted.
	Part G - Heritage Controls Chapter 14 - Heritage Items Noted.
	Part H - Notification of Development Chapter 15 - Notification The development was notified in accordance with the DCP. No submissions were received.

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SECTION 4.15 (1)(a)(iiia) any planning agreement	No planning agreement relates to the site or to the proposed development.		
SECTION 4.15(1)(a) (iv) the regulations	There are no matters prescribed by the Regulations applicable to this development.		
	Section 79C(1)(a)(iv) requires Council to take into consideration the provisions of clauses 92-94 of the Environmental Planning and Assessment Regulations, 2000.		
SECTION 4.15(1)(b) the likely impacts of the development	See attached Table 1.		
SECTION 4.15(1)(c) the suitability of the site	The subject land is considered suitable for the proposed development having regard to the site attributes and generally being in accordance with Council's policies.		
SECTION 4.15 (d) any submissions made in accordance with the Act or the Regulations	The application was placed on notification for a period of 14 days. The site plan that was provided to adjoining landowners as part of the notification period indicates that the distance between the third dwelling and the boundary with Prince Lane is approximately 3m.		
	No submissions have been received to date.		
SECTION 4.15(1) (e) the public interest	The public interest is a broad consideration relating to many issues and is not limited to effect upon the streetscape. Taking into account the full range of matters for consideration under Section 4.15 of the Environmental Planning and Assessment 1979 (as discussed within this report) it is considered that approval of the application is consistent with the public interest.		
Part 7 Biodiversity Conservation Act 2016 – Clause 7.3 Test for	1. The following is to be taken into account for the purposes of determining whether a proposed development or activity is likely to significantly affect threatened species or ecological communities, or their habitats:		
determining proposed development likely to significantly affect threatened species.	a. in the case of a threatened species, whether the proposed development or activity is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction,		
	The proposed development will not have any effect upon threatened species. The site is within a developed residential area and the development is an approved use in this zone.		
	b. in the case of an endangered ecological community or critically endangered ecological community, whether the proposed development or activity:		
	 i. is likely to have an adverse effect on the extent of the ecological community such that its local occurrence is likely to be placed at risk of extinction 		
	No endangered ecological community or critically endangered ecological community is identified within the site of the development.		

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 ii. is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction,

The site of the proposed development is within an existing residential area and will not lead to any modification of habitat.

- c. in relation to the habitat of a threatened species or ecological community:
 - the extent to which habitat is likely to be removed or modified as a result of the proposed development or activity

No endangered ecological community or critically endangered ecological community is identified within the site of the development.

 whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed development or activity.

No. The site of the proposed development is within an existing residential area and will not lead to any modification or fragmentation of habitat.

iii. the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species or ecological community in the locality

No endangered ecological community or critically endangered ecological community is identified within the site of the development.

d. whether the proposed development or activity is likely to have an adverse effect on any declared area of outstanding biodiversity value (either directly or indirectly)

No declared area of outstanding biodiversity value was identified within the study area.

e. whether the proposed development or activity is or is part of a key threatening process or is likely to increase the impact of a key threatening process.

The development is an approved use of the land and as such is not considered as part of a key threatening process.

Part 7 Biodiversity
Conservation Act 2016
7.7 Biodiversity
assessment for Part 4
development (other than
State significant
development or complying
development)

2. If the proposed development is likely to significantly affect threatened species, the application for development consent is to be accompanied by a biodiversity development assessment report.

The development will not affect any threatened species.

PART FOUR: STATUTORY REFERRALS

Referrals

The application has been considered with regard to Section 91 of the Environmental Planning and Assessment Act, 1979 and whether or not the proposal was integrated development. The following table identifies

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whether or not there were any other statutory referrals required in terms of relevant State Environmental Planning Polices.		
AGENCY	LEGISLATION	APPLIES
DPI	Fisheries Management Act, 1994 Mines Subsidence Compensation Act, 1961 Mining Act, 1992 Petroleum (Onshore) Act, 1991	No No No No
ОЕН	National Parks, & Wildlife Act, 1974 Protection of the Environment Operations Act, 199 Water Management Act, 2000	No 7 No No
NSW Heritage	Heritage Act, 1977	No
RTA	Roads Act, 1993	No
RFS	Rural Fires Act, 1997	No
1	is local development as defined Section 91 of the lanning and Assessment Act, 1979.	

PART FIVE: CONTRIBUTIONS		
Section 94 & Section 94A Contributions	 Section 7.12 Fixed Development Consent Levy is applicable calculated as follows: 	
(Environmental Planning & Assessment Act, 1979)	 Estimated Development Cost = \$657,800 x 1% = \$6,578.00 Total Contribution = \$6,578.00 	
	• Section 64 Water - Developer Service Charge per lot serviced x (No) equivalent tenements \$2,057.30 x 2 = \$4,114.60	
1993)	• Section 64 Sewer - Developer Service Charge per lot serviced x (No) equivalent tenements \$1,146.20 x 2 = \$2,292.40	
	• Potable Water Connection \$1,450.80 x 2 = \$2,901.60	
	• Sewer Connection \$1,526.20 x 2 = \$3,052.40	
	Total s.64 Contribution = \$12,361.00	

PART SIX: DETERMINATION	
The development application has been analysed and evaluated as per Section 4.15 of the Environmental Planning and Assessment Act, 1979.	 The assessment has identified that: the proposed development is permissible within the zone under NLEP 2013 and is consistent with the aims, objectives and special provisions of that environmental planning instrument the proposed development is unlikely to have any unreasonable impact on the environment, and where an adverse impact has been identified appropriate conditions have been imposed to mitigate the effects the subject site is suitable for the proposed development the proposed development does not raise any matter contrary to the public interest
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	Having regard to NLEP 2013, NDCP 2013 and the matters discussed within this report and the relevant matters for consideration listed under Section 4.15 of the Environmental Planning & Assessment Act 1979, this assessment considers the development should be supported.	
Recommendation	That consent be granted to Development Application DA4/2021-2022 for the following works be approved subject to relevant conditions; 1. Construction of three (3) x 2 bedroom Dwellings 2. A Community Title Subdivision The variation to the Narrandera Development Control Plan Part 7.4.3 (to reduce the rear setback from 5m to 3m) will be presented to Council with a recommendation that it be supported.	

Table 1:							
Section 4.15(1)(b) – Any likely impacts of that development							
Attributes	Satisfactory	Satisfactory if conditioned	Not Satisfactory	Not Relevant	Comment		
Context & setting	Х						
Streetscape	Х						
Traffic, access and parking	Х						
Public domain	Х						
Utilities	Х						
Environmental heritage				Х			
Aboriginal cultural heritage				Х			
Other land resources				Х			
Water quality & stormwater				Х			
Soils, soil erosion				Х			
Air and microclimate				Х			
Flora and fauna				Х			
Biodiversity				Х			
Waste				Х			
Energy				Х			
Noise & vibration				Х			
Hours of operation				Х			
Natural hazards - Flooding - Bushfire				х			
Technological hazards				Х			
Safety, security and crime prevention				Х			
Social impact	Х				The development increases the number of dwellings within the main street area of Narrandera.		

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Table 1:							
Section 4.15(1)(b) – Any likely impacts of that development							
Attributes	Satisfactory	Satisfactory if conditioned	Not Satisfactory	Not Relevant	Comment		
Economic impact				Х			
Site design and internal design	Х				The design of the units complies with the Narrandera DCP. Council approval will be required to approve the variation of the Narrandera DCP to reduce the rear setback from 5m to 3m.		
Overlooking - overshadowing				Х			
Landscaping	Х						
Construction	Х						
Private open space	Х						
Cumulative Impacts				Х			
Disabled access				Х			
Signage				Х			
Setbacks, building envelopes	Х				Council approval will be required to approve the variation of the Narrandera DCP to reduce the rear setback from 5m to 3m.		
Easements				Х			

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ATTACHMENT A: RECOMMENDED CONDITIONS OF CONSENT

NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

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DEFERRED COMMENCEMENT

Issued under the Environmental Planning and Assessment Act 1979 Section 4.16 & 4.16(3)

GENERAL

1. Deferred Commencement

This consent does not operate until such time as the item/s below have been satisfied in accordance with Section 4.16(3) of the Environmental Planning & Assessment Act 1979, and Clause 95 of the Environmental Planning & Assessment Regulation 2000.

1. Stormwater Management Plan

A Stormwater Management Plan (SMP) prepared by a suitably qualified person is to be submitted to and approved by Narrandera Shire Council.

The Stormwater Management Plan is to provide designs that maximise the disposal of stormwater into King Street and how stormwater from the hardstand areas (e.g. driveways) will not affect downslope properties on the southern side of Princes Lane and how stormwater being disposed of in Princes Lane will be directed in a westerly direction into the formal drainage system in Cadell Street and to indicate how stormwater from the site, dwellings and hardstand areas is to be managed in a way that adjoining properties will not be affected.

REASON: The development has the potential to significantly increase stormwater runoff from the site and adversely impact on adjacent properties on the southern side of Princes Lane. Stormwater is therefore to be management in a manner that does not increase this impact.

2. **Determination**

Deferred Development consent is granted for construction of three x 2 bedroom detached dwellings and attached garages, related landscaping and subdivision into community title at Lot B DP 312689, 26 King Street, Narrandera subject to conditions.

REASON: To enable the construction of the buildings to be in accordance with the development approval. (Section 4.15 of the Environmental Planning and Assessment Act, 1979, as amended).

3. Approved Plans and Documentation

The development shall be undertaken in accordance with the stamped approved plans detailed as follows, the application form, Statement of Environmental Effects and other approved documentation except were modified in red or by any of the following conditions:

Ref No	Drawing/Document Title	Prepared by	Version	Date
Multi-Dwelling Development 26 King Street Narrandera	Statement of Environmental Effects	Sunrai Designs	Issue A	27 July 2021
Multi-Dwelling Development 575NIE	Plans – General Notes	Sunrai Designs		July 2021

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	Site Plan - Drawing No. 575NIE-01	Sunrai Designs	D	July 2021
	Unit 1 – Floor Plan – Drawing No. 575NIE-02	Sunrai Designs	В	July 2021
	Unit 1 Elevations – Drawing No. 575NIE-03	Sunrai Designs	В	July 2021
	Section A - Drawing No. 575NIE-04	Sunrai Designs	В	July 2021
	Unit 1 Perspectives - Drawing No. 575NIE-05	Sunrai Designs	В	July 2021
	Units 2 & 3 – Floor Plan - Drawing No. 575NIE-06	Sunrai Designs	В	July 2021
	Units 2 & 3 – Elevations – Drawing No. 575NIE-07	Sunrai Designs	В	July 2021
	Section B – Drawing No. 575NIE-08	Sunrai Designs	В	July 2021
	Units 2 & 3 Perspectives - Drawing No. 575NIE-09	Sunrai Designs	В	July 2021
	Area Calculations - Drawing No. 575NIE-10	Sunrai Designs	В	July 2021
Project No. TX15834.00 26 King Street Narrandera	Vehicle Simulation Plan – Sheet 1 – Drawing No. C1.01	Triaxial Consulting	D	12.11.2021

Note 1: Modifications to the approved plans and/or documents will require the lodgement and consideration by Council of a modification pursuant to section 4.55 of the Environmental Planning and Assessment Act, as amended.

REASON: To enable the construction of the buildings to be in accordance with the development approval. (Section 4.15 of the Environmental Planning and Assessment Act, 1979, as amended).

4. Lapsing of Consent

This Consent is valid for a period of five years from the date of consent. It will lapse if the approved use of any land or construction work has not commenced prior to that date. No further extensions will be granted.

REASON: To comply with Section 4.53(1) of the Environmental Planning and Assessment Act, 1979, as amended.

5. Compliance with Building Code of Australia

All aspects of the building design are to comply with the applicable performance requirements of the National Construction Code so as to achieve and maintain acceptable standards of structural sufficiency, safety (including fire safety), health and amenity for the on-going benefit of the community. Compliance with the performance requirements can only be achieved by:

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- a. Complying with the deemed to satisfy provisions, or
- b. Formulating an alternative solution which:
 - i. Complies with the performance requirements, or
 - ii. Is shown to be at least equivalent to the deemed to satisfy provision, or
- c. A combination of a. and b.

REASON: Statutory requirement of Clause 145 of the Environmental Planning and Assessment Regulation 2000

6. **Amenity - General**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by Reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

REASON: So that the development does not reduce the amenity of the area. Section 4.15 of the Environmental Planning and Assessment Act, 1979, as amended.

7. Amplification of Services

Any amplification, extension or relocation of any service is the responsibility of the applicant at their own expense. The work is to be in accordance with Council's standards and any other service provider.

REASON: It is in the public interest that all costs associated with upgrading Public Infrastructure as a result of the development are borne by the applicant.

8. Damage to Council Infrastructure

Any damage to Council infrastructure as a result of construction or associated works is to be rectified at the cost of the developer and to the satisfaction of Council. It is therefore requested that any damage that is obvious before work commences is notified to Council to avoid possible later conflict.

REASON: To ensure that any damage to Council infrastructure as a result of the development is repaired or made good by the developer.

9. Site Survey

- a. The allotment boundaries and location of proposed buildings shall be marked out by a registered surveyor prior to the commencement of works.
- b. The proposed building to be erected shall stand wholly within the boundaries of the allotment.

REASON: The development is infill development and the existing fences should not be relied upon as being on the correct boundaries and the establishment of the corners will ensure that the dwellings are constructed within the required setbacks.

10. Compliance with the Narrandera Development Control Plan

The front entrance doors to each of the dwellings is to have a minimum internal clearance of 850mm.

REASON: To comply with Part 7.5 (3) of the Narrandera DCP.

11. Section 7.12 Developer Contributions

Section 7.12 development contributions under the S94a Development Contribution Plan 2014 are applicable to this development and have been calculated as follows.

Estimated Development Cost = \$657,800 x Developer Contribution of 1% = \$6,578.00

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Total Contribution = \$6,578.00

Payment of the contributions are required prior to the issuing of an Occupation Certificate.

REASON: To comply with the S94a Development Contribution Plan 2014.

12. Section 64 Water and Sewer Contributions

Section 64 Water and Sewer headwork charges under the Local Government Act 1993 are applicable to this development and have been calculated as follows

- Section 64 Water Developer Service Charge per lot serviced x (No) equivalent tenements $$2,057.30 \times 2 = $4,114.60$
- Section 64 Sewer Developer Service Charge per lot serviced x (No) equivalent tenements $$1,146.20 \times 2 = $2,292.40$
- Potable Water Connection \$1,450.80 x 2 = \$2,901.60
- Sewer Connection \$1,526.20 x 2 = \$3,052.40

Total s.64 Headwork Contribution Charges = \$12,361.00

Payment of the contributions are required prior to the connection of the required services.

REASON: To comply with Section 64 of the Local Government Act 1993 and the 2021-2022 Fees and Charges set by Council.

PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

13. Construction Certificate

A Construction Certificate is to be obtained prior to any building works being commenced.

REASON: Statutory requirement for certification to be obtained prior to works commencing.

14. Notification of Principal Certifying Authority

The person having the benefit of the development consent shall appoint a Principal Certifying Authority prior to the commencement of any building works to issue a Construction Certificate.

The Principal Certifying Authority (if not the Council) is to notify Council of their appointment and notify the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect of the building work no later than two (2) days before the building work commences.

REASON: Compliance with section 6.6 of the Environmental Planning & Assessment Act 1979, as amended.

15. Occupational Hygienist Report

Prior to the issue of a Construction Certificate the applicant is to submit to Narrandera Council a report from an Occupational Hygienist certifying that the site (Lot B DP 312689, 26 King Street, Narrandera) is does not contain any asbestos following the demolition of the dwelling on this site.

REASON: To ensure compliance with Condition of Consent 18 of DA 63/2020-2021.

16. Long Service Levy

Prior to the issue of a Construction Certificate, the applicant is to satisfy Council that the amount of the long service levy payable under Part 5 of the Building and Construction Industry Long Service Payments Act 1986 in respect of the erection of the building has been duly paid.

REASON: To comply with the relevant provision of the Building and Construction Industry Long Service Payments Act 1986. Section 4.15 of the Environmental Planning and Assessment Act 1979, as amended.

17. Home Building Act 1989

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Residential building work within the meaning of the Home Building Act 1989 shall not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council) has given the Council written notice of the following information:

- a. in the case of work for which a Principal Contractor is required to be appointed:
 - i. the name and licence number of the Principal Contractor, and
 - ii. evidence that insurance under the Home Building Compensation Fund Insurance for the works has been obtained.
- b. in the case of work to be done by an owner-builder:
 - i. the name of the owner-builder, and
 - ii. if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified above becomes out of date, further work shall not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council) has given the Council written notice of the updated information.

REASON: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2000.

DURING WORKS

18. | Glazing requirement – Unit 3 bedroom 2

The southern window in bedroom 2 of unit 3 must be double glazed.

REASON: To ensure that the amenity of the sleeping occupant of that room is protected, due to the reduces setback from the lane.

19. Building Inspections

The following Critical Stage Inspections are required to be carried out by the Principal Certifying Authority to enable the issue of an Occupation Certificate:

- a. After excavation for, and prior to the placement of, any footings.
- b. Prior to pouring any in-situ reinforced concrete building element.
- c. Prior to covering of the framework for any floor, wall, roof or other building element.
- d. Prior to covering waterproofing in any wet areas.
- e. Prior to covering any stormwater drainage connections.
- f. After the building work has been completed and prior to any occupation certificate being issued in relation to the building work.

NOTE: If Council is nominated as the Principal Certifying Authority, at least forty-eight (48) hours' prior notice for all of the above inspections (where applicable) shall be given by contacting Narrandera Shire Council by telephone **02-6959 5510**.

NOTE: An Occupation Certificate in relation to the building will not be issued unless all of the above stages have been inspected.

REASON: Section 6.5 of the Environmental Planning & Assessment Act 1979 requires that critical stage inspections are carried out prior to the issue of an Occupation Certificate.

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20. Erection of Signs for Development

Appropriate signs are to be erected in accordance with Section 98A Environmental Planning & Assessment Regulation 2000 as follows. A sign must be erected in a prominent position on any site on which building work is being carried out:

- a. Showing the name, address and telephone number of the Principal Certifying Authority for the work, and
- b. Showing the name of the principal contractor (if any) for the building work and a telephone number on which that person may be contacted outside working hours, and
- c. Stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the construction work is being carried out, but must be removed when the work has been completed.

REASON: This is a prescribed condition of consent under the Environmental Planning and Assessment Regulation 2000, as amended.

21. DA Record to be Kept On-Site

The builder shall at all times maintain on the job a legible copy of the plan and specifications approved with the Construction Certificate endorsement of the certifying authority.

REASON: To ensure all contractors have access to an approved plan.

22. Notify Adjoining Owners

Notify adjoining owners that works will commence 2 days prior to the commencement of works.

REASON: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2000.

23. Suitable Hoarding

A suitable hoarding or fence is to be erected between the building or site of the proposed building and any public place to prevent any access by the public into the site.

If it is intended or proposed to erect the hoarding or fence on the road reserve or public place, a separate application made under the Roads Act 1993 will need to be lodged with Council together with the associated fee.

REASON: To ensure the protection of the surrounding public from all building related materials.

24. Temporary Closet

Temporary closet accommodation being provided throughout the course of building operations by means of a chemical closet complying with the requirements of the Department of Environment and Climate Change or temporary connections to Council's sewer where available, such connections to be carried out by a licensed plumber and drainer.

REASON: To ensure all workers on site have access to toilet facilities.

25. Hours of Operation - Construction

Building work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only

- between 7:00am and 6:00pm Monday to Friday
- between 8:00am and 1:00pm Saturday
- no work to be undertaken on Sundays and public holidays

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REASON: To protect the amenity of the area.

26. | Plumbing and Drainage Approval

- a. All plumbing and drainage work is to be carried out by a Licensed Plumber and Drainer and to the requirements of the Plumbing Code of Australia.
- b. The licensed plumber must submit a "Notice of Works" to Council at least two (2) days prior to the commencement of any plumbing and drainage works on-site.
- c. The licensed plumber is to provide a sewer drainage diagram and certificate of compliance upon completion of works.

REASON: It is in the public interest that plumbing and drainage work is carried out with the relevant approvals required under the Local Government Act 1993 and the Plumbing Code of Australia. Section 79C(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

27. Rubbish and Debris

All building rubbish and debris, including that which can be wind-blown, shall be contained on site at all times prior to disposal at Council's Waste Management Centre.

NOTE: No building rubbish or debris shall be placed or be permitted to be placed on any adjoining public reserve, footway or road.

REASON: To ensure that the building site and adjoining public places are maintained in a clean and tidy condition so as not to interfere with the amenity of the area. Section 4.15 of the Environmental Planning and Assessment Act 1979, as amended.

28. **Erosion and Sediment Control**

Erosion and sediment control measures shall be undertaken and maintained in respect to any part of the land where the natural surface is disturbed or earthworks are carried out to ensure that no sediment is deposited upon Princes Lane.

Materials from the site are not to be tracked into the road by vehicles entering or leaving the site. At the end of each working day any dust, dirt or other sediment shall be swept off the road, contained on the site and not washed down any stormwater pit or gutter.

REASON: To ensure that construction and excavation works do not negatively impact on the local road infrastructure.

29. Construction of Vehicle Cross-Over

A vehicle cross-over from King Street to the boundary of the property is to be completed prior to issue of an Occupation Certificate. The vehicle cross-over shall be designed and constructed in accordance with Australian Standard (AS2890.1) and submitted to Council for approval prior to works commencing.

The applicant is to apply to Narrandera Council for approval under section 138 of the Roads Act to undertake the construction of the new vehicle cross over

An approval from Council to carry out work, construct/alter vehicle crossovers and the installation of kerb and gutter and concrete footpath or any other structures within the road reserve for this development is required prior to issue of any Construction Certificate. This application shall be accompanied by engineering design plans, reports, calculations and any other relevant documents. All design for and works undertaken in Council's road reserve are to be at the cost of the developer..

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REASON: to provide suitable access to the property and to ensure that the required consent is obtained prior to undertaking work on a public road reserve. Roads Act 1993 Section 138.

COMMUNITY TITLE SCHEME

30. Provision of Statutory Easements

The applicant to ensure that Statutory Easements as required under Part 5 of the Community Land Development Act 2021, for the supply of required services such as reticulated potable water supply, electricity, gas, telecommunications, sewer, access, stormwater drainage, or any other required service are to be created and provided in the prescribed diagram.

REASON: To create legal entitlements within the Community Title scheme to permit the installation, maintenance and replacement of required services, as required by the Community Land Development Act 2021.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

31. Occupation

The use or occupation of the subject premises shall not commence until the Principal Certifying Authority has issued an Occupation Certificate.

REASON: Statutory requirement to ensure the building is fit for occupation.

32. | Subdivision Certificate Required

The applicant is to obtain a subdivision certificate pursuant to Section 109C of the Environmental Planning and Assessment Act 1979, as amended, from Council prior to the issue of Occupation Certificate.

The final survey plan drawn by a registered land surveyor and two (2) paper copies are to be submitted to Council along with the application for the subdivision certificate prior to its lodgement with the Lands Titles Office.

NOTE: Council will only consider issuing a subdivision certificate in relation to this subdivision when it is satisfied that all conditions of development consent have been complied with.

REASON: To satisfy statutory requirements of the Conveyancing Act 1919 to enable registration of the subdivision plans.

33. **BASIX Commitments**

The requirements of the BASIX certificate issued for this development and shown on the approved plans shall be complied with prior to the issue of an occupation certificate.

Where a change or changes are proposed in the BASIX commitments, the applicant must submit a new BASIX Certificate to the Accredited Certifier or Council. If any proposed change in the BASIX commitments is inconsistent with t development consent the applicant will be required to submit a modification to the development consent to Council under section 4.55 of the Environmental Planning and Assessment Act 1979.

REASON: Compliance with prescribed conditions made under Environmental Planning & Assessment Regulation 2000.

34. Compliance Certification

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Prior to the granting of occupancy of the dwellings the applicant must submit to Council certification from a suitably qualified body or individual in respect of the following works:

- a. Structural steelwork
- b. Frame (walls, roof trusses and bracing)
- c. Wet area waterproofing
- d. Glazing certificate
- e. Plumbing & Drainage Certificate of Compliance and Works as Executed
- f. Electrical
- g. Gas
- h. Termite protection

REASON: Compliance with Building Code of Australia.

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PROPOSED MULTI-DWELLING HOUSING

MURRAY NIELSEN 26 KING ST, NARRANDERA NSW





GENERAL NOTES:

Builder to confirm all dimensions before commencing

f discrepancies occur on plans, designer is to be

All dimensions are in millimeters unless otherwise stated

Use figured dimensions only. Do not scale from plans.

site information is based on information supplied by the owner and must be verified by the supplier on acceptance of this plan.

All works shall comply with the National Construction Code (NCC) current Australian Standards, building regulations and statutory approvals. Notify this office of any discrepancies.

These plans should be read in con-junction with project specification and all consultant drawings including but not limited to Structural Engineer and Surveyor.

SPECIFICATIONS:

WIND CLASSIFICATION - BY ENGINEER

<u>PLUMBING</u> All plumbing to AS 3500 and must carried out by a licensed plumber in accordance with the Plumbing Code of Australia (PCA) to comply with the requirements of the Local Authority.

Gutters and Downpipes to be designed and installed in accordance with NCC/BCA Part 3.5.3.

ELECTRICAL

All electrical work shall be undertaken by a licensed electrician and in accordance with AS/NZS 3000

DRAUGHT SEALING

Provide a seal/draught excluder to the bottom edge of all external doors

SPECIFICATIONS:

TERMITE PROTECTION
All buildings shall be protected against termite attack in accordance with AS3660.1 and NCC/BCA 3.1.4. Provide a durable notice in the meter box indicating type of barrier and required inspections.

SMOKE DETECTORS

Smoke detectors shall be install as noted on the plans and in accordance with AS 3786 and NCC/BCA Vol. 2 Part 3.7.5. They must be hard wired to the electrical supply.

Provide glazing to AS 1288 and NCC/BCA Part 3.6

LIFT OFF HINGES (LOH)

Provide lift of hinges to the doors on sanitary compartments as labeled on the plans in accordance with NCC/BCA Vol 2 3.8.3.3

BASIX NOTES - COMMON REQUIREMENTS FOR ALL UNITS:

COOLING & HEATING

1-phase airconditioning with a minimum energy rating of 7 stars to be installed in at least one living area and at least one bedroom and provide for day/night zoning between living areas and bedrooms.

Bathroom - Install an exhaust fan in the ceiling, not ducted and operate manually Kitchen - Install a rangehood over cooktop, duct through roof and operate manually Laundry - natural ventilation

Gas Instantaneous with a minimum of 5 stars to be installed

The primary type of artificial lighting is dedicated fluorescent or LED in both bedrooms, living room, dining room, kitchen, all bathrooms, all toilets, laundry and all hallways. All fittings must only be capable of accepting flouorescent or LED lamps

AAA RATING

All showerheads mimiumn rating of 4 star (>4.5 but \leftarrow 6L/min) Toilets to have a minimum rating of 6 Star Kitchen taps to have a minimum rating of 6 star and Basin taps to have a minimum rating of 6 stars

Electric cooktop and electric oven to be installed in each Kitchen. An outdoor clothes drying line must be installed in each unit.

The information found in these notes are by no means the extent of information relating to compliance with BASIX comitments. These notes must be read in conjunction with the full set of plans and elevations outlined on sheet no's 575NIE-00 to 575NIE-10, Issue B (11 sheets) and with the BASIX Certificates pretaining to these properties - Unit 1 Certificate No. 1223647S. Unit 2 Certificate No. 1223675S. Unit 3 Certificate No. 1223684S

UNIT 1 - BASIX NOTES: (Certificate No. 1223647

STORMWATER

Min of 182.1m2 of roof water must be collected i a 5.000L rainwater tank and plumbed to: a) at least one outdoor tap in the development And be installed in accordance with AS3500.

LOW WATER VEGETATION

A minimum of 48 sqm of indigenous or low water species of vegetation must be planted on the sit-(includes one third of common landscape areas

UNIT 2 - BASIX NOTES: (Certificate No. 1223675

LOW WATER VEGETATION

A minimum of 50 sqm of indigenous or low water species of vegetation must be planted on the sit-(includes one third of common landscape areas

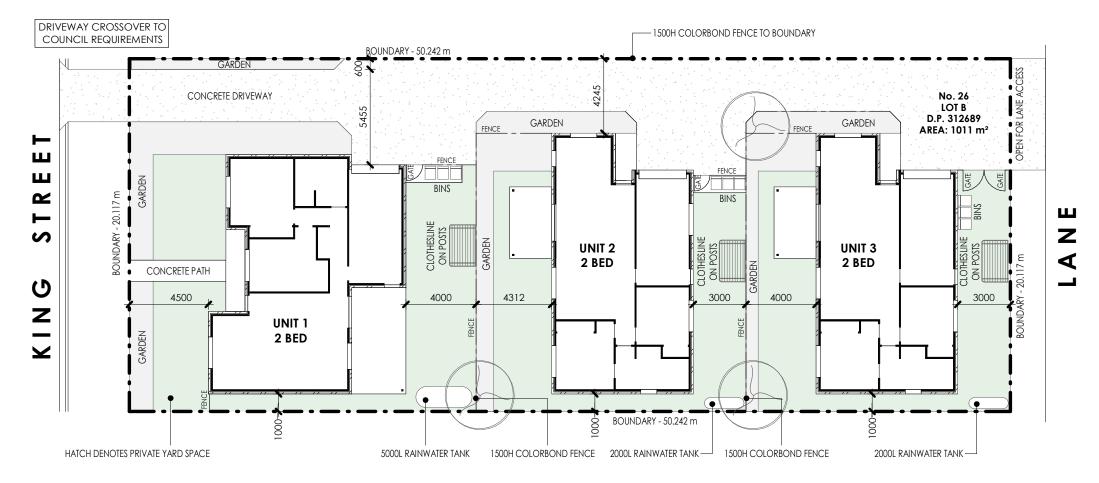
UNIT 3 - BASIX NOTES: (Certificate No. 1223682

LOW WATER VEGETATION

A minimum of 60 sqm of indigenous or low water species of vegetation must be planted on the sit-(includes one third of common landscape areas

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TOTAL AREA OF UNIT 1 GARDENS = 48 m^2 TOTAL AREA OF UNIT 2 GARDENS = 34 m^2 TOTAL AREA OF UNIT 3 GARDENS = 29 m^2

SITE PLAN
SCALE 1:200

1.....

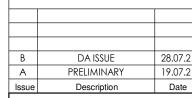
1. Builder to confirm all dimensions before commencing any works.

2. If discrepancies occur on plans, designer is to be contacted.

3. All dimensions are in millimeters unless otherwise stated.

4. Use figured dimensions only. Do not scale from plans.

5. Site information is based on information supplied by the owner and must be verified by the supplier on acceptance of this plan.





Passive Solar & Sustainable Design

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Murray Nielsen

Project

26 King Street Narrandera NSW 2700

SITE PLAN

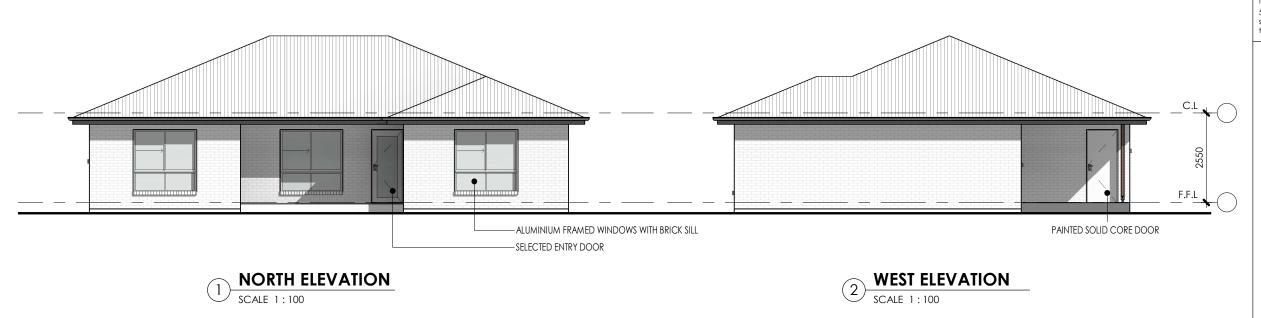
Scale at A3

1 : 200

Date JULY 2021 Drawn RG/C

Drawing No. Issue F

Item 15.1- Attachment 2



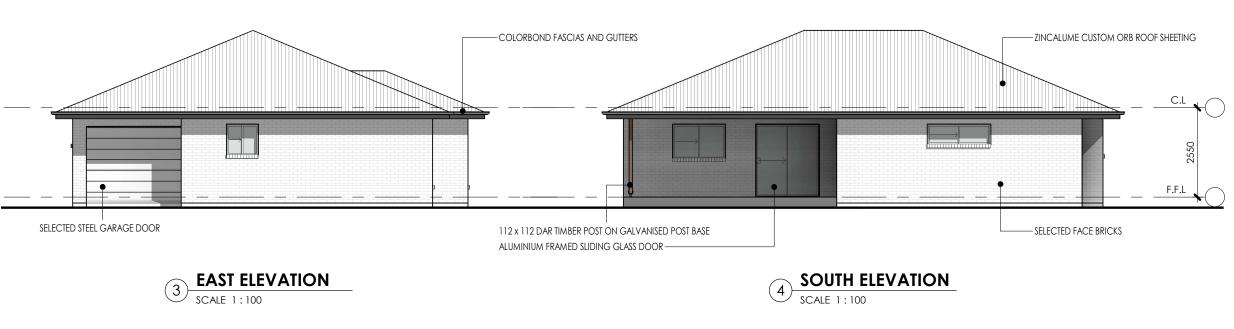
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В	DA ISSUE	28.07.2		
Α	PRELIMINARY	19.07.2		
Issue	Description	Date		
	UNRAI <i>desi</i> sive <mark>Solar</mark> & Sustainable	0		
Mobile 0418 605 898 raiesunraidesigns.com.au www.sunraidesigns.com.au				
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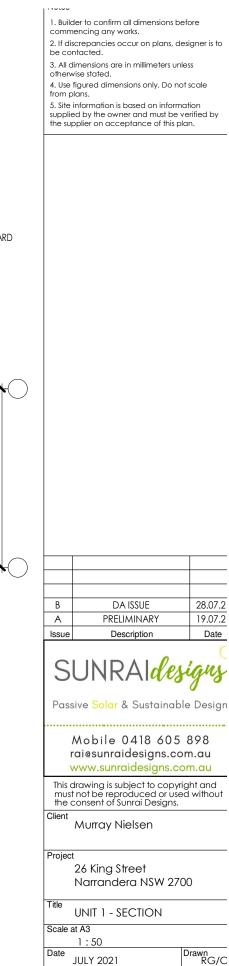
26 King Street Narrandera NSW 2700

Title UNIT 1 - ELEVATIONS

Murray Nielsen

Date JULY 2021 Drawn RG/C 575NIF_03

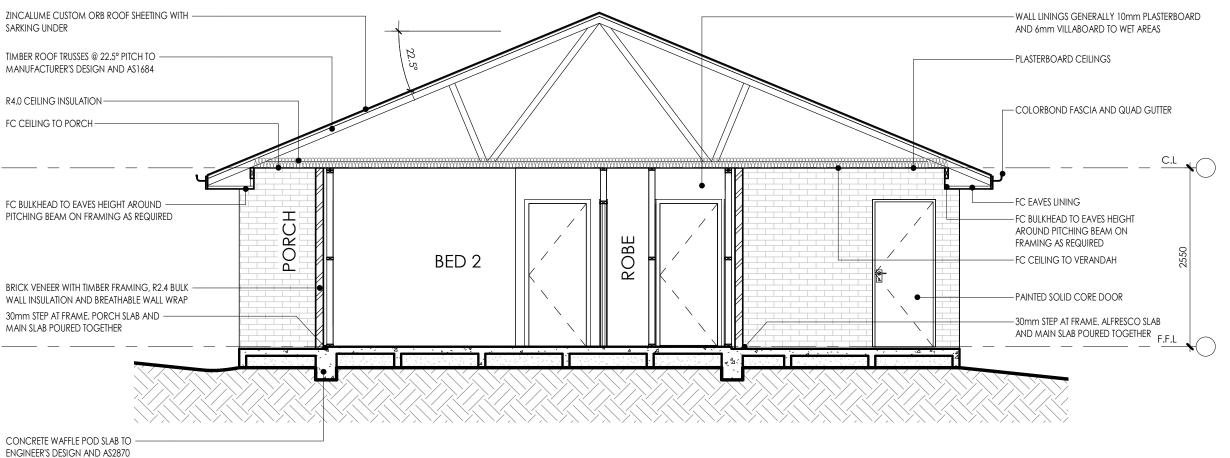
Page 68 of 480 Item 15.1- Attachment 2



JULY 2021

575NIF_∩1

Drawing No.



SCALE 1:50

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В	DA ISSUE	28.07.
Α	PRELIMINARY	19.07.
Issue	Description	Date



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Murray Nielsen

26 King Street Narrandera NSW 2700

UNIT 1 - PERSPECTIVES

Drawn RG/C JULY 2021 575NIF_05

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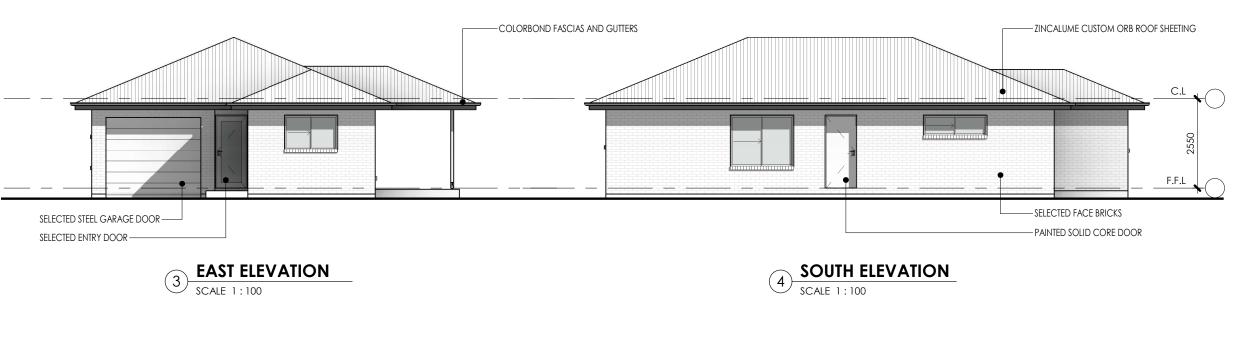
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4. Use figured dimensions only. Do not scale from plans.

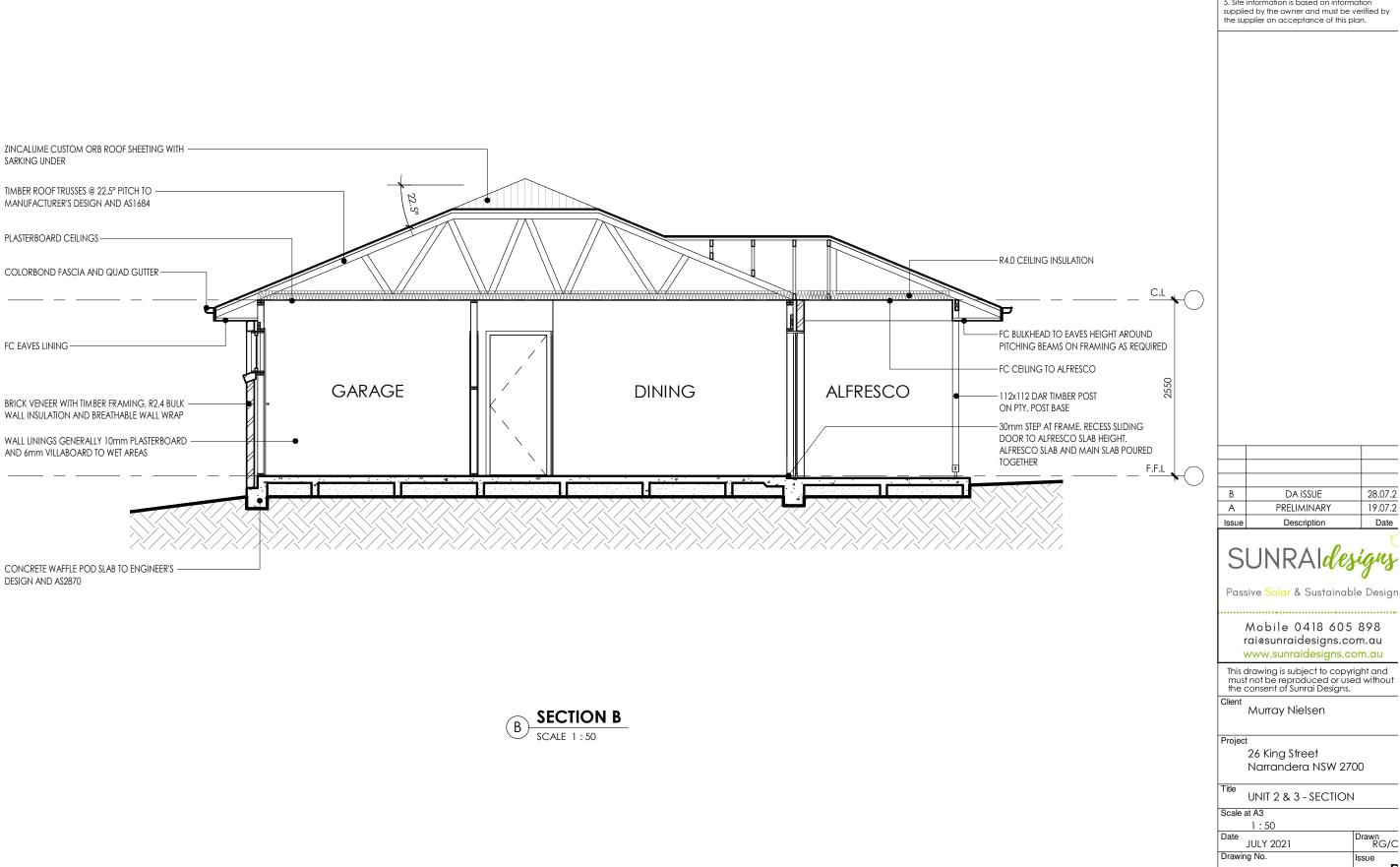
5. Site information is based on information supplied by the owner and must be verified by the supplier on acceptance of this plan.





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Item 15.1- Attachment 2



1. Builder to confirm all dimensions before commencing any works. 2. If discrepancies occur on plans, designer is to be contacted. 3. All dimensions are in millimeters unless otherwise stated. 4. Use figured dimensions only. Do not scale from plans. 5. Site information is based on information supplied by the owner and must be verified by the supplier on acceptance of this plan. 28.07.2 19.07.2 Date Passive Solar & Sustainable Design Mobile 0418 605 898 rai@sunraidesigns.com.au www.sunraidesigns.com.au This drawing is subject to copyright and must not be reproduced or used without the consent of Sunrai Designs.

575NIF_NQ

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Ordinary Council Meeting Agenda 15 February 2022









- Builder to confirm all dimensions before commencing any works.
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- 3. All dimensions are in millimeters unless otherwise stated.
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В	DA ISSUE	28.07.2		
Ą	PRELIMINARY	19.07.2		
sue	Description	Date		
	UNRAI <i>desi</i> sive <mark>Solar</mark> & Sustainable			
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ent Murray Nielsen				

26 King Street Narrandera NSW 2700

UNIT 2 & 3 - PERSPECTIVES

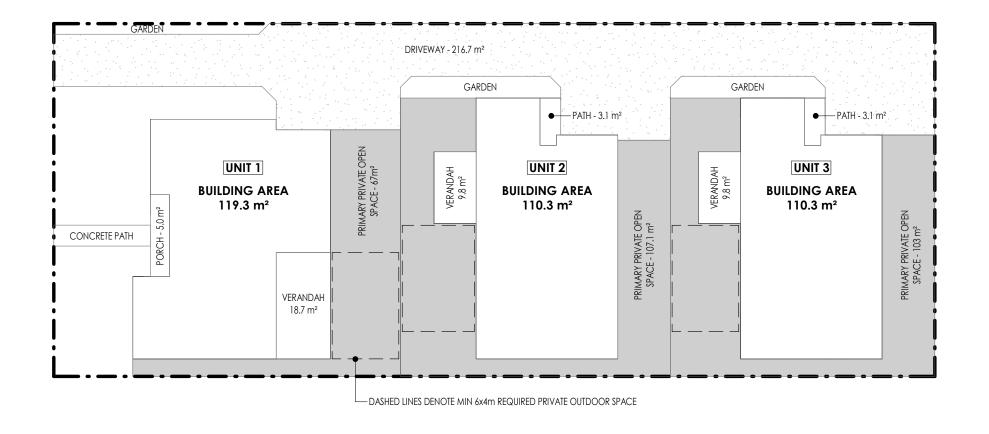
575NIF_00

JULY 2021

Drawn RG/C

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Ordinary Council Meeting Agenda 15 February 2022



AREA CALCULATIONS

SCALE 1:200

Builder to confirm all dimensions before commencing any works.
 If discrepancies occur on plans, designer is to be contacted.
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4. Use figured dimensions only. Do not scale from plans.

5. Site information is based on information

5. Site information is based on information supplied by the owner and must be verified by the supplier on acceptance of this plan.

В	DA ISSUE	28.07.2
Α	PRELIMINARY	19.07.2
Issue	Description	Date



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Murray Nielsen

Project

26 King Street Narrandera NSW 2700

AREA CALCULATIONS

1 : 200

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MULTI-DWELLING DEVELOPMENT

STATEMENT OF ENVIRONMENTAL EFFECTS

26 King Street NARRANDERA NSW 2700

> 27 July 2021 ISSUE A

Prepared for Murray Nielsen



• rai@sunraidesigns.com.au • Mudgee NSW 2700 • 0418 605 898 • www.sunraidesigns.com.au •

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SoEE - 26 King Street, Narrandera PAGE 2 OF 10



1.0 INTRODUCTION

This Statement of Environmental Effects has been prepared by Sunrai Designs and forms part of the Development Application Documentation for the Proposed Multi-Dwelling Development to be located at 26 King Street, Narrandera NSW 2700.

This statement seeks to demonstrate that the proposal complies with the Narrandera Council's Development Control Plan 2013 (NDCP)

This Statement should be read in conjunction with the following plans;

Title	Drawing no.	Prepared by
Title Page	575NIE-00 ISSUE B	SUNRAI designs
Site Plan	575NIE-01 ISSUE B	SUNRAI designs
Dwelling 1 - Floor Plan	575NIE-02 ISSUE B	SUNRAI designs
Dwelling 1 - Elevations	575NIE-03 ISSUE B	SUNRAI designs
Dwelling 1 - Section	575NIE-04 ISSUE B	SUNRAI designs
Dwelling 1 - Perspectives	575NIE-05 ISSUE B	SUNRAI designs
Dwelling 2&3 - Floor Plans	575NIE-06 ISSUE B	SUNRAI designs
Dwelling 2&3 - Elevations	575NIE-07 ISSUE B	SUNRAI designs
Dwelling 2&3 - Section	575NIE-08 ISSUE B	SUNRAI designs
Dwelling 2&3 - Perspectives	575NIE-09 ISSUE B	SUNRAI designs
Area Calculations	575NIE-10 ISSUE B	SUNRAI designs
BASIX Certificates	Dwelling 1 - 1185468S Dwelling 2 - 1185489S Dwelling 3 -	Planning Industry & Env.
Vehicle Simulation Plans	TX15834.00 - C1.01 C1.02 Issue A	Triaxial Consulting

SoEE - 26 King Street, Narrandera PAGE 3 OF 10

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2.0 SUBJECT PROPERTY

2.1 Description

Title Description: Lot B DP312689

Site Area: 1011 m2 Parent Lot (approximately)
Frontage: 20.117m Parent Lot to King Street
20.117m Parent Lot to Prince Lane



Figure 1 - Extract from Six Maps https://maps.six.nsw.gov.au - Aerial View of Site

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Figure 2 - Extract from Six Maps https://maps.six.nsw.gov.au - Satellite View of Site (shown shaded)

2.2 Existing Building & Site

The existing site is located wholly within the Narrandera Shire Council government area and within the limits of Narrandera township, within the block from East Street to Cadell Street.

The site falls slightly from King Street towards the rear lane know as Prince Lane.

The existing dwelling and shed has been approved by Narrandera Shire Council for demolition under DA-063-2020-2021.

The proposal has been developed based on a vacant site.

2.3 Adjacent Buildings & Streetscape

The site is located within an established area of the township between East & Cadell Streets.

Residential dwellings, neighbour the property on all four sides, although on the north and south these properties are separated by either a street or a lane.

SoEE - 26 King Street, Narrandera PAGE 5 OF 10

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The streetscape is relatively consistent with low set, single storey buildings with hipped and gabled roofs, verandahs and entrance doors addressing the street. The street itself is tree lined with a grass verge, concrete footpath and low fencing of various types.

3.0 PROPOSED DEVELOPMENT

3.1 General Description

It is proposed that three dwellings be erected on the site, Unit 1 will face King Street while Units 2 & 3 will sit behind the front dwelling and will not be visible from the street. All units will consist of two bedrooms with open living and dining.

A driveway will run the length of the site from King Street to Prince Lane along the eastern boundary. Each garage will be accessed from this shared driveway.

Unit 1 will address King Street with a front entrance door located in the centre of the facade.

Each dwelling will be constructed from the same materials, being face brick veneer with a zincalume roof. All will be erected on a concrete slab. Each dwelling will step down the site to follow the fall of the land and minimise retaining walls and cut and fill.

The development will be subdivided under community title at the completion of the build and will form part of this development application.

3.2 Building Setbacks

The NDCP, Part 7.4.2 requires a 5m minimum setback or an average of the two neighbouring properties. The existing dwelling (prior to demolition) was setback approximately 4m. The dwelling to the west is setback approx. 3m and the dwelling to the east is setback approx. 7m this gives an average of 5m.

It is proposed that we have a staggered setback with a minimum of 4.5m increasing to 5.5m for the majority of the facade. This meets the intent of the NDCP and fits in the existing streetscape in a similar way to the existing dwelling and between the two neighbouring properties.

The garage is not locate in the front facade and the entry porch does not encroach on these setbacks.

The rear setback is required to be 5m under section 7.4.3 of the NDCP. We propose however that the rear setback, given that the rear boundary is located on a laneway reducing the impact on the adjacent neighbour, be reduced to 3m. This provides for adequate separation to neighbours and also allows us to maximise the solar access from the northern side of the proposed dwellings.

The side setbacks are proposed to meet the NCC standards of 900mm for greater. We propose 1m along the western side and in excess of 4.2m from the eastern boundary.

SoEE - 26 King Street, Narrandera PAGE 6 OF 10

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3.3 Building Height

The proposed dwellings will be single storey, in keeping with the existing character of the street.

Each dwelling will be gradually stepped through the site to minimise cut and fill. Any cut and fill will be less than 900mm above natural ground level and all decks are less than 900mm above ground and will not require balustrades or cause privacy issues from overlooking. This complies with Section 7.4.4 of NDCP.

3.4 Site coverage

The development complies with the one dwelling per 300sqm of site as required under Section 7.3. The total site area is 1011sqm providing 337sqm of area per dwelling.

The site coverage equates to 38% of the site or 383.5sqm, less than the allowed 60% for single storey dwellings as required under section 7.4.5 NDCP.

3.5 Open Space Provisions

Each dwelling is required under Section 7.4.6 NDCP to have a minimum dimensioned area of 6m x 4m directly accessible from the living areas.

Each unit will exceed this requirement. The minimum area has been shown by a dotted line on the Area Calculation Sheet in the attached plans.

Unit 1 achieves 67sqm of private open space adjacent to the outdoor area at the rear of the dwelling. In addition to this private area there is also approximately 70sqm located on the north within the front setback not counted towards the minimum but beneficial for solar access and as part of an active street frontage.

Unit 2 achieves 107.1sqm of private open space made up of private space on the north adjacent to the outdoor area and also on the south to act as service area and additional space.

Unit 3 achieves 103sqm of private open space made up of private space on the north adjacent to the outdoor area and also on the south to act as service area and additional space.

More than 20% of soft landscaping has been achieved for absorbing rainfall.

3.6 Solar Access and Protection

Each dwelling has been designed with solar access in mind. Unit 1 layout provides for the main living area and both bedrooms to be located on the north together with the front porch and the front yard. The private open space is located on the south adjacent to the undercover outdoor living area. This is not ideal from a solar perspective but does provide a nice private area for entertaining and is still very useable for the occupants. It allows for

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approximately 15% of the private open space to be in sunlight at the winter solstice in the area along the fence line as the shadow cast from the dwelling at 12 noon will be approximately 3.3m long. Given that there is a useable front yard provided in a quite street on the north combined with a northern living room we believe the intent of solar access has been met.

Units 2 & 3 achieve the minimum solar access of 50% on the winter solstice, providing each area on the north adjacent to the undercover outdoor area that is directly linked to the living space. In addition the living, dining, kitchen and main bedroom all receive northern sunlight.

The separation between each unit and their orientation will provide minimal impact on the neighbouring properties to the east and west particularly the neighbour to the east that is further separated by the driveway. Unit 1 shadows will have less impact on the neighbouring properties than the existing dwelling currently has due to its smaller footprint. Unit 3 is located at the rear of the site and shadows to the east and west should predominately affect only the sheds of the neighbouring properties. Unit 2 will cast some shadow to the east and west, however the site currently has existing large trees in a similar location to the proposed Unit 2 that would also be casting shadows. The impact of the development will be minimal.

Each dwelling allows for cross ventilation and all have eaves and window protection.

3.7 Privacy

The outdoor entertaining areas have been designed to be offset from each other within the development. Unit 1 & 2 are located so they face each other however have been offset so that they do not directly overlook the main entertaining area of each. Unit 3 is the most private looking towards the garage of Unit 2 that only has a high window.

In addition all units are single storey and will be further divided by a fence and retaining walls, totalling approximately 1.8m. This automatically creates privacy and usable yards.

The development complies with Section 7.4.8 NDCP.

3.8 Fencing

It is proposed that a low fence (less than 1200mm) will be erected along the front boundary to maintain the passive surveillance of the street and will not be erected in a metal sheet to maintain the character of the street. It is proposed that 1500mm high solid metal fencing be used between units and along the boundaries behind the front building line to provide for privacy and separation. These may be located on small retaining walls but will not exceed the maximum of 1800mm as outlined in Section 7.4.9 NDCP.

The fencing has also been kept to a minimum to provide for useable common areas, especially along the driveway and between the frontage or Units 2 & 3. This will help with vehicle circulation, visibility and to provide soft landscaping along the driveway.

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3.9 Landscaping

Landscaping has been provided to both sides of the driveway off King Street to soften the hardstand area, it has also been continued along the western side of the driveway where practical. The front yard of this development will have a traditional front yard and planting to compliment the streetscape.

The yard space of each unit allows for strategically placed shade trees. Each unit complies with the low water planting requirements and minimum area as outline in the BASIX certificate.

The objectives of Section 7.4.10 NDCP have been met.

3.10 Parking

Each unit consists of two bedrooms requiring 1 off-street car parking spaces as per Section 7.4.11 NDCP. Each dwelling is able to achieve this with an enclosed single garage.

The driveway circulation is tight but complies with AS2890.1 2004. Vehicle simulation plans have been provided and are attached to this application to demonstrate that vehicle access is achievable in various combinations.

It is proposed that both the street and the laneway will be used to assist with access to and from the site.

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4.0 CONCLUSION

This Statement of Environmental Effects when read in conjunction with the plans, as prepared by Sunrai Designs clearly outlines the proposed development and demonstrates that there will be no significant impact on the environment or locality. The proposal generally satisfies Section 7.4 Dual Occupancy and Multi Dwelling Housing of NDCP.

We seek minor exemptions for;

- The rear setback from 5m to 3m to provide more area on the north for solar access and as the rear boundary is located on a laneway.
- The private open space of Unit 1 does not achieve 50% of sunlight on the winter solstice but is supplemented with a northern front yard and northern living and bedroom areas receiving solar access.
- A 10% variation to the front setback for less than a third of the facade.

Despite these minor variations we believe the development meets the intent of infill housing for the township and provides great amenity for the occupants. The development has been designed particularly for older persons and retirees who required smaller outdoor spaces close to the township, with affordable and accessible living.

It has been highlighted in Section 7.5 Internal Access Standards for all Ages of the NDCP that Narrandera township has significant potential for medium density infill development and that it is likely that a large proportion of this kind of development will be occupied by active retirees and older persons with the trend to provide ageing in place. We believe this development addresses these requirements.

With this in mind all doorways are a minimum of 820mm and there will be no steps throughout the development, including to the front door, to garage and alfresco areas. Bedroom dimensions are generous as is the circulation space within bathrooms. The bathrooms will also include extra provisions for strengthened walls and hob-less showers.

Affordability has also been a keen component of the design, keeping the size down while maximising the northern orientation and still providing for usable open plan living and passive solar design.

SoEE - 26 King Street, Narrandera PAGE 10 OF 10

16 OUR ECONOMY

Nil

17 OUR INFRASTRUCTURE

17.1 DEVELOPMENT APPLICATION 27/2021-2022 - SUBDIVISION OF LOT 74 DRISCOLL ROAD NARRANDERA

Document ID: 596372

Author: Manager Development & Planning

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. Sketch Plan of Proposed Subdivision of Lot 74 in DP 1278531

Û

2. Redacted Submissions U

3. 4.15 Assessment and Proposed Conditions DA-027-2021-2022

Û

RECOMMENDATION

That Council:

- 1. Approves DA-027-2021-2022 for a three (3) lot Torrens Title subdivision of Lot 74 in 1278531, Driscoll Road, Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - The subject site is suitable for the proposed development.
 - The proposed development is unlikely to have any unreasonable impact on the environment and appropriate conditions have been imposed to mitigate the effects where an adverse impact has been identified.
 - The proposed development does not raise any matter contrary to the public interest.
- 2. Conducts a Division to record the voting of Councillors.

PURPOSE

The purpose of this report is for Council to assess and determine Development Application 27/2021-2022.

SUMMARY

Council has received a Development Application for a Torrens Title subdivision of Lot 74 in DP 1278531 Driscoll Road, Narrandera, to create two new industrial lots.

Two submissions were received during the community notification process under the Narrandera Public Participation Plan, with one objecting to the proposed subdivision.

In this instance the development application must now be considered and determined by Council.

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BACKGROUND

At the Council meetings of 19 October 2021 and 3 November 2021, Council resolved to create and sell two new lots in the Red Hill Industrial Estate for potential new industrial developments.

Following this meeting, a development application was submitted seeking approval for the subdivision. Two submissions had been received at the completion of the community notification period, with one objecting to the proposed subdivision.

Where submissions objecting to a development are received, the application is presented to Council for consideration and determination. Both submissions are attached for information.

In relation to the submission objecting to the subdivision the following comments are made:

- 1. Considered not to be relevant to this subdivision, as the subdivision involves the creation of two new lots at the western end of the Red Hill Industrial Estate and will not therefore affect the truck wash and dam.
- 2. Considered not to be relevant to this subdivision. In this instance Council is responding to specific needs of a developer and considering the subdivision on its merits.
- 3. Considered not to be relevant to this subdivision, as the subdivision involves the creation of two new lots at the western end of Red Hill Industrial area and these lots will not affect stormwater on the eastern side of Red Hill.
- 4. Considered not to be relevant to this subdivision. The impacts of any future development of the eastern part of Lot 77 will be assessed at that time.
- 5. Council has completed drainage and stormwater works at the Red Hill Industrial Estate, such as a retention basin on Lot 74, diversion drains, kerb and guttering along Driscoll Road.
- 6. No comment.
- 7. The subdivision of proposed lots 75 and 76 will not increase stormwater runoff from Lot 77.

The items contained within the submission are noted by Council and will be considered separately to the development application, as they relate to Council land management more than the subdivision of the land in question.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Strategy

3.1 - To encourage new business and industry that can be sustained also support local business and industry to grow and prosper

Action

5.1.7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development and growth of the Shire

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ISSUES AND IMPLICATIONS

Policy

NA

Legal / Statutory

• The development application complies with the requirements of the Narrandera Development Control Plan, Narrandera Local Environmental Plan and the Environmental Planning & Assessment Act.

Community Engagement / Communication

 The development application was notified in accordance with the Narrandera Public Participation Plan.

RISKS

The risk for this report is the ability of the applicant to appeal the determination to the Land & Environment Court, however this is unlikely should the recommendation be supported.

It is noted that, due to the application being a local development, there are no appeal provisions available to any parties who made submissions if they are dissatisfied with the determination.

OPTIONS

- 1. Grant conditional consent to the development.
- Grant un-conditional consent to the development.
- 3. Refuse the development application.

CONCLUSION

It is recommended that Council grant conditional consent to Development Application 27/2021-2022 for a three lot Torrens Title subdivision of Lot 74 in DP 1278531 Driscoll Road Narrandera.

RECOMMENDATION

That Council:

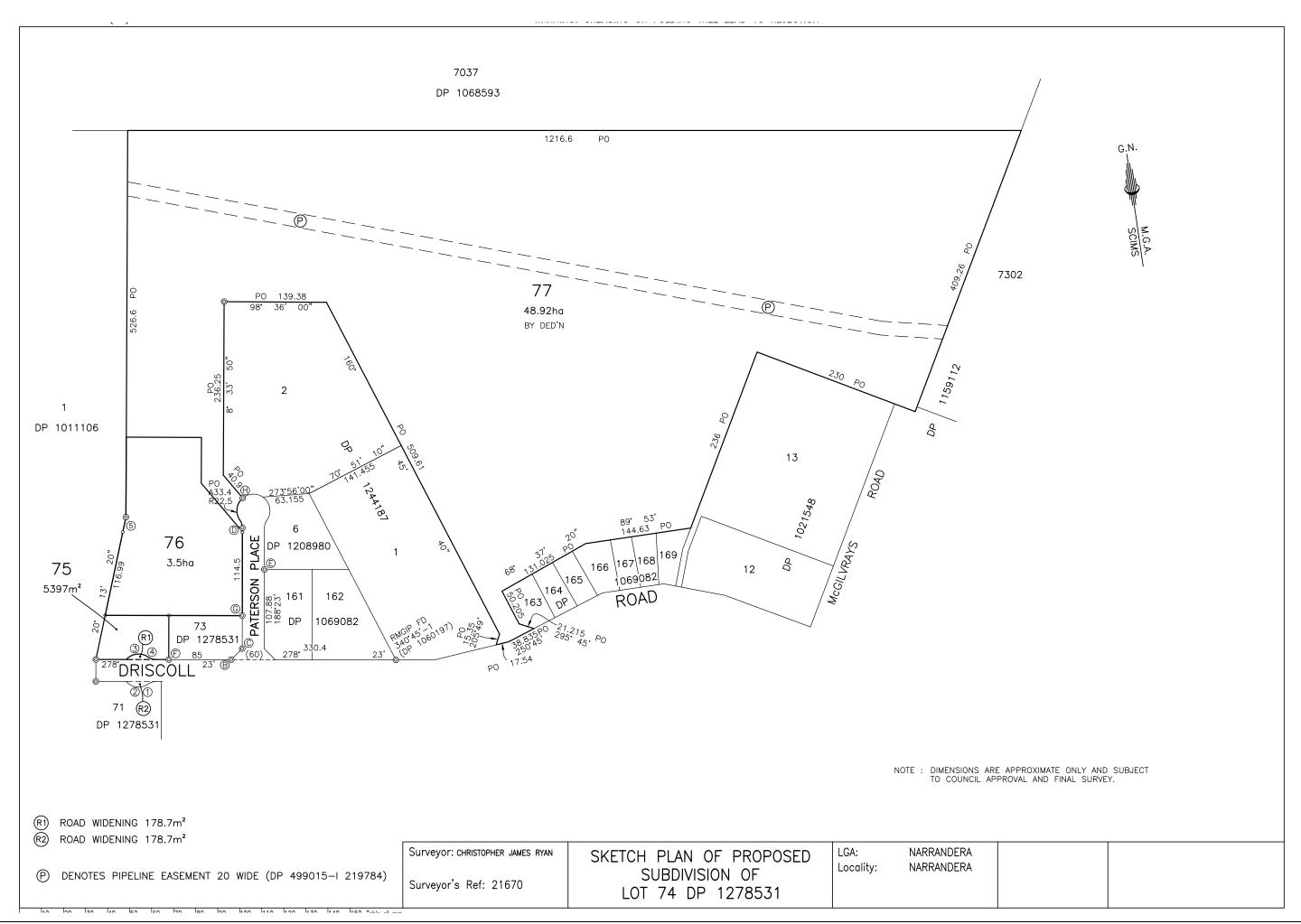
- 1. Approves DA-027-2021-2022 for a three (3) lot Torrens Title subdivision of Lot 74 in 1278531, Driscoll Road, Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - The subject site is suitable for the proposed development.
 - The proposed development is unlikely to have any unreasonable impact on the environment and appropriate conditions have been imposed to mitigate the effects where an adverse impact has been identified.
 - The proposed development does not raise any matter contrary to the public

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interest.

2. Conducts a Division to record the voting of Councillors.

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Item 17.1- Attachment 1

February 1, 2022.

The Mayor & General Manager, Narrandera Shire Council. 141 East Street, Narrandera, NSW, 2700.

Email - council@narrandera.nsw.gov.au

Re: Proposed 3 lot subdivision of Lot 4 DP1278531 Driscoll Road, Narrandera

We refer to Notification of Application For Development Consent 027-2021-2022.

There were delays in getting notification from Council to us. We thank Mr. Shane Wilson, Deputy General Manager - Infrastructure for providing us with information regarding the above mentioned Planning/Subdivision application.

We are supporters of good development and economic progress. We wish to see a vibrant functional locality at Red Hill Industrial Estate.

Our Property

We own No

riscoll Road, Narrandera, which are lots

Objection to Application.

We wish to make an objection to the permit. Our concerns are as follows:

Regarding Proposed Lot 77 which in essence is a "superlot". This Lot will be likely further subdivided in the future and the following matters need to be addressed in the current planning application.

- (1). That the truck wash and associated dam on part of proposed Lot 77 should be subdivided onto a separate Lot.
- (2). Council should have an Outline Development Plan for proposed Lot 77 and not just be developing stages on an ad hoc approach. Would council allow a private developer do this approach? Highly unlikely!
- (3). The retarding basin/dam on proposed Lot 77 should be on a separate lot and be denoted as a council reserve. The regarding basin should be security fenced at Councils expense to prevent unauthorised access. In its present state it is a hazard to the public. Once again a private developer would be likely made to do these works so why not council playing developer!

As a suggestion to Council regarding the retarding basin made from sandy earth. Get a contractor on an excavator to clean the basin out and then line it with rock spalls. This is not rocket science to fix the problem.

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Further, it is unacceptable that at times of high rainfall that the retarding basin breaches its capacity and leads to partial inundation of our property - in particular No Driscoll Road.

- (4). What studies have been done to ascertain that the regarding basin is the appropriate size to contain storm water when proposed Lot 77 is fully developed out and storm water is running off future industrial rooftops?
- (5). Council has no regard for drainage and storm water retention across the Red Hill estate. What plans and consultants reports are available regarding this matter in relation to proposed Lot 77?
- (6). We bought Lot No. Driscoll Road) off Council. We have never been given a straight answer as to the circumstances of Council buying this block off a private owner prior to selling it to ourselves. Our understanding is that the previous owner was sworn to a confidentiality agreement by Council. It's about time that council became truthful about what is happening/history in Red Hill estate and in particular the history of Lot abutting the retarding basin.
- (7). We bought lots in good faith. These lots should not be subjected to future water runoff from proposed Lot 77. We want council to warrant that this will not occur.

Conclusion.

We trust that council will acknowledge and take note of our objection. We are happy to have further dialogue or meet onsite at Driscoll Road with council regarding this matter.

Regards

1/2/2022.

Director -

Mail -

Email -

Phone -

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Ref: 027-2021-2002

Attention

Mr George Cowan - General Manager Narrandera Shire Council Bridey Hugo - Development & Environment Officer

18.1.2022

Re Submission of Council Development of Lot 4 Section DP: 1278531 at Red Hill Industrial Estate Driscoll Road Narrandera NSW 2700.

Dear Sir / Madam.

We have no objections to Council development of the above mentioned land as long as Council has the appropriate drainage for storm or flood water in place.

The other concern we have is that our premises
Driscoll Road Narrandera NSW 2700 LOT DP
may be inundated by storm or flood water from the above Council development as Lot 77 lays on a natural water course which if heavy rain falls and Council has not put in the appropriate drainage our premises could be left open to flooding as our land is situated at the lowest point on the estate. Our land and infrastructure was flooded before when Council started to develop Red Hill Industrial Estate without appropriate drainage and legal action had to be commenced.

Our land is for sale and we do not want water diverted onto it as it would devalue our land and infrastructure.

If this was to happen legal advise would be sought immediately.

Yours Sincerely

Narrandera NSW 2700

Ph:

Mob:

Email:

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Development Application 4.15 Assessment Report

PART ONE: GENERAL ADMINSTRATION		
DA No	DA 27/2021-2022	
Property Information	Lot 74 DP 1278531	
	Driscoll Road	
	Narrandera	
Applicant's Details	Terrence Hinchcliffe	
	Wagga Surveyors	
	PO Box 5497	
	Wagga Wagga NSW 2650	
Land Owner's Details (if different)	Narrandera Shire council	
(ii unierent)	141 East Street	
	Narrandera NSW 2700	
Proposed Development	Torrens Title Subdivision – Subdivide Lot 74 into 3 lots	
Type of Development	Local	
BCA Class	NA	
Other Approvals Section 68 - Local Government Act 1993	NA	
Lodgement Date	12 January 2022	
Statutory Timeframe	40 days	
Stop the Clock	NA	
Value of Development	\$10,000	
Report Author/s	Garry Stoll	
Report Date	2 February 2022	

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Current land use	The site is within the Red Hill Industrial area, which is zoned IN1 General Industry.
Previous approvals	Nil
Site inspection	2/2/2022
Characteristics	Lot 74 is vacant and within the Redhill Industrial area. Lot 74 has an area of 52.95ha and is vacant. The land slopes from the northern boundary south towards Driscoll Road.
	Proposed Lot 75 and the eastern end of Lot 77 are to be accessed from Driscoll Road. Proposed Lot 76 and the western end of Lot 77 will accessed from Paterson Place.
	There are a number of established industrial developments facing Driscoll Road, which is a sealed road with kerb & guttering and existing drainage. Each new proposed lot will have direct access from Driscoll Road or Patersor Place.
	The land is zoned In1 General Industry under the Narrandera Local Environmental Plan. Under the LEP there is no minimum lot size that applied to Lot 74.
	There are no vehicle accesses constructed in the kerb & gutter into the proposed lots, which will need to be constructed at some point. Reticulated water is also available and the proposed lots 75 & 76 should be connected prior to the issue of a subdivision certificate
Images - Existing	

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Proposed western entrance to Lot 77.

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PART THREE: MATTERS FOR CONSIDERATION SECTION 4.15 (1)(a)(i) any environmental planning instrument State Environmental List applicable to NSC **Planning Policies** The following SEPPS considered applicable to this development are indicated with a check box ⊠ State Environmental Planning Policy No 1—Development Standards SEPP 1 Does not apply to land which the NLEP 2013 applies. ☐ State Environmental Planning Policy No 21—Caravan Parks ☐ State Environmental Planning Policy No 33—Hazardous and Offensive Development ☐ State Environmental Planning Policy No 36—Manufactured Home Estates ☐ State Environmental Planning Policy No 44—Koala Habitat Protection. ☐ State Environmental Planning Policy No 50—Canal Estate Development ☐ State Environmental Planning Policy No 55—Remediation of Land ☐ State Environmental Planning Policy No 64—Advertising and Signage ☐ State Environmental Planning Policy No 65—Design Quality of Residential **Apartment Development** ☐ State Environmental Planning Policy No 70—Affordable Housing (Revised Schemes) ☐ State Environmental Planning Policy (Aboriginal Land) 2019 ☐ State Environmental Planning Policy (Affordable Rental Housing) 2009 State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 State Environmental Planning Policy (Concurrences) 2018 State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017

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	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
	State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004
	State Environmental Planning Policy (Infrastructure) 2007
	State Environmental Planning Policy (Mining, Petroleum Production and
	Extractive Industries) 2007
	State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007
	State Environmental Planning Policy (Primary Production and Rural Development) 2019
	State Environmental Planning Policy (State and Regional Development) 2011
	State Environmental Planning Policy (Vegetation in Non-Rural Areas 2017
Narrandera Local Environmental Plan 2013	The subject site is zoned IN1 General Industry under the provisions of the Local Environmental Plan.
	The proposed development is permitted with consent under the IN1 General Industry zone land use table.
	The proposed development meets both the plan and zone objectives
	Part 1 Preliminary
	Clause 1.2 - Aims of Plan
	The plan objectives:
	a. to protect, enhance and conserve agricultural land through the proper management, development and conservation of natural and man-made resources,
	b. to encourage a range of housing, employment, recreation and community facilities to meet the needs of existing and future residents of Narrandera,
	c. to promote the efficient and equitable provision of public services, infrastructure and amenities,
	d. to conserve environmental heritage
	Generally the development complies with the above Plan objectives.
	Part 2 Permitted or prohibited development
	The subject land is zoned IN1 General Industry under NLEP 2013. The proposed development is defined as a Subdivision under the LEP and is permissible in the zone with consent.
	Part 3 Exempt or complying development
	The proposed development does not satisfy the required provisions to be
	defined as Exempt and/or Complying Development, and therefore
	development consent has been sought.
	Part 4 Principal development standards

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	No Principal Development Standards are applicable to the proposed development.	
	<u>'</u>	
	Part 5 Miscellaneous provisions No Miscellaneous Provisions are applicable to the proposed development.	
	Part 6 Additional local provisions Comment: Relevant to the proposed development:	
	Clause 6.1 – Earthworks	
	Clause 6.2 - Flood Planning: The subject land is not included within land identified as "Flood planning area" on the Flood Planning Map.	
	Clause 6.3 – Stormwater: Additional runoff associated with the proposed building additions will be required to discharge to a legal point.	
	Clause 6.5 – Groundwater Vulnerability: The subject land is not affected	
	by the Groundwater Vulnerability mapping.	
	Clause 6.13 – Essential Services: There is no sewer connection available	
	and as a consequence all wastewater will be managed on site subject to	
	an OSSM approval. The subject land has suitable road access. The	
	development will also be connected to water and electricity services that	
	are currently available to the land.	
	No Additional Local Provisions are applicable to the proposed development.	
SECTION 4.15 (1)(a)(ii) any proposed instrument	There are no draft amendments NLEP 2013 that have been identified changing the planning the provisions affecting the subject land.	
SECTION 4.15(1)(a)(iii) any development control plan	The following parts of the DCP have been considered in the assessment of the proposed development:	
	Part A - Introduction	
	Noted.	
	Part B - Strategic Land Use Plans for Shire	
	Noted.	
	Part C - Controls Applying to All Development	
	5.1 On-site effluent Disposal for land without reticulated sewer.	
	5.2 Parking	
	Noted.	
	Part D - Land Use Based Controls Chapter C. Burgl Residential / Large Let Besidential Development	
	Chapter 6 - Rural Residential / Large Lot Residential Development	
	Chapter 7 - Residential Development Chapter 8 Narrandera Business Control Noted	
	Chapter 8 - Narrandera Business Centre - Noted Chapter 9 - Industrial Development	
	The Objectives of the Narrandera Development Control Plan for Industrial	
	Subdivision are to provide reasonable site area for buildings, manoeuvring,	

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parking, and landscaping, and to provide industrial site of sufficient size to accommodate future potential sites.

To achieve this Council has set the following development standards;

- Minimum 25m lot frontage
- Minimum lot size of 2,000m².

The subdivision will result in lots having areas of 5,397m², 3.5ha and 48.92 ha respectively. It is considered that the objectives of the DCP have been complied with.

Part E - Planning for Natural Hazards

Chapter 10 - Flood Liable Land

Chapter 11 - Bushfire Prone Land

Noted.

Part F - Natural Resources

Chapter 12 - Sensitive Land

Chapter 13 - Sensitive Water

Noted.

Part G - Heritage Controls

Chapter 14 - Heritage Items

• Noted.

Part H - Notification of Development

Chapter 15 - Notification

• The development was notified in accordance with the Narrandera Public Participation Plan.

As a result of this process two submissions were received. The submissions discuss a range of matters many of which are not related to the creation of the new lots.

Both submissions, for example discuss drainage from the proposed Lot 77 (now Lot 74).

The application and submissions will be presented to Council for consideration and determination.

SECTION 4.15 (1)(a)(iiia) any planning agreement

No planning agreement relates to the site or to the proposed development. $\label{eq:proposed} % \begin{center} \begin{centen$

SECTION 4.15(1)(a) (iv) the regulations

There are no matters prescribed by the Regulations applicable to this development.

Section 79C(1)(a)(iv) requires Council to take into consideration the provisions of clauses 92-94 of the Environmental Planning and Assessment Regulations, 2000.

SECTION 4.15(1)(b) the likely impacts of the development

See attached Table 1.

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SECTION 4.15(1)(c) the suitability of the site	The subject land is considered suitable for the proposed development having regard to the site attributes and generally being in accordance with Council's policies.					
SECTION 4.15 (d) any	The application was placed on notification for a period of 14 days.					
submissions made in accordance with the Act or the Regulations	As a result of this process two submissions were received. The submissions discuss a range of matters many of which are not related to the creation of the new lots.					
	Both submissions, for example discuss drainage from the proposed Lot 77 (now Lot 74).					
	The application and submissions will be presented to Council for consideration and determination.					
SECTION 4.15(1) (e) the public interest	The public interest is a broad consideration relating to many issues and is not limited to effect upon the streetscape. Taking into account the full range of matters for consideration under Section 4.15 of the Environmental Planning and Assessment 1979 (as discussed within this report) it is considered that approval of the application is consistent with the public interest.					
Part 7 Biodiversity Conservation Act 2016 – Clause 7.3 Test for	The following is to be taken into account for the purposes of determining whether a proposed development or activity is likely to significantly affect threatened species or ecological communities, or their habitats:					
determining proposed development likely to significantly affect threatened species.	a. in the case of a threatened species, whether the proposed development or activity is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction,					
	The proposed development will not have any effect upon threatened species. The site is within a developed residential area and the development is an approved use in this zone.					
	b. in the case of an endangered ecological community or critically endangered ecological community, whether the proposed development or activity:					
	 i. is likely to have an adverse effect on the extent of the ecological community such that its local occurrence is likely to be placed at risk of extinction 					
	No endangered ecological community or critically endangered ecological community is identified within the site of the development.					
	ii. is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction,					
	The site of the proposed development is within an existing residential area and will not lead to any modification of habitat.					
	c. in relation to the habitat of a threatened species or ecological community:					
	 i. the extent to which habitat is likely to be removed or modified as a result of the proposed development or activity 					

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No endangered ecological community or critically endangered ecological community is identified within the site of the development.

 whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed development or activity.

No. The site of the proposed development is within an existing residential area and will not lead to any modification or fragmentation of habitat.

iii. the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species or ecological community in the locality

No endangered ecological community or critically endangered ecological community is identified within the site of the development.

d. whether the proposed development or activity is likely to have an adverse effect on any declared area of outstanding biodiversity value (either directly or indirectly)

No declared area of outstanding biodiversity value was identified within the study area.

e. whether the proposed development or activity is or is part of a key threatening process or is likely to increase the impact of a key threatening process.

The development is an approved use of the land and as such is not considered as part of a key threatening process.

Part 7 Biodiversity
Conservation Act 2016
7.7 Biodiversity
assessment for Part 4
development (other than
State significant
development or complying
development)

2. If the proposed development is likely to significantly affect threatened species, the application for development consent is to be accompanied by a biodiversity development assessment report.

The development will not affect any threatened species.

PART FOUR: STATUTORY REFERRALS

Referrals	The application has been considered with regard to Section 91 of the		
	Environmental Planning and Assessment Act, 1979 and whether or not the		
	proposal was integrated development. The following table identifies		
	whether or not there were any other statutory referrals required in terms		
	of relevant State Environmental Planning Polices.		

AGENCY	LEGISLATION	APPLIES
DPI	Fisheries Management Act, 1994	No
	Mines Subsidence Compensation Act, 1961	No
	Mining Act, 1992	No
	Petroleum (Onshore) Act, 1991	No

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OEH	National Parks, & Wildlife Act, 1974 Protection of the Environment Operations Act, 1997 Water Management Act, 2000	No No No		
NSW Heritage	Heritage Act, 1977	No		
RTA	Roads Act, 1993	No		
RFS	Rural Fires Act, 1997	No		
The application is local development as defined Section 91 of the Environmental Planning and Assessment Act, 1979.				

PART FIVE: CONTRIBUTIONS			
Section 94 & Section 94A Contributions (Environmental Planning & Assessment Act, 1979)	 Section 7.12 Fixed Development Consent Levy is not applicable as the value of works is less than \$10,000 (cost of two vehicle accesses) 		
Section 64 Contributions (Local Government Act, 1993)	S64 contributions of \$2,017 per lot for water contributions is applicable. Council resolutions 21/260 and 21/263 have resolved those costs associated with the subdivision will be borne by Council.		
	In this instance only proposed new lots 75 & 76 are considered subject to s.64 water contributions as it is likely that proposed new Lot 77 will be subject to further subdivision development.		

PART SIX: DETERMINATION				
The development application has been analysed and evaluated as per Section 4.15 of the Environmental Planning and Assessment Act, 1979.	 The assessment has identified that: the proposed development is permissible within the zone under NLEP 2013 and is consistent with the aims, objectives and special provisions of that environmental planning instrument the proposed development is unlikely to have any unreasonable impact on the environment, and where an adverse impact has been identified appropriate conditions have been imposed to mitigate the effects the subject site is suitable for the proposed development the proposed development does not raise any matter contrary to the public interest Having regard to NLEP 2013, NDCP 2013 and the matters discussed within this report and the relevant matters for consideration listed under Section 4.15 of the Environmental Planning & Assessment Act 1979, this assessment considers the development should be supported. 			
Recommendation	That consent be granted to Development Application DA 27/2021-2022 for a Torrens Title subdivision of Lot 74 in DP 1278531, Driscoll Road, Narrandera to create three (3) new lots subject to conditions set out in attachment A.			

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Table 1:					
Section 4.15(1)(b) – Any likely impacts of that development					
Attributes	Satisfactory	Satisfactory if conditioned	Not Satisfactory	Not Relevant	Comment
Context & setting	Х				
Streetscape	Х				
Traffic, access and parking	Х				
Public domain	Х				
Utilities	Х				New lots will be required to install water meters and vehicle kerb crossings
Environmental heritage				Х	
Aboriginal cultural heritage				Х	
Other land resources				Х	
Water quality & stormwater	Х				A stormwater disposal system is existing in the road reserve.
Soils, soil erosion				Х	
Air and microclimate				Х	
Flora and fauna				Х	
Biodiversity				Х	
Waste				Х	
Energy				Х	
Noise & vibration				Х	
Hours of operation				Х	
Natural hazards - Flooding - Bushfire				Х	
Technological hazards				Х	
Safety, security and crime prevention				Х	
Social impact				Х	
Economic impact	Х				Creation of lots required for potential new businesses
Site design and internal design	Х				
Overlooking - overshadowing				Х	
Landscaping				Х	
Construction				Х	
Private open space				Х	
Cumulative Impacts				Х	
Disabled access				Х	
Signage				Х	
Setbacks, building envelopes				Х	
Easements				Х	

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MAGIQ 40187

ATTACHMENT A: RECOMMENDED CONDITIONS OF CONSENT

GENERAL

Consent

This Consent is for a Torrens Title subdivision of Lot 74 in DP 1278531, Driscoll Road, Narrandera to create three (3) new lots.

Approved Plans and Documentation

The development shall be undertaken in accordance with the stamped approved plans detailed as follows, the application form, Statement of Environmental Effects and other approved documentation:

Ref No	Drawing/Document Title	Prepared by	Version	Date
	Statement of Environmental Effects	Peter Dale		
Surveyor's Ref: 21670	Sketch Plan of Proposed Subdivision of Lot 74 DP 1278531	Christopher James Ryan		

Note 1: Modifications to the approved plans and/or documents will require the lodgement and consideration by Council of a modification pursuant to section 4.55 of the Environmental Planning and Assessment Act, as amended.

REASON: To enable the construction of the buildings to be in accordance with the development approval. (Section 4.15 of the Environmental Planning and Assessment Act, 1979, as amended).

Lapsing of Consent

This Consent is valid for a period of five years from the date of consent. It will lapse if the approved use of any land or construction work has not commenced prior to that date. No further extensions will be granted.

REASON: To comply with Section 4.53(1) of the Environmental Planning and Assessment Act, 1979, as amended.

Aboriginal Heritage

Should any Aboriginal relics be encountered during any works for this development, then all excavation or disturbance to the area is to cease immediately and the Office of Environment and Heritage is to be informed in accordance with Section 91 of the National Parks and Wildlife Act, 1974.

REASON: OEH requirement under the National Parks and Wildlife Act 1974.

Damage to Council Infrastructure

Any damage to Council infrastructure as a result of construction or associated works is to be rectified at the cost of the developer and to the satisfaction of Council. It is therefore requested that any damage that is obvious before work commences is notified to Council to avoid possible later conflict.

REASON: To ensure that any damage to Council infrastructure as a result of the development is repaired or made good by the developer.

PRIOR TO LODGEMENT AND RELEASE OF A SUBDIVISION CERTIFICATE

Street Numbers

The following new allotments will be allocated with street numbers:

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MAGIO 40187

Proposed Lot	To be addressed as:	Town / State / Postcode
75	35 Driscoll Road	Narrandera NSW 2700
76	4 Paterson Place	Narrandera NSW 2700

Vehicular Access

- a. A safe, all-weather vehicular accesses are to be arranged and/or constructed to the proposed Lots 75, 76 and 77 prior to lodgement of a Subdivision Certificate application.
- b. The access is to be designed, constructed and installed in accordance with Australian Standard (AS2890.1), and to Council's satisfaction, between the property boundary and the road carriageway off Driscoll Road and Paterson Place respectively, and includes a kerb crossing layback and a suitable driveway from the layback to the property boundary.
- c. The property owner remains responsible for the upkeep and maintenance of the access ways and associated facilities up to the edge of Council's road shoulder.

REASON: To provide for a suitable vehicular access to each property in accordance with Council's minimum standards.

Connection to Reticulated Water

Proposed new Lots 75 & 76 are to be connected to Council reticulated water service via a water meter.

REASON: proposed new Lots are required to be connected to Council's reticulated water supply.

Subdivision Certificate Required

- a. The applicant is to obtain a subdivision certificate pursuant to Division 6.4 of the Environmental Planning and Assessment Act 1979, as amended, from Council.
- b. The final survey plan drawn by a registered land surveyor and two (2) paper copies are to be submitted to Council along with the application for the subdivision certificate prior to its lodgement with the Lands Titles Office.

NOTE: Council will only consider issuing a subdivision certificate in relation to this subdivision when it is satisfied that all conditions of development consent have been complied with.

REASON: To satisfy statutory requirements of the Conveyancing Act 1919 to enable registration of the subdivision plans

Application for Subdivision Certificate

An Application for a Subdivision Certificate shall be submitted to Council on the approved form, accompanied by subdivision fees in accordance with Council's current schedule of fees and charges, prior to the issue of a Subdivision Certificate.

NOTE: The application must address ALL conditions of consent required to be met "prior to lodgement of a Subdivision application" and "prior to issue of a Subdivision Certificate" with a clear explanation how that condition has been met, together with ALL relevant information/documents/certificates/plans required by each condition. The application MUST be one complete, concise package, addressing all conditions. Failure to provide the required information in one package will likely result in the application being rejected or refused and returned.

REASON: To satisfy statutory requirements of Division 6.4 of the Environmental Planning and Assessment Act 1979.

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ADVISORY AND ANCILLARY MATTERS

Compliance

It is the responsibility of the applicant to check, understand and seek assistance where needed so as to ensure full compliance with the conditions of this Development Consent. Please contact the Narrandera Shire Council on 02 6959 5510 if there is any difficulty in understanding or complying with any of the above conditions.

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17.2 STORM EVENTS - JANUARY 2022

Document ID: 596381

Author: Deputy General Manager Infrastructure
Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. Emergency Drainage Upgrade Report 4

RECOMMENDATION

That Council:

- 1. Notes the report.
- Acknowledges the efforts of the emergency services, Essential Energy, Council staff and the Narrandera community for their fantastic effects and community spirit shown during and post the January 2022 storm events.
- 3. Writes to the local member and Minister for Resilience and Emergency Services, Steph Cooke and thank her and the NSW State Government for their support during and following these events.
- 4. Endorses the emergency funding approval given by Mayor Kschenka to undertake critical stormwater upgrades post the 6 January 2022 storm event.
- Authorises the General Manager to engage appropriate consultants to review the stormwater system in Narrandera and provide Council with recommendations on improvements to address the recently experienced flooding issues.

PURPOSE

The purpose of this report is update Council on the recent storm events in Narrandera that occurred on the 5-7January 2022 and again on the 28-29 January 2022 and to seek resolution on the response, including emergency works that were granted Mayoral approval following the first event.

SUMMARY

During January 2022, Narrandera Shire suffered three significant storm events that caused major damage to the rural road system, stormwater drainage structures in rural and urban areas, and destroyed and damaged over 100 street trees.

Council staff responded to the emergencies and carried out temporary restoration works where possible.

The urban stormwater system was unable to cope with the volumes of water, and short and long-term works will be required to provide a solution.

BACKGROUND

Detail of each event is as follows.

6 January 2022

The Narrandera LGA experienced several storm events in early January 2022, which culminated in a major event of greater that 80mm of rain on 6 January, with some areas experiencing 40mm in 15 minutes. This rain event caused substantial damage to the rural

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road network and several roads remain closed at the time of this report. Localised flooding within the Kiesling Lane area caused inundation to a number of buildings on the eastern side of East Street. As a result of this event, staff undertook immediate assessment of all rural roads and infrastructure and prepared and lodged a submission for Natural Disaster Assistance, with the Natural Disaster Declaration for that event being made on 3 February 2022. Damage to Council infrastructure as a result of this event was assessed at \$440,000.

Council staff also undertook inspection and assessment of the existing local drainage system and determined that the current surface inlet drainage needed to be modified to "lintels", as shown in the image below, to ensure that leaf matter can free flow without interference or potential blocking of the drainage inlets. Some 18 locations were identified (see Attachment 1 Drainage Upgrade Report) as requiring urgent works which was estimated at a cost of \$150,000.



Example of the lintel installed

These works were discussed with the Mayor and General Manager following the storm, with the Mayor approving emergency funding to allow procurement and works to be undertaken.

There were also some immediate changes to the drainage inlet near Kiesling Lane, where a section of the drain was opened and a raised bin stand placed above it.

28 January 2022

This storm event was very localised, only impacting the urban area of Narrandera with some 50mm of intense rainfall and what could only be explained as cyclonic winds which cut through the township. This storm resulted in the over 100 mature trees being uprooted, snapped off or structurally damaged and subsequently removed over the following week and a half. The falling trees caused damage to cars and many, mostly non-habitable, buildings. The wind caused damage to sheds and fences, with sheets of iron totally striped away. However, there were no reports of major structural damage to houses or other buildings.

The SES and other emergency services had over 30 calls for assistance, most being related to fallen trees. Essential Energy worked throughout the weekend to restore power to all properties.

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Steph Cooke MP, Minister for Emergency Services and Resilience, and Council's local member, visited Narrandera after the storm and inspected the damage firsthand in the company of the Mayor and DGMI.

In addition to the wind damage, there are reports of local flooding around the Kiesling Lane/East Street areas, however this was not reported to Council at the time.

29 January 2022

After a day of tree removal and clean-up after the windstorm, a substantial rain event impacted the urban area of Narrandera, with 55mm being recorded at the airport in one hour and reports of 71mm in the township in 40 minutes.

This rain caused flash flooding to occur within about 15 minutes of commencing and resulted in flooding of several shops, houses, Teloca House and inundation of sheds and properties across the entire urban area.

Emergency services and Council staff attended to assist where possible, however there was little that could be done to prevent the inundation given the intensity of the rain. Council closed a number of local streets due to flooding, whilst emergency services evacuated the aged care facility as a result of flood inundation.

Council's infrastructure was substantially impacted, with the wall of the main drainage channel sustaining major structural damage, unsealed lanes badly washed, drainage blocked with debris and inundation of Narrandera Library.

Staff worked to assist wherever possible and assess the damage, which at the time of writing this report looks to be in the order of \$1.2 million. A further submission for Natural Disaster Assistance to cover the cost of repairs is under development. Staff have also met with consultant hydrologists and engineers to ensure that all viable stormwater mitigation is considered to reduce the future impacts from these types of events.

Post Events

Since the most recent events, Council has undertaken works to ensure the damage is rectified and assessed, this includes but not limited to:

- Inspection and assessment of all urban roads and lanes
- Inspection and cleaning of all major drainage pits
- Street cleaning and debris removal
- Additional opening of the waste facility
- Temporary protection of the main drainage channel
- Meetings with consultant hydrologists and engineers about designing solutions to mitigate the impacts of these types of local storm events
- Preparation of a further Natural Disaster submission to Resilience NSW.

It should be noted that the rain experienced in the 29 January event was an extreme event and it is not able to be fully mitigated, as the cost and physical ability to be able to move such a large volume of water in such an intense event is not possible. The design work that has been previously undertaken considered the overland flow impacts with a local storm, however the events of recent times have been flash flood local storms and further analysis and design is now being undertaken. It is planned that some of the required mitigation will be undertaken within the Bolton/East Street upgrade that will be undertaken this year.

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RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Strategy

4.2 - To improve, maintain and value-add to our essential public and recreational infrastructure

Action

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

ISSUES AND IMPLICATIONS

Policy

Nil

Financial

- Approval under the Mayoral delegation to undertake emergency works has already seen a commitment of \$150,000 and forms part of the recommendation of this report.
 The funds for these works will be found and allocated within the March QBR process.
- The recent storm events have had a major financial impact on both Council and the community, with assistance available under the Natural Disaster Declaration. The accumulated events have caused an estimated \$1.6 million damage to Council's infrastructure that must be repaired.
- Once the design of the improved drainage system is complete, there will need to be a requirement for Council to consider the financial viability of the required works which are expected to be in the vicinity of \$2.5 million dollars.

Community Engagement / Communication

 Throughout the storm events in January, Council attempted to provide the community with all relevant information through all available media, with the Mayor and General Manager also visiting businesses after the first event.

RISKS

As can be seen from the storm events in January 2022, the impacts on infrastructure and the community are substantial. There is a high likelihood that these types of events will occur more frequently, putting the Council infrastructure and the community at risk of further damage and loss.

Given that Council is aware of the issues in many locations, a lack of assessment and potential mitigation could result in insurance claims against Council.

OPTIONS

There are no real options available for this report, other than resolve to support the recommendation as the works and associated items are non-optional repairs that need to be undertaken.

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A future report will be presented to Council in which consideration of the potential mitigation options and associated costings will be presented.

CONCLUSION

The storm events in January 2022 have had a major impact on the community of Narrandera and the Council, with some of the storm types never being previously experienced. Although there was damage to Council and private infrastructure and a significant emotional toll, the community is lucky that there were no serious injuries sustained throughout the events.

Council staff will continue to undertake the required works to mitigate the stormwater issues over the coming months and will table a further report to Council once the current mitigation works are completed by our consultants.

The emergency services and the community should be applauded for their fantastic effects and community spirit shown during and post these events.

RECOMMENDATION

That Council:

- 1. Notes the report.
- Acknowledges the efforts of the emergency services, Essential Energy, Council staff and the Narrandera community for their fantastic effects and community spirit shown during and post the January 2022 storm events.
- Writes to the local member and Minister for Resilience and Emergency Services, Steph Cooke and thank her and the NSW State Government for their support during and following these events.
- 4. Endorses the emergency funding approval given by Mayor Kschenka to undertake critical stormwater upgrades post the 6 January 2022 storm event.
- 5. Authorises the General Manager to engage appropriate consultants to review the stormwater system in Narrandera and provide Council with recommendations on improvements to address the recently experienced flooding issues.

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2022 Emergency Drainage Upgrades Summary

Location 01 - Charles St W side S of Coles Exit

Existing:

In situ 1000mm x 400mm grate Lintel 1600mm x 30mm opening

~450mm pipe outlet



Proposed:

Remove existing pit, lintel and redundant pipe. Construct new pit and lintel to southern side of existing pit. Construct new blind pit and connecting pipe to existing pipework. Lintel 1800mm opening left grate (from road), 900x600 pit, and linking pipe.

Asset ID: D2-340-2

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Location 02 - Charles St NE Bolton St int

Existing:

Side Entry Lintel (Lid) 1200 x 125mm opening



Proposed:

Remove existing pit and side entry lintel and construct new pit and lintel. Lintel 1800mm opening right grate (from road), 900x900 pit.

Note: There is scope to increase the number of inlets by adding an additional location within Bolton St which may be of small additional benefit but could be investigated for future works. This would be to construct new pit and lintel on Bolton St with pipe and blind pit to connect to existing pipe. This is estimated as an additional \$10,000 on top of proposed works.

Asset ID: D2-339-2

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Location 03 - Bolton St SE Charles St

Existing:

Grates 1500mm x 1320mm (2 x 1500mm x 660mm)

Lids 2 x 1500mm x 1470mm



Proposed:

Construct new pit and lintel, connect with pipe to existing main drain. Locate to intercept overland flow across Bolton St.

Lintel 1800mm opening right grate (from road), 900x600 pit, and linking pipe.

Asset ID: New – Adjacent to D2-337-2

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Location 04 - Charles St SW Bolton St

Existing:

Grates 1500mm x 1320mm (2 x 1500mm x 660mm)

Lids 2 x 1500mm x 1470mm



Proposed:

Construct new pit and lintel south of kerb ramp on Charles St, connect with pipe to existing main drain.

Lintel 1800mm opening left grate (from road), 900x600 pit, and linking pipe.

Note: There is scope to increase the number of inlets by adding an additional location within Bolton St which may be of small additional benefit but could be investigated for future works. This would be to construct new pit and lintel on Bolton St with pipe and to connect to main drain, needing kerb ramp replacements. This is estimated as an additional \$13,000 on top of proposed works.

Asset ID: New – Adjacent D2-338-2

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Location 05 - Bolton St NE Charles St Low Point

Existing:

Low point in Bolton St overland flow over road from NW corner to SW corner



Proposed:

Construct dish drain across Bolton St to define surface flow path, sloped connections with kerb and gutter. All four kerb ramps would need replacing.

Asset ID: New - 01

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Location 06 - Charles St N Kiesling Ln int

Existing:

Grates 1500mm x 1320mm (2 x 1500mm x 660mm)

Lids 2 x 1500mm x 1470mm



Proposed:

Construct new pit and lintel, connect with pipe to existing main drain. Lintel 1800mm opening left grate (from road), 900x600 pit, and linking pipe.

Asset ID: D2-335-2

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Location 07 - Charles St E Kiesling Ln int

Existing:

Box Culvert 750mm x 250mm x 1.2m over drainage opening, ~120mm opening



Proposed:

Construct new pit and lintel, conduit under Charles St may restrict option. Lintel 1200-1800mm opening sag grate, 900x600 pit.

Asset ID: D2-334-2

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Location 08 - Charles St W Kiesling Ln int

Existing

Box Culvert 750mm x 250mm x 1.2m over drainage opening, ~150mm opening



Proposed:

Construct new pit and lintel, main drain configuration and conduit under Charles St may restrict option.

Lintel 1200-1800mm opening sag grate, 900x600 pit.

Asset ID: D2-336-2

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Location 09 - Kiesling Ln E Charles St int

Existing:

Grates 5 x 2250mm x 590mm Lids 2600mm x 1230mm



Proposed:

Modify existing grates to have southern half raised with 125mm gap (surcharge type arrangement) with handrail incorporated to limit pedestrian and vehicle interaction.

Asset ID: Main Drain New 01

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Location 10 - Kiesling Ln Carpark

Existing:

Grate 630mm x 630mm

Pit 630mm x 630mm x 600mm deep

Pipe concrete 300mm diameter south into main drain

Proposed:

Incorporate new openings into main drain with works for Location 11. No changes proposed for existing grate.

Asset ID: D4-490-2

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Location 11 - Kiesling Ln Footpath

Existing:

Grate 630mm x 630mm

Pit 630mm x 630mm x 400-600mm deep

Pipe PVC 90mm diameter south into main drain



Proposed:

Construct new raised garden bed between current drain, from the power pole and the existing garage, incorporating new raised grated inlet over pit to be placed adjacent main drain. This inlet will have open sides on south and west sides, along with a formed drain into northeast side helping drain from Location 10.

900x900 grate, 900x900 pit, connecting pipe.

Asset ID: Kiesling New Drains 01

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Location 12 - Audley St NE Cadell St

Existing:

Grate 1250mm x 500mm

Concrete ~450mm pipe heading south



Proposed:

Remove existing grate and construct new lintel on existing pit. New pit may be required depending on arrangement. Remove redundant ramp.

Lintel 1800mm opening left grate (from road)

Note: There is scope to increase the number of inlets by adding an additional location within Cadell St which may be of small additional benefit but could be investigated for future works. This would be to construct new pit and lintel on Cadell St with pipe and to connect to existing pit. This is estimated as an additional \$10,000 on top of proposed works.

Asset ID: D2-300-2

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Location 13 - Audley St SE Cadell St

Existing:

Lids 2 x 1490mm x 1320mm

Cover 900mm x 450mm over invert drop into box north into pit

Pit has $^{\sim}900$ mm concrete pipe inlet from east, $^{\sim}450$ mm concrete pipe inlet from north, box of unknown size outlet to west under Cadell St



Proposed:

Remove existing pit and side lid and construct new pit and lintel connecting to main drainage line. Lintel 1800mm opening sag grate (from road), 900x900 pit, connecting pipe.

Asset ID: D2-299-2

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Location 14 - Audley St SW Cadell St

Existing:

Side Entry Lintel (Lid) 840mm x 110mm opening

No pit, knocked into top/side of ~800mm pipe heading westwards



Proposed:

Remove existing side entry lid and construct new lintel, pit in line with existing pipeline. Lintel 1800mm opening right grate (from road), 900x900 pit.

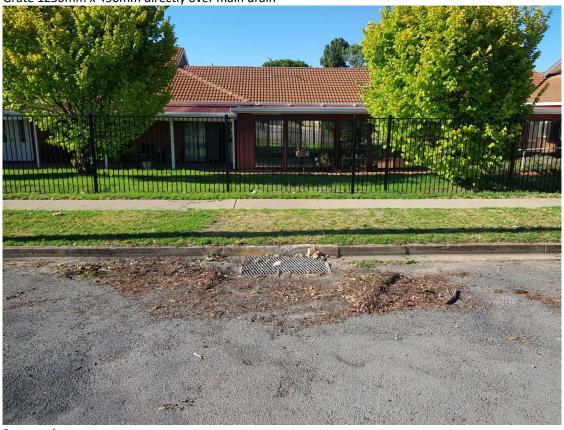
Asset ID: D2-294-2

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Location 15 - Audley St S Main Drain

Existing

Grate 1250mm x 450mm directly over main drain



Proposed:

Remove existing grates and construct new lintel with supporting base/lid over existing main drain. Lintel 1800mm opening sag grate (from road)

Asset ID: D2-293-2

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Location 16 - Audley St N Main Drain W

Existing:

Side Entry Lintel (Lid) 1000mm x 125mm opening

Pit drains east into main drain



Proposed:

Remove existing side entry lid and construct new lintel in existing pit. New pit may be required depending on arrangement.

Lintel 1200mm opening sag grate (from road), 900x600 pit.

Asset ID: D2-295-2

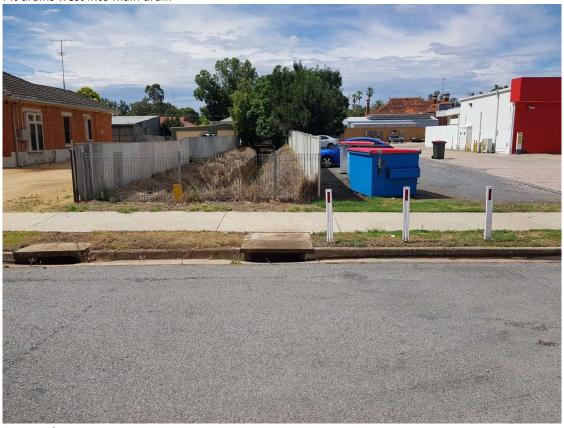
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Location 17 - Audley St N Main Drain E

Existing:

Side Entry Lintel (Lid) 1000mm x 125mm opening

Pit drains west into main drain



Proposed:

Remove existing side entry lid and construct new lintel in existing pit. New pit may be required depending on arrangement.

Lintel 1200mm opening sag grate (from road), 900x600 pit.

Asset ID: D2-295-2

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Location 18 – Unamed Road adjacent Frasers and Menz Plant

Existing

Natural surface track built up over time and inhibiting surface flow from Frasers Hardware and Menz Plant south across track.



Proposed:

Construct pipe culvert across unnamed road.

375mm culvert, 7.2m long with headwalls.

Shape upstream drain towards property boundary to allow properties to drain to new culvert, and shape downstream drain towards Lethbridge Dr matching into existing at appropriate grade.

Asset ID: D2-295-2

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Examples of Lintels to be installed







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17.3 PROPOSED CHANGES TO INFRASTRUCTURE CONTRIBUTIONS

Document ID: 596077

Author: Manager Development & Planning

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. Proposed Environmental Planning and Assessment

Amendment (Infrastructure Contributions) Regulation 2021 4

RECOMMENDATION

That Council:

- Notes the Department of Planning, Infrastructure and Environment review into infrastructure contributions, and
- 2. Acknowledges the need to undertake a review of the existing plan as detailed within the report.

PURPOSE

The purpose of this report is to advise Council that the NSW Department of Planning, Industry and Environment (DPIE) is undertaking a review into infrastructure contributions (developer contributions) and is proposing to change the structure and application of contributions.

All councils have been invited to lodge a submission advising DPIE of how the proposed changes may affect them. However, given that Council will retain the ability and discretion to be able to set infrastructure contributions at a level applicable to Council, there is considered to be no necessity to make a formal submission.

SUMMARY

As an outcome of the review into infrastructure contributions, the Department of Planning, Infrastructure and Environment has released draft changes as per attachment 1.

Council has been invited to lodge a submission on proposed changes to the way that infrastructure contributions apply to developments within NSW. These changes will not be adopted by the NSW Government until the Council consultation process has been completed in late March 2022.

Narrandera Shire Council will retain the ability to set its own fees to the maximum cap and to the development that it deems relevant, in accordance with the prescribed development types within the report below.

BACKGROUND

Councils currently have the ability to charge infrastructure contributions for the provision of local infrastructure for their communities under the Environmental Planning and Assessment Act 1979.

Narrandera Shire Council adopted the Narrandera Development Contributions Plan in 2014 which permits Council to charge a levy equal to 0.5% of the value of the cost of works on development having a value between \$100,000 and \$200,000, and a levy equal

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to 1% of the cost of works on development with a value above \$200,000. These levies are collected to fund, or assist in the provision of, a range of community infrastructure in Narrandera, Barellan and Grong Grong agreed to by Council.

This current plan does not impose infrastructure contributions in respect of development:

- a. For a dwelling house or alterations and additions to a dwelling house.
- b. For the sole purpose of (Building Code of Australia) Class 10 structures.
- c. For the purpose of disabled access.
- d. For the purpose of providing affordable housing (including part of a development).
- e. For the purpose of reducing a building's use of potable water (where supplied from water mains) or energy.
- f. For the sole purpose of adaptive reuse of an item of environmental heritage.
- g. Internal alterations and additions to an industrial building.
- h. Where the proposed cost of carrying out of the development is \$100,00 or less.

This plan applies to the Narrandera LGA with the exception of Pine Hill, which is covered by a separate Pine Hill Contributions Plan 1994.

The changes proposed by DPIE follow a review undertaken by the NSW Productivity Commissioner on the way developer charges are being applied by councils across NSW. The Commissioner made 29 recommendations as a result of this review, which have all been accepted by the DPIE as detailed within the attached draft.

The changes that may affect Narrandera Shire Council include:

 Infrastructure contributions will no longer be imposed as a levy based on a percentage of the value of the works, but rather a maximum set charge for a range of development including:

Development types where Narrandera Shire does not currently impose a levy

Туре	Dwellings	Dwellings Additions	Other Residential (Units, etc)	Solar Farms per MW
NSC levy	\$0	\$0	\$0	\$0
Proposed levy	\$10,000	\$6,000 per bedroom	\$8,000	\$2,000

Development types currently levied under Council's Development Contributions Plan 2014

Туре	Commercial per m ²	Retail per m ²	Industrial per m 2
NSC levy	0.5% x development cost \$100,000-\$200,000 1% x development above \$200,000		
Proposed levy	New \$25.00 Additions \$12.50	New \$35.00 Additions \$17.50	New \$13.00 Additions \$6.50

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- Developer contribution plans are to be reviewed every four years.
- The requirement that the current Council Developer Contribution Plans need to be reviewed and re-made before 1 July 2024.
- An increased list of exempted development, including any other development specified by a council in its plan.
- A proposal to permit councils to recoup any interest charges associated with borrowings used to fund infrastructure. Previously councils could only use infrastructure contributions to fund or assist in funding actual works.
- Allowing councils to make minor administrative corrections to its infrastructure contributions plan.

It is considered that the setting of infrastructure contributions must always remain a decision for each individual council based on development pressures, local social and economic circumstances, and the ability to fund required infrastructure.

The guidelines describing the proposed changes mention that councils will retain the discretion to specify additional exemptions and that further details are to be provided at a later date. This has also been reconfirmed at all of the webinars run by DPIE.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Strategy

4.2 - To improve, maintain and value-add to our essential public and recreational infrastructure

Action

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

ISSUES AND IMPLICATIONS

Policy

• The Narrandera Developer Contributions Plan 2014 and Pine Hill Contributions Plan 1994 remain the current policies until such time as they are required to be amended. At that time, the two plans would be replaced by one new plan.

Financial

 The Narrandera Developer Contributions Plan 2014 and Pine Hill Contributions Plan 1994 will not be required to be amended until after the introduction of the proposed changes.

Legal / Statutory

• The Narrandera Developer Contributions Plan 2014 and Pine Hill Contributions Plan 1994 remain the current policies until after the introduction of the proposed changes.

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Community Engagement / Communication

• Information regarding the proposed changes provided within the ordinary business paper for discussion at the 15 February 2022 meeting of Council.

RISKS

There are considered to be minimal risks resulting from this report, however consideration of all risks will need to be undertaken whilst the new plan is being considered in the future.

OPTIONS

- 1. Resolve to note the review into infrastructure contributions as outlined in the recommendation.
- 2. Resolve to make a submission to the review into infrastructure contributions.

CONCLUSION

The collection of infrastructure contributions levied on development occurring within the Narrandera Shire is an accepted and recognised method of funding, or assisting the funding, of a wide range of community infrastructure.

It may also be considered a disincentive to develop if the contributions are set too high. It is therefore essential that Narrandera Shire retains the discretion to be able to set infrastructure contributions that represent a balance between funding of community infrastructure and the encouragement of development.

The information provided to Council provides for the ability to ensure the above are achieved and therefore no submission is considered necessary.

RECOMMENDATION

That Council:

- 1. Notes the Department of Planning, Infrastructure and Environment review into infrastructure contributions, and
- 2. Acknowledges the need to undertake a review of the existing plan as detailed within the report.

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Infrastructure Contributions

Proposed Environmental Planning and Assessment Amendment (Infrastructure Contributions) Regulation 2021



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Acknowledgement of country

The Department of Planning, Industry and Environment acknowledges the traditional custodians of the land and pays respect to Elders past, present and future.

We recognise Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society.

Find out more:

www.dpie.nsw.gov.au

Proposed Environmental Planning and Assessment Amendment (Infrastructure Contributions) Regulation 2021 - Explanatory Paper

First published: October 2021

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Executive Summary

Public infrastructure plays a critical role in supporting the growth and productivity of our cities and regions. Infrastructure contributions are a funding mechanism to deliver public infrastructure to accommodate development and support growing communities.

The Environmental Planning and Assessment Act 1979 (the EP&A Act) and Environmental Planning and Assessment Regulation 2000 (the EP&A Regulation) set out the statutory requirements for infrastructure funding contribution collection and use in New South Wales (NSW).

The current infrastructure contributions system has not changed much since significant reforms were implemented in 1991. There is a general acknowledgement by local government, industry and the community that reform of the infrastructure contributions system is needed and long overdue.

In April 2020 the NSW Government requested the NSW Productivity Commissioner to undertake a review of the infrastructure contributions system in NSW, and report back with recommendations for reform.

The NSW Productivity Commissioner made 29 recommendations, all of which were accepted by the NSW Government in March 2021. The *Infrastructure Contributions Reform Roadmap* was released to outline the implementation program of the NSW Productivity Commissioner's recommendations.

Proposed amendments to the EP&A Act in the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) were introduced in NSW Parliament in June 2021 and subsequently considered by a Parliamentary Committee.

The Department of Planning, Industry and Environment (the department) is proposing

changes to the EP&A Regulation to implement the NSW Productivity Commissioner's recommendations. The proposed amendments include the operational detail to support the Bill and:

- facilitate early identification of infrastructure needs.
- address high and rising land values,
- forward funding infrastructure through pooling and borrowing,
- improve revenue collected under section 7.12 contributions plans,
- include changes to public participation on draft planning agreements,
- introduce reporting requirements for affordable housing contributions,
- simplify and standardise exemptions policy for section 7.11 and section 7.12 contributions,
- better align infrastructure contributions with strategic planning and delivery, and
- make minor amendments to improve the efficiency of the contributions system.

The proposed changes are consistent with the NSW Productivity Commissioner's recommendations, with some refinements made to respond to issues raised by local government, industry and the community. In particular, the method for charging section 7.12 levies more fairly and accurately reflects the NSW Productivity Commissioner's recommended 3% of construction cost.

The proposed changes can be viewed in the draft Environmental Planning and Assessment Amendment (Infrastructure Contributions)
Regulation 2021 (draft instrument).

Together with the Bill, the proposed changes to the EP&A Regulation will implement the necessary legislative changes to make the infrastructure contributions system more certain, efficient, simple, transparent and consistent.

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1 Introduction

The EP&A Act provides the overarching framework for the NSW planning system. The EP&A Regulation supports the day-today operation of this system. It contains key provisions including those relating to development contributions and planning agreements.

This paper outlines proposed amendments to the EP&A Regulation as part of the Infrastructure Contributions Reform Roadmap. This follows the NSW Government's acceptance of all 29 recommendations of the NSW Productivity Commissioner's review of the infrastructure contributions system.

Proposed amendments to the EP&A Regulation support proposed amendments to the EP&A Act in the Bill introduced in NSW Parliament in June 2021. The Bill was referred to the Legislative Council Portfolio Committee No. 7 - Planning and Environment for inquiry. In its report, handed down on 10 August 2021, the Committee made a single recommendation:

"That the [Bill] 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."

See https://www.parliament.nsw.gov.au/ committees/inquiries/Pages/inquiry-details. aspx?pk=2821.

This paper explains proposed changes to the EP&A Regulation and the rationale and effect of those changes. It should be read in conjunction with the Bill which can be found on the NSW Parliament website at https://www.parliament.nsw. gov.au/bills/Pages/bill-details.aspx?pk=3880.

Information and related documents also on exhibition to implement contributions reform can be found at: www.planningportal.nsw.gov.au/localcontribution.



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2 Background

2.1 Productivity Commission review

In April 2020 the Hon Rob Stokes MP, Minister for Planning and Public Spaces, asked the NSW Productivity Commissioner to undertake a holistic review of the NSW infrastructure contributions system. The aim was to consider whether the current system meets the objectives of certainty and efficiency to deliver public infrastructure to support development and to report back with recommendations for reform.

The NSW Productivity Commissioner released his Final Report on the *Review of Infrastructure Contributions in New South Wales* on 3 December 2020 (available at the NSW Productivity Commission's website at https://www.productivity.nsw.gov.au/infrastructure-contributions-review). The Report includes 29 recommendations for system reform to create certainty about the funding and delivery of infrastructure to support new and existing communities.

In March 2021, the NSW Government accepted all 29 recommendations to:

- move towards a principles-based infrastructure contributions system based on certainty, efficiency, simplicity, transparency and consistency,
- enhance the capacity of councils to support growth,
- strike a balance between efficiency, simplicity and certainty for local infrastructure contributions,
- develop a stronger funding base for State and regional infrastructure,
- make the system more consistent, transparent and easy to navigate, and
- better align infrastructure contributions and strategic planning and delivery.

2.2 Implementation

The key steps to implementing the NSW Productivity Commissioner's recommendations include:

- amending the EP&A Act to establish the legislative framework for the reforms (see part 2.3 for summary).
- amending the EP&A Regulation to include relevant detail (the subject of this paper).
- new and updated policy materials including Ministerial Directions and Practice Notes.

For further information see the *Infrastructure Contributions Reform Roadmap* at https://www.planning.nsw.gov.au/Policy-and-Legislation/
https://www.planning.nsw.gov.au/Policy-and-Legislation/
Infrastructure-Infrastructure-contributions-system.

There are other funding mechanisms to secure revenue for local infrastructure, such as rates and user charges. Recent amendments to the Local Government Act 1993 will allow councils to review their general income to include population growth. The Independent Pricing and Regulatory Tribunal (IPART) has conducted a review of the new rating methodology https://www.ipart.nsw. gov.au/Home/Industries/Local-Government/ Reviews/Rate-peg-population-growth/Reviewof-the-rate-peg-to-include-population-growth. The final report was presented to the Minister for Local Government on 10 September 2021, who has endorsed the rate peg methodology and asked IPART to give effect to it in setting the rate peg from the 2022-23 financial year.

IPART is also undertaking reviews of:

- the essential works list, nexus and efficient infrastructure design which can be found at https://www.ipart.nsw.gov.au/Home/ Industries/Local-Government/Reviews/ Contributions-Plan/Review-of-the-essential-works-list-nexus-and-efficient-infrastructure-design.
- benchmark costs for local infrastructure which can be found at https://www.ipart.nsw.gov.au/ Home/Industries/Local-Government/Reviews/ Contributions-Plan/Review-of-benchmarkcosts-for-local-infrastructure.

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Infrastructure Contributions

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IPART's exhibition of the draft reports is expected to commence during October 2021. The final reports for both reviews are scheduled to be presented to the Minister for Planning and Public Spaces in December 2021.

2.3 Proposed amendments to the EP&A Act

Proposed amendments to the EP&A Act either directly implement the NSW Productivity Commissioner's recommendations or allow regulations, directions or other arrangements to do so (see Table 1).

Table 1. Drengered	changes to	contributions	machaniama	in the Dill
Table 1: Proposed	changes to	contributions	mechanisms	in the bill

Mechanism	Proposed changes
Planning agreements	 Planning authorities must exhibit rather than notify planning agreements for a minimum of 28 days and invite and consider submissions. Physical copies of planning agreements are no longer required.
Section 7.11 local infrastructure contributions	 Section 7.11 of the Act has been redrafted but operates in a similar way to how it does now. Section 7.11 contributions have been renamed 'local infrastructure conditions' and are imposed on development consents to fund local infrastructure with a relationship to development.
	 A new land value contribution has been introduced as an alternative approach for councils to recover the cost of land acquisition in 'land value contributions areas' subject to planning proposals to rezone land if identified in section 7.11 contributions plans.
	 To encourage councils to forward fund infrastructure the Bill allows councils to pool contributions for purposes identified in more than one plan and provides a regulation-making power to allow councils to recoup interest costs associated with borrowing.
	 IPART's concurrent work in reviewing the essential works list and investigating benchmark costs for section 7.11 contributions plans will ensure local infrastructure contributions are used to fund the provision of development-contingent infrastructure, as described in the Final Report by the Productivity Commissioner.
Section 7.12 local infrastructure contributions	 Section 7.12 levies have been renamed to 'local levy conditions' and are imposed on development consents to fund local infrastructure with a relationship to overall development across an area.
	 The Bill allows regulations to set section 7.12 rates in ways other than by percentage of construction cost.
State infrastructure contributions	 A regional infrastructure contribution replaces the existing special infrastructure contributions framework. It is to be imposed as a broad-based, flat charge for the State to collect contributions toward the provision of State and regional infrastructure. The regional infrastructure contribution may include transport project and/or strategic biodiversity components.
	 The regional infrastructure contribution will be applied by a State Environmental Planning Policy (SEPP) instead of by declaration, determination, and direction (as is currently the case with special infrastructure contributions).

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3 Proposed regulation amendments

The proposed regulation amendments implement the NSW Productivity Commissioner's recommendations by including either:

- additional detail and requirements to support new provisions in the Act, or
- new requirements that do not need Act amendments.

Some consequential amendments and housekeeping amendments to the EP&A Regulation are also proposed to make the infrastructure contributions system easier to understand and use.

The proposed amendments are outlined below.

3.1 Facilitating early identification of infrastructure needs

Recommendation 4.1: Develop infrastructure contributions plans upfront as part of the zoning process

Proposed changes

A new Ministerial Direction under section 9.1 of the EP&A Act is proposed as the primary measure to implement this recommendation. It will indicate to councils when draft contributions plans need to be prepared and exhibited with planning proposals.

It is also proposed to create a mechanism to apply a restriction on the approval of development applications if a draft contributions plan has not been prepared to support major rezoning. Currently clauses 270, 270A and 271 of the EP&A Regulation prevent the determination of development applications until a contributions plan is in place in certain areas of the Western Sydney Employment Area, Sydney Region Growth Centres and Western Sydney Aerotropolis. It is proposed that similar restrictions are applied across the State where rezoning and contributions planning are being done concurrently, to avoid the need to amend the EP&A Regulation every time.

The draft regulation will amend the EP&A Regulation to require contributions plans to be approved before determination of development applications if they are:

- on land in an area identified in an environmental planning instrument if the instrument also rezones the land, and
- for development for the purposes of residential accommodation, commercial premises or industries.

The measure will be time-limited to six months to avoid unreasonable delays to rezoning and to approval of development applications.

Rationale

The NSW Productivity Commissioner identified a need to ensure infrastructure planning is part of the strategic land use planning process. Under current arrangements, the identification of infrastructure needs and preparation of infrastructure contributions plans are often completed after rezoning occurs. Certainty around contributions early in the development cycle can act as a cost signal to encourage cost-efficient development.

The new Ministerial direction will give councils and other planning proposal authorities discretion to decide if a draft contributions plan is needed to support the planning proposal and if so to endeavour to exhibit it at the same time, or as soon as possible after the planning proposal is placed on exhibition.

The proposed amendment is an additional discretionary measure to be applied when a draft environmental planning instrument is prepared to require adoption of infrastructure contributions plans before any determination is made on a development application. Providing the option for planning authorities to enable this measure through inclusion in an environmental planning instrument addresses the risk of major development proceeding before a contributions plan is in place.

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Effect of the changes

- Industry, local councils and the community are provided greater certainty upfront over their contributions obligations and infrastructure provision respectively.
- Consent authorities have discretion to apply the new requirement and the department will have oversight where councils propose to amend LEPs in this regard.

3.2 Addressing high and rising land values

Recommendation 4.2: Introduce a direct land contribution mechanism to improve both efficiency and certainty for funding land acquisition

Recommendation 4.4: Index land contribution amounts to changing land values

Proposed changes

The Bill introduces a new land value contribution as an alternative for councils to impose contributions for land acquisition costs in section 7.11 contributions plans. Under the new provisions the operational requirements of the land value contribution are to be set out in the supporting regulations.

The draft regulation will amend the EP&A Regulation:

- to support the land value contribution:
 - cap the contribution at 20% of the value of land in a "land value contributions area", which is required under the Bill to be identified in a contributions plan.
 - specify the method to calculate the land value contribution.
 - require land value contributions plans to include detailed information including maps, numerical values for total area of land in the land value contributions area and the land identified for public purposes, as well as the land value contributions percentage to be applied (which cannot exceed the maximum percentage in the regulation),

- set procedures for land value contributions certificates including how to apply for a certificate and what they should contain, fees (\$53), time to be issued (5 days) and lapsing periods (1 year), and
- specify the method for determining the value of land in a land value contributions area
- for land value contributions imposed at the development application stage in a condition of consent and other local infrastructure conditions:
 - land acquisition costs for land yet to be acquired will be indexed in accordance with a Land Value Index published by the NSW Valuer General or the Producer Price Index (Road and Bridge Construction - NSW) if no Land Value Index has been prepared, and
 - land acquisition costs for land already acquired and works costs (i.e. non-land components) will be indexed in accordance with the Producer Price Index (Road and Bridge Construction - NSW).
- contributions rates in contributions plans and amounts payable in conditions of consent will be adjusted to reflect variations in the relevant indices.

Rationale

The NSW Productivity Commissioner made three recommendations to address the high and escalating costs faced by councils in acquiring land for public purposes under section 7.11 contributions plans. In greenfield areas land values tend to rise faster and at a much earlier stage of development, often before a rezoning is finalised.

The Bill introduces a new "land value contribution", which is a contribution towards the provision of land for public purposes by all landowners in a "land value contributions area". The land value contribution is calculated using the percentage of land needed for public infrastructure purposes in the "land value contributions area" and the value of land at the time the contribution is imposed, either at sale or development approval, whichever comes first. The contribution obligation is created on landowners who benefit from their land being rezoned.

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Land is identified for rezoning



Land in area to be rezoned is identified for public purposes



Percentage of total land area for public purposes calculated



Contribution applied area-wide as a percentage



Contribution payable when land is sold or developed



Contribution calculated as percentage of land value at time of sale or consent

The land value contribution is an alternative approach to the existing method of using estimated land costs at the time a section 7.11 contributions plan is prepared. Application of a percentage of land value to calculate the contribution when it is imposed will allow for contributions to better reflect changes to land values over time. The new approach is best suited to high-growth areas and can only be introduced when land is rezoned for more intense development.

The proposed regulation separately identifies land and capital (non-land) costs under section 7.11 plans and specifies the indexation method for each. Indices will be updated and rates adjusted accordingly. It is also proposed to index land value contribution amounts when a local infrastructure condition is imposed.

Effect of the changes

- The regulation amendments provide the detail for councils opting to use the new land value contribution mechanism for the land component of section 7.11 contributions plans to fund the acquisition of land for public purposes in areas to be rezoned for a more intense land use.
- Specifying the indices to be used for land and works costs in local contributions plans ensures a consistent approach.
- Indexation methods for section 7.11 contributions plans are standardised using an index that relates better to the cost of infrastructure.

3.3 Forward funding infrastructure through pooling and borrowing

Recommendation 4.9: Encourage councils to forward fund infrastructure, through borrowing and pooling of funds

Recommendation 4.9(i): Amend legislation to allow:

- pooling of contributions funds as the default option
- interest costs associated with borrowing for infrastructure to be collected through contributions plans.

Proposed changes

The draft regulation will amend the EP&A Regulation to:

- remove an existing pooling provision made redundant by Act amendments that limit pooling between contributions plans, and
- allow interest costs associated with borrowing for infrastructure to be recouped through contributions plans.

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Rationale

The NSW Productivity Commissioner recognised that fiscal flexibility of councils could be improved by allowing and encouraging pooling of contributions funds and borrowing to forward fund infrastructure provision. However there are key barriers to doing so, including administrative complexity and a lack of integration between contributions plans, delivery programs and operational plans.

The EP&A Regulation currently allows councils to pool contributions if it is specifically authorised by a contributions plan. The Act amendments in the Bill will allow councils to pool contributions within and between contributions plans.

The EP&A Regulation also currently specifies the indexation method for the cost of providing public amenities or public services in section 7.11 and section 7.12 contributions plans. Rather than councils recouping interest though indexation of contributions we would like to allow councils to factor in interest on amounts borrowed into their contribution rates upfront in contributions plans and to index those interest costs using the Producer Price Index (Road and Bridge Construction – NSW). This will improve councils an ability to recoup the real costs of providing infrastructure.

The indexation method for contribution amounts for both section 7.11 and section 7.12 will also be standardised in the regulation amendments (see parts 3.2 and 3.4).

Effect of the changes

- Councils will have more fiscal flexibility to help deliver the critical local infrastructure communities need.
- Pooling contributions funds within and between contributions plans will be possible by default, enabling earlier delivery of local infrastructure.
- Councils will be able to include forecast interest on borrowings into section 7.11 contributions rates instead of relying on the indexation of contribution amounts to recoup interest costs.



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3.4 Improving revenue collected under section 7.12 contributions plans

Recommendation 4.11: Increase the maximum allowable rate for local levy conditions

Proposed changes

The draft regulation will amend the EP&A Regulation to:

• set new local levy (previously section 7.12) condition rates for named development types by area (generally based on Greater Sydney region boundaries):

	House per dwelling	Other resident per dwe (dual	elling	Additional bedroom per room for	per m ² new and additions*	per m ² new ar additio	nd	per m ² new and additions*
		occupai etc)	ncies	additions				
Greater Sydney - East	\$15,000	\$15,000)	\$6,000	\$50/\$25	\$35/\$1	7.50	\$35/\$17.50
Greater Sydney - Central	\$12,000	\$12,000)	\$5,000	\$40/\$20	\$35/\$1	7.50	\$25/\$12.50
Greater Sydney - West	\$10,000	\$8,000		\$4,000	\$25/\$12.50	\$35/\$1	7.50	\$13/\$6.50
Regional NSW	\$10,000	\$8,000		\$4,000	\$25/\$12.50	\$35/\$1	7.50	\$13/\$6.50
	Boarding houses/g homes/st accommon hotels/mon serviced apartment	udent dation/ otels/ ts	facilit home back	I care ties/nursing es/hostels/ packers' mmodation ed	Caravan par manufacture home estate per site	ed	per i (cap	r and wind as megawatt pped at 0,000 per ect/DA)
Greater Sydney - East	\$6,000		\$6,00	00	\$15,000		\$2,0	00
Greater Sydney - Central	\$5,000		\$5,00	00	\$12,000		\$2,0	00
Greater Sydney - West	\$4,000		\$4,00	00	\$8,000		\$2,0	00
Regional NSW	\$4,000		\$4,00	00	\$8,000		\$2,0	00

^{*}where the development is an alteration to an existing development, the maximum rate will be 50% of the maximum rate for a new development or addition to existing development.

- set a 4 year review period for local levy condition rates,
- require local levy rates and conditions to be adjusted to reflect variations using the Producer Price Index (Road and Bridge Construction NSW), and
- provide savings and transitional provisions for existing section 7.12 contributions plans.

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Rationale

Local levy conditions give councils the option to more easily fund the infrastructure required to support development, without having to establish full nexus and apportionment required for local infrastructure conditions under section 7.11.

Councils may impose development consent conditions requiring payment of a levy calculated as a percentage of the proposed cost of development. The EP&A Act provides that regulations can specify how the proposed cost is to be estimated or determined and can set the maximum percentage charge.

Clause 25K of the EP&A Regulation currently sets the maximum section 7.12 levy at 1% of the proposed development cost, and councils can apply to increase the rate to up to 3% based on the criteria set out in a Practice Note.

The Act amendments in the Bill will allow local levy conditions to be set more broadly than a percentage of development cost. Under the new system, the regulations will specify a per dwelling basis for residential development and a per square metre basis for non-residential development.

The NSW Productivity Commissioner recommended raising the rate to the equivalent of 3% of development cost for residential development, expressed as a rate per additional dwelling. For other development he recommended a rate per additional square metre of gross floor area, intended to be the equivalent of 1% of development cost.

In order to better align infrastructure charges with drivers of infrastructure demand rather than development cost and address concerns of industry gaming the system by under quoting development costs, the NSW Productivity Commissioner proposed the following maximum local levy condition rates:

House	Other residential	Commercial	Retail	Industrial
per additional dwelling	per additional dwelling	per additional m²	per additional m²	per additional m²
\$10,000	\$8,000	\$35	\$25	\$13

However, local councils raised concerns with the department and in submissions made to the Parliamentary inquiry into the Bill that the blanket application of the section 7.12 rates did not reflect the variability of construction costs across NSW.

Local councils also raised concerns with applying the levy to only net additional development. Councils who predominately rely on section 7.12 contributions plans generally have high replacement dwelling ratios, meaning application only to net additional development would result in a negative financial impact for many metropolitan infill areas.

The department has considered the issues raised and undertaken a review of the proposed charging methodology. See Appendix A for supporting study.

The charging methodology has been amended to apply differential rates across Greater Sydney and regional NSW, recognising that the cost of development varies across the regions. The rationale for differential rates by region and by development type is guided by their respective development cost and target alignment with the % of development cost recommended by the Productivity Commissioner. In addition, the rates will apply to development, rather than 'net additional' development (that is, rates will also apply to 'knock down/rebuild' development) to ensure the mechanism operates effectively to fund infrastructure demand generated by growth by considering the economic life of buildings.

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Concerns were also raised by some local councils about demand on infrastructure created by alterations and additions, as well as solar and wind farms. The department has further investigated these development types and rates for these are now proposed.

For development types such as boarding houses and caravan parks that cannot be levied easily using a calculation methodology based on a per dwelling or a per square metre basis, alternative methods are proposed.

Effect of the changes

- The proposed methodology is expected to better balance the benefit of a simple section 7.12 contributions plan against the more administratively demanding preparation of section 7.11 contributions plans in areas with high infrastructure need.
- Councils will be able to assess the relative financial benefit when deciding whether to prepare a section 7.11 or section 7.12 contributions plan with regards to the differential section 7.12 rates set out in the regulations.
- Councils in high-growth greenfield areas will have certainty upfront about revenue from section 7.12 plans without the need to apply for a maximum levy higher than 1% for residential development.
- Councils are expected to receive improved funding as a result of indexation methods that are better tailored to infrastructure contributions.
- Indexation methods for section 7.12 are standardised using an index that relates better to infrastructure.

3.5 Changes to public participation on draft planning agreements

Recommendation 4.12: Planning agreements consistent with the principles-based approach

Recommendation 4.12 (iii): Amend legislation to:

- register planning agreements and draft planning agreements in a centralised system, contained within the NSW Planning Portal
- 'publicly exhibit' rather than 'publicly notify' planning agreements, including requirements to receive and consider public submissions

Proposed changes

The draft regulation will amend the EP&A Regulation to:

 include requirements about the manner and timing of exhibition of draft planning agreements on the NSW planning portal.

Rationale

Planning agreements are negotiated between developers and planning authorities to deliver bespoke, innovative infrastructure solutions. They provide flexibility but are not currently subject to the same community participation and transparency requirements as contributions plans.

Part 4 Division 1A of the EP&A Regulation currently sets out the detailed requirements for the use of planning agreements, including public notice and online publication on council and planning authority websites and on the NSW planning portal. The Bill proposes to increase public participation requirements for planning agreements in Schedule 1 to the EP&A Act, with a mandatory exhibition period of 28 days.

To support the Act amendment, the EP&A Regulation will specify how and when draft planning agreements are to be exhibited.

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Effect of the changes

 Greater transparency and certainty for the community about what is being negotiated in planning agreements and the infrastructure to be delivered.

3.6 Reporting requirements for affordable housing contributions

Recommendation 4.14: Improve accountability for affordable housing contributions

Regulation

The draft regulations will amend the EP&A Regulation to:

- require councils to keep and make public an affordable housing contributions register, and specify information requirements to be kept on the register:
 - o particulars relating to the development consent reference that imposed the condition (the development application reference, consent authority and date imposed),
 - the affordable housing scheme or the planning agreement under which the contribution was required,
 - the monetary amount of contributions received and/or the value of affordable housing dwellings delivered,
 - the date or dates the contribution was received, and
 - if the contribution is made directly to a community housing provider, the name of the community housing provider.
- require councils to report expenditure of affordable housing contributions by project in their annual reports:
 - o project identification number and description,
 - o if any assets/dwellings have been transferred

- to a third party specify that party (e.g. community housing provider),
- the location and address of affordable housing dwellings delivered through the
- the number of dwellings delivered as part of the project.
- the amount of monetary affordable housing contributions used or expended on the project, including the value of any land or floor space provided by developers,
- which community housing provider is managing the project, and
- whether the dwellings are completed.
- require councils to publish the affordable housing contributions information required in annual reports on the NSW planning portal as well as on their own websites.

Rationale

The EP&A Regulation currently sets out reporting requirements for contributions received under planning agreements and contributions plans. Additional reporting and online publication requirements for these contribution types, to come into force on 1 July 2022, were included in an EP&A Regulation amendment made in February 2021. These requirements do not currently apply to affordable housing contributions received by councils and imposed in conditions of consent under section 7.32 of the EP&A Act and State Environmental Planning Policy 70 - Affordable Housing (Revised Schemes) or planning agreements.

It is proposed to create new reporting requirements for affordable housing contributions to ensure consistency of reporting between the different types of contributions, increasing transparency and accountability in the contributions system. This will increase community confidence in the existing affordable housing mechanisms, by letting the community know where contributions are received and how they are spent.

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Effect of the changes

- Councils will be required to report on contributions collected through SEPP70 affordable housing schemes and planning agreements, and to publish this information on the NSW planning portal.
- Councils and the State government will have greater ability to evaluate existing affordable housing contributions mechanisms and to monitor their effectiveness.
- There will be greater public transparency about affordable housing contributions received by councils and affordable housing delivered.

3.7 Simplifying and standardising exemptions

Recommendation 6.4: Introduce a simple, clear, standardised exemptions policy

Proposed changes

The draft regulations will amend the EP&A Regulation to exclude the following development from local infrastructure contributions:

- public housing within the meaning of the *Housing Act 2001*,
- affordable housing or seniors housing carried out by or on behalf of a social housing provider:
 - a social housing provider is any of the following—
 - a. Services Australia,
 - b. the Land and Housing Corporation,
 - c. a registered community housing provider,
- d. a specialist supported accommodation provider,
- e. the Aboriginal Housing Office,
- f. a registered Aboriginal housing organisation within the meaning of the *Aboriginal Housing Act 1998*,
- g. a local government authority that provides affordable housing,
- h. a not-for-profit organisation that is a direct provider of rental housing to tenants

- Crown development for the purposes of schools, health services facilities, emergency services facilities, public administration buildings,
- development currently covered by the Environmental Planning and Assessment (Local Infrastructure Levies) Direction 2015,
- development in the Port Botany Lease Area, Port Kembla Lease Area and Port of Newcastle Lease Area under State Environmental Planning Policy (Three Ports) 2013, and
- any other development specified by a council in its contributions plan.

Rationale

The proposed amendments seek to consolidate existing exemptions from the requirement to pay local infrastructure contributions.

Currently exemptions in the infrastructure contributions system are established by different instruments with no standard policy to guide decision-making. In some cases, exemptions are given on a case-by-case basis by consent authorities. This fragmentation has led to concerns about equity and inconsistencies in the application of exemptions across the State.

Councils will retain discretion to specify additional exemptions in contributions plans. A Practice Note will be developed and made available to give guidance on additional exemptions. The NSW Productivity Commissioner suggested this could be based on the following principles:

- infrastructure demand created,
- social benefit provided,
- capacity to pay, and
- opportunity cost of granting an exemption

Effect of the changes

- Greater consistency, transparency and certainty about exemptions to infrastructure contributions.
- Councils maintain flexibility to apply additional exemptions within a contributions plan.

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3.8 Better aligning infrastructure contributions and strategic planning and delivery

Recommendation 6.6: Incorporate the local infrastructure contributions system into the Integrated Planning and Reporting framework

Proposed changes

The draft regulation will amend the EP&A Regulation to:

- require contributions plans approved before 1 July 2022 to be reviewed and re-made prior to 1 July 2024,
- require contributions plans exhibited before 1 July 2022 and approved after 1 July 2022 to be reviewed and re-made by 1 July 2024,
- allow any council to apply for an extension to the 1 July 2024 deadline,
- require "new" contributions plans made after 1 July 2022 to be reviewed at least every 4 years from the date the contributions plan is approved.
- set out circumstances where a contributions plan can be amended for minor changes without the need for public exhibition:
 - changes to contribution amounts that are consistent with the indexation methods permitted by the EP&A Regulation or the Valuer-General's land value methodology,
 - o adjustments to the rates to include the recoupment of interest costs (provided the changes do not otherwise increase the contributions payable under the plan),
 - minor formatting changes consistent with the standard templates to be published on the NSW planning portal,
 - o removal of completed items from the schedule of works.
 - minor mapping changes that do not increase the area to which the contributions plan applies,
 - o minor typographical corrections, and
 - o other changes that do not alter the public amenities or public services for which contributions may be required to be made (provided the changes do not otherwise

- increase the contributions payable under the plan, or expand or alter the types of development subject to the contribution).
- require councils to publish draft contributions plans on the NSW planning portal,
- require notice of a council's decision to approve a contributions plan to be published on the NSW planning portal and council's website, and
- provide savings and transitional arrangements
 - ensure the existing section 7.12 levy method and contributions plans including Ministerial Directions are preserved until new contributions plans are approved, and
- o preserve conditions of consent and indexation methods issued under existing contributions plans that are replaced and repealed after new requirements come into force.

Rationale

The EP&A Regulation currently requires councils to keep a contributions plan under review and to review it by any date set out in the contributions plan. However, the EP&A Regulation does not specify a standard approach for how often contributions plans should be reviewed, which creates complexity and a high degree of variation between local government areas.

Councils are also required to publish the notice of a decision on a draft contributions plan on their websites within 28 days. However, the EP&A Regulation does not specify a central location where these notices can be found.

It is important for transparency and simplicity that contributions documents can be found in one location. The NSW planning portal is the appropriate place to publish additional documents and it is also a convenient place for those who are interested in finding information on contributions.

The NSW planning portal currently houses approved contributions plans, planning agreements, and other contributions documents. From 1 July 2022 other documents related to infrastructure contributions (such as planning agreement explanatory notes, contributions

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registers and financial statements/reports) will be required to be placed on the NSW planning portal as well as on councils' and planning authorities' websites.

Contributions plans can only be amended without preparing a new contributions plan under certain limited circumstances. Taking into consideration the broader reforms to the infrastructure contributions system (including indexation, interest costs and the use of the NSW planning portal), expanding the circumstances where public exhibition is not required will increase flexibility and improve the operational efficiency of the system.

Changes to the Integrated Planning and Reporting framework do not require regulation amendments and will be progressed during implementation.

Effect of the changes

- Generally, councils will need to prepare contributions plans under the new requirements by 1 July 2024 but will be able to apply for an extension.
- After 1 July 2022, councils will be required to review their contributions plans at least every four years from the date a new plan is approved.
- Councils will not have to re-exhibit their contributions plans when they make specified minor changes to them.
- Councils will need to publish their draft contributions plans and give notice that they have approved a contributions plan on both their own websites and on the NSW planning portal.

3.9 Minor amendments

Proposed changes

The draft regulations will amend the EP&A Regulation to:

- transfer annual reporting requirements for planning agreements from the EP&A Act to the regulations,
- require that planning certificates specify any SEPP imposing a regional infrastructure contribution.
- clarify that councils' contributions registers are to include complying development certificates, and
- remove outdated requirement for councils to disclose outstanding obligations in annual financial reports (as reporting on past performance and current financial position is covered by existing provisions).

Rationale

These amendments aim to clarify existing policy, increase administrative efficiency and remove outdated provisions currently in the EP&A Regulation. These changes were not specifically recommended by the NSW Productivity Commissioner but will create a more efficient infrastructure contributions system.

Effect of the changes

- Increased transparency will make the infrastructure contributions system more certain for stakeholders and the community.
- These amendments will make it easier and simpler for practitioners and the public to navigate the contributions system.

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4 Have your say

The department welcomes your feedback regarding the proposals outlined in this paper. Your feedback will help us better understand the views of the community and will assist us in finalising the proposals outlined in this paper.

Submissions can be made via the department's website:

www.planningportal.nsw.gov.au/exhibition

All submissions will be made public in line with our objective to promote an open and transparent planning system. If you do not want your name published, please state this clearly at the top of your submission. The department will publish all individual submissions and an assessment report on all submissions after the exhibition period has ended.

Appendix A

View the Appendix A document: <u>s7.12 Development Contributions</u> -Contributions Reform - Review of Charging Methodology



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18 OUR CIVIC LEADERSHIP

18.1 INTENTION TO RESOLVE TO CLASSIFY LAND AS OPERATIONAL LAND - LOT 1 DP 1277925

Document ID: 585094

Author: Governance and Engagement Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. Certificate of Title Lot 1 DP 1277925 J.

2. Deposited Plan 1277925 😃

RECOMMENDATION

That Council:

- Acknowledges that no submissions were received following the publicly advertised notice of intention to classify Lot 1 DP 1277925 as Operational Land on 9 December 2021 for a period of 28 days;
- 2. Resolves to classify Lot 1 DP 1277925 as Operational Land in accordance with Section 31 of the *Local Government Act* 1993.

PURPOSE

The purpose of this report is for Council to classify Lot 1 DP 1277925 as Operational Land.

SUMMARY

In May 2020 the MIA Zone office of the NSW Rural Fire Service contacted Council about the proposed construction of the Landervale Brigade Station on part of the Landervale Road reserve adjacent to the intersection with Glen Moor Road. The subdivision of part of the road reserve has now been finalised and a Certificate of Title in the name of Narrandera Shire Council has been issued, actions are being taken to remove the notation of 'Public Road'.

Section 31 of the *Local Government Act* 1993 states that a Council may resolve to classify land as either Community Land or Operational Land. Given the intended usage of this land, the most appropriate classification is Operational Land.

In November 2021, Council resolved to publicly advertise notice of intention to classify Lot 1 DP 1277925 as Operational Land for a period of not less than 28 days.

BACKGROUND

Council agreed to progress the application to subdivide and close part of the Landervale Road reserve in February 2021, a copy of the Minute is provided below for information.

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Ordinary Council Meeting Minutes

16 February 2021

18.4 APPLICATION TO CLOSE PART OF A COUNCIL MANAGED ROAD RESERVE

RESOLUTION 21/018

Moved: Cr David Fahey OAM Seconded: Cr Jenny Clarke OAM

That Council:

- Agrees to progress the application from NSW Rural Fire Service MIA District to close part of the Landervale Road road reserve for the purpose constructing a bushfire shed for use by the Landervale Bushfire Brigade.
- Approves delegated authority to the Mayor and the General Manager to sign any documentation relating to this matter.
- Endorses the placement of the Common Seal of Council to any documentation relating to this matter.

CARRIED

Council further resolved on 23 November 2021 to advertise the intention to classify the land as Operational Land with a copy of the Minute provided below for information:

Ordinary Council Meeting Minutes

23 November 2021

18.4 INTENTION TO ADVERTISE THE CLASSIFICATION OF LAND AS OPERATIONAL LAND

RESOLUTION 21/288

Moved: Cr Tracey Lewis Seconded: Cr Narelle Payne

That Council:

- 1. Notes that the subdivision of part of the Landervale Road reserve has been registered with the 2,066 square metres of land now known as Lot 1 DP 1277925.
- Notes the intention to remove the notation 'Public Road' from the Certificate of Title for Lot 1 DP 1277925.
- Resolves to publicly advertise the intention of Council to classify Lot 1 DP 1277925
 as Operational Land in accordance with Section 34 of the Local Government Act
 1993 for no less than 28 days.
- 4. Notes that at the end of the 28-day exhibition period, a report will be prepared for consideration at the 18 January 2022 meeting.
- Authorises the Mayor and the General Manager to sign any documentation relating to this matter.
- Approves the placement of the Seal of Council on any documentation relating to this matter.

CARRIED

The intention of this report is to formalise the classification as Operational Land.

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RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

There are no perceived costs in relation to this action arising from this report

Legal / Statutory

- Conveyancing Act 1919
- Local Government Act 1993

Community Engagement / Communication

 This was achieved by advertising the intended classification of the land as Operational Land using the website of Council, the Narrandera Argus and Council social media platforms from 9 December 2021.

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

Should the land not be classified as Operational Land, the default classification is Community Land whereby the land will require a plan of management for use a community purpose. Land classified as community land is not able to be sold nor can it have a lease or licence issued for more than 30 years.

OPTIONS

Not classifying the land as Operational Land will see the land classified as Community Land, by default therefore limiting the use of the site.

CONCLUSION

The recommendation will be for Council to resolve to classify Lot 1 DP 127795 as Operational Land.

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RECOMMENDATION

That Council:

- Acknowledges that no submissions were received following the publicly advertised notice of intention to classify Lot 1 DP 1277925 as Operational Land on 9 December 2021 for a period of 28 days;
- 2. Resolves to classify Lot 1 DP 1277925 as Operational Land in accordance with Section 31 of the *Local Government Act* 1993.

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Information Provided Inrough Aussearch Ph. 02 9267 9728 Fax. 02 9267 9226

NEW SOUTH WALES LAND REGISTRY SERVICES - ITTLE SEARCH

FOLIO: 1/1277925

LAND

LOT 1 IN DEPOSITED PLAN 1277925
AT LANDERVALE
LOCAL GOVERNMENT AREA NARRANDERA
PARISH OF BOLARO COUNTY OF COOPER
TITLE DIAGRAM DP1277925

FIRST SCHEDULE

NARRANDERA SHIRE COUNCIL

(CA176647)

SECOND SCHEDULE (1 NOTIFICATION)

LAND ABOVE DESCRIBED IS PUBLIC ROAD

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

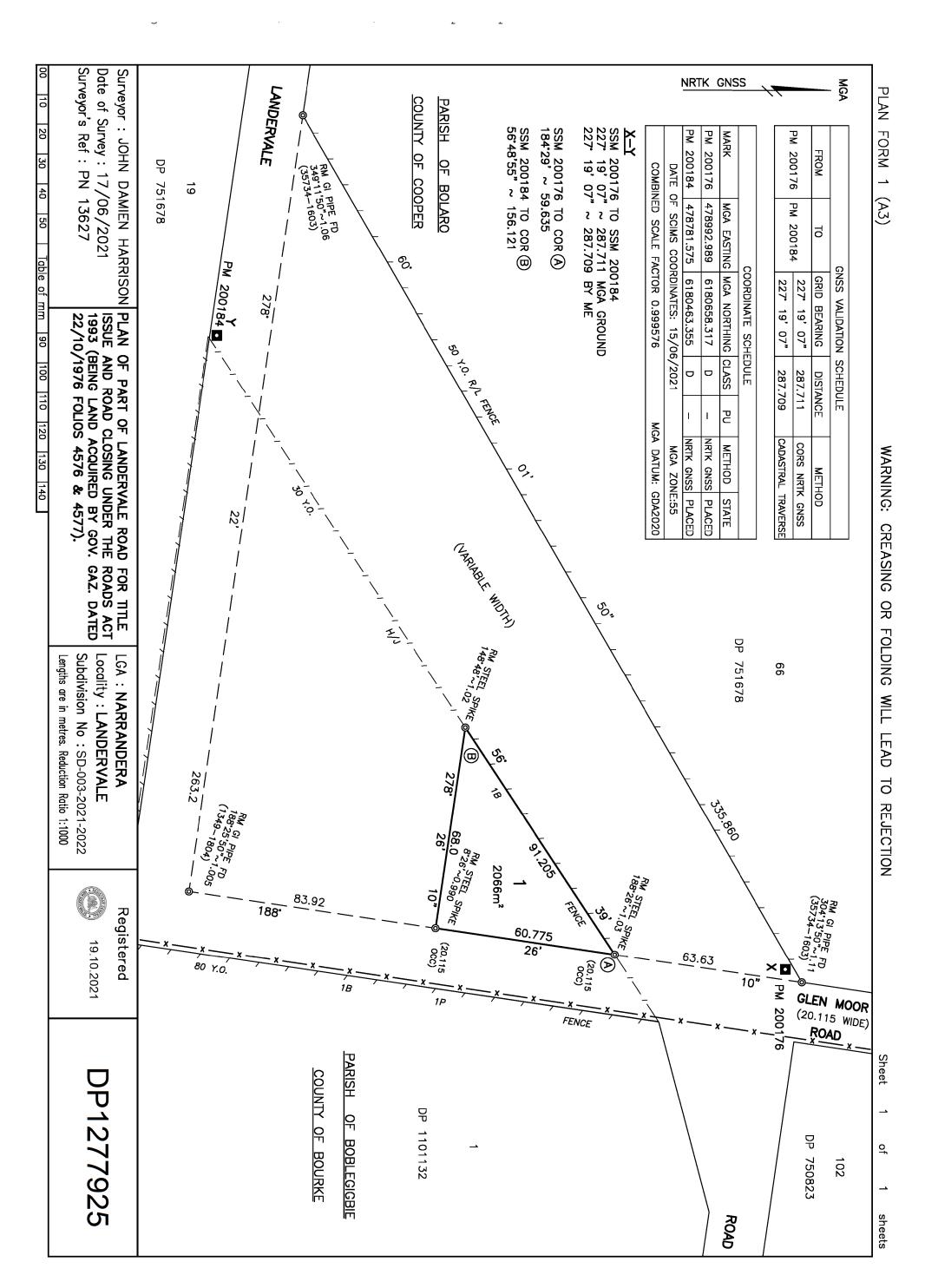
PN13627

PRINTED ON 20/10/2021

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PLAN FORM 6 (2020) WARNING: Creasing or folding will lead to rejection **DEPOSITED PLAN ADMINISTRATION SHEET** Sheet 1 of 2 sheet(s) Office Use Only Office Use Only 19.10.2021 Registered: DP1277925 Title System: OLD SYSTEM PLAN OF ROAD TO BE CLOSED UNDER LGA: **NARRANDERA** THE ROADS ACT 1993 PART OF LANDERVALE Locality: LANDERVALE ROAD FOR TITLE ISSUE AND ROAD CLOSING UNDER THE ROADS ACT 1993 (BEING LAND ACQUIRED BY GOV. Parish: **BOLARO** GAZ. DATED 22/10/1976 FOLIOS 4576 & 4577) County: COOPER Survey Certificate Crown Lands NSW/Western Lands Office Approval I, John Damien Harrison I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the of PHL SURVEYORS allocation of the land shown herein have been given. a surveyor registered under the Surveying and Spatial Information Act 2002, certify that: *(a) The land shown in the plan was surveyed in accordance with the Date: Surveying and Spatial Information Regulation 2017, is accurate and the survey was completed on 17/06/2021. File Number: *(b) The part of the land shown in the plan (*being/*excluding ** Office: was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, the part surveyed is accurate and the survey was completed on,..... the part not surveyed Subdivision Certificate was compiled in accordance with that Regulation, or SHANE WILSON *(c) The land shown in this plan was compiled in accordance with the *Authorised Person/*General Manager/*Registered Certifier, certify that Surveying and Spatial Information Regulation 2017. the provisions of s.6.15 of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed subdivision. Datum Line: X-Y new road or reserve set out berein. Type: *Urban/*Rural Signature: The terrain is *Level-Undulating / *Steep-Mountainous. Registration number: 1061 Dated: 21/6/2/ Consent Authority: NARRANDERA SHIRE COUNCIL Signature: Surveyor Identification No: SU001220...... Date of endorsement: 01- September-2021 Surveyor registered under Subdivision Certificate number: 50-003-2021-2021 the Surveying and Spatial Information Act 2002 File number: 128878 *Strike out inappropriate words. **Specify the land actually surveyed or specify any land shown in the plan that *Strike through if inapplicable. is not the subject of the survey. Plans used in the preparation of survey/compilation. Statements of intention to dedicate public roads create public reserves 35734-1603 and drainage reserves, acquire/resume land. 1349-1804 Lot 1 is public road intended to be closed Surveyor's Reference: PN 13627 Signatures, Seals and Section 88B Statements should appear on

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PLAN FORM 6A (2019)

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 sheet(s)

Office Use Only

Registered:



19.10.2021

Office Use Only

PLAN OF PART OF LANDERVALE ROAD FOR TITLE ISSUE AND ROAD CLOSING **UNDER THE ROADS ACT 1993 (BEING LAND** ACQUIRED BY GOV. GAZ. DATED 22/10/1976 FOLIOS 4576 & 4577)

Subdivision Certificate number: SD-003-2021-2022

Date of Endorsement: 01 SEPTEMBER 2021

This sheet is for the provision of the following information as required:

A schedule of lots and addresses - See 60(c) SSI Regulation 2017

DP1277925

- Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919
- Signatures and seals- see 195D Conveyancing Act 1919
- Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.

Street addresses of all lots are not available

Narrandera Shire Council by its authorised delegate Pursuant to S.377 Local Government Act 1993

Signature of authorised delegate

CHARLE COMM

Name of authorised delegate

I certify that I am an eligible witness and that the delegate signed in my presence

Signature of witness

141 EAST STREET, NARRANDERA Name and address of witness NSW 6/10/2021 2700

If space is insufficient use additional annexure sheet

Surveyor's Reference: PN 13627

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18.2 REVISION OF THE CODE OF MEETING PRACTICE

Document ID: 585507

Author: Deputy General Manager Corporate and Community

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. Model Code Meeting Practice 2021 U

2. NSC Code of Meeting Practice 2019 - Current U

3. NSC Code of Meeting Practice - Proposed U

RECOMMENDATION

That Council:

- 1. Considers the revised Narrandera Shire Code of Meeting Practice 2022 and adopts the proposed Code of Meeting Practice for the purpose of exhibition.
- 2. Deems the Code of Meeting Practice 2022 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to advise Council of the option to revise its Code of Meeting Practice to provide for remote attendance at meetings by audio-visual link.

SUMMARY

The COVID-19 pandemic necessitated the repeal of section 237 of the *Local Government General Regulation 2021* (the Regulation) requiring councillors to be personally present in the council chamber to participate in a council meeting. Councillors can now participate in meetings by audio-visual link and this provision is in place until 30 June 2022.

These amendments were broadly supported by councils. The Office of Local Government (OLG) has responded to this by amending the *Model Code of Meeting Practice for Local Councils in NSW 2018* (the Code). The 2021 Code (attachment 1) has made attendance at meetings by audio-visual link an option for councils to implement within their Code of Meeting Practice.

Councils can permit an individual councillor to participate in official meetings by audiovisual link if they cannot attend in person because of illness, disability, caring and work responsibilities, or such other reasons acceptable to the council. New provisions have also been included to allow council meetings to be held entirely online in the event of natural disasters and public health emergencies.

Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, Council 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.

BACKGROUND

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 code may also incorporate the non-mandatory

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provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.

Council's current Code of Meeting Practice was adopted in June 2019 utilising the 2018 Model Code. Council's current Code is attached for reference (attachment 2).

A new Model Meeting Code has been published in the Government Gazette.

The new Model Meeting Code incorporates the following:

- New provisions 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 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.
- The repeal date for section 237 of the Regulation, which exempts councils from the requirement under clause 5.2 of the 2018 iteration of the Model Meeting Code for councillors to be personally present at meetings to participate in them, concludes on 30 June 2022. 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.

To facilitate Council's consideration of the changes, staff have prepared a revised version of the current Council Code updated with the new provisions of the 2021 Model Code. New provisions included in the draft are indicated by red text (attachment 3).

In adopting its current code, Council elected not to include all the optional provisions of the 2018 Model Code. The 2021 Model Code is attached and shows all the optional provisions available to Council. In adopting its new code, Council may wish to include some of the optional provisions of the code which were not adopted in its 2019 code. Within the Model Code optional provisions are shown in a red font.

Adoption of the draft for exhibition by the new Council in February 2022 would commence the exhibition phase. The Code will automatically be adopted should no submissions be received from the community at the conclusion of the exhibition period. Alternatively, consideration of any submissions and adoption could occur at the April ordinary meeting.

Council should be mindful that provisions in Council's Meeting Code permitting attendance by audio-visual means must be adopted prior to 30 June 2022.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Civic Leadership

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Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

ISSUES AND IMPLICATIONS

Policy

 Consideration of provisions in the new Model Code of Meeting Practice for Local Councils in NSW 2021 for adoption in Council's Code of Meeting Practice 2022.

Financial

 Implementation of provisions allowing audio-visual attendance may increase Council's cost to integrate external participants into the meeting and the streaming of the meeting on the internet.

Legal / Statutory

 The new Council must adopt its Code of Meeting Practice within 12 months of the elections.

Community Engagement / Communication

 Council's draft Code of Meeting Practice must be placed on exhibition for a minimum 28 days and the community allowed 42 days to comment on the draft.

Human Resources / Industrial Relations

 Some additional staff resources will be required to coordinate and implement audiovisual participation by Councillors.

RISKS

Councils are urged to balance remote meeting attendance with the need to ensure communities are effectively represented by their local councillors. Allowing councillors to attend meetings remotely will encourage more diversity among councillors, especially those with carer responsibilities and citizens with a disability or illness.

Not implementing remote meeting attendance may be contrary to the objectives of promoting diversity among Councillors.

OPTIONS

- 1. Council considers the proposed 2022 Narrandera Shire Code of Meeting Practice and adopts the draft for the purpose of exhibition.
- 2. Council considers the proposed 2022 Narrandera Shire Code of Meeting Practice and adopts the draft with amendment for the purpose of exhibition.
- 3. Council returns the proposed 2022 Narrandera Shire Code of Meeting Practice to staff for amendment and submission to Council for its consideration in March 2022.

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CONCLUSION

Council considers the proposed 2022 Narrandera Shire Code of Meeting Practice and adopts the draft for the purpose of exhibition.

RECOMMENDATION

That Council:

- 1. Considers the revised Narrandera Shire Code of Meeting Practice 2022 and adopts the proposed Code of Meeting Practice for the purpose of exhibition.
- 2. Deems the Code of Meeting Practice 2022 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

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MODEL CODE OF MEETING PRACTICE

for Local Councils in NSW

2021



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MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

2021

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(Special arrangements may be made if these hours are unsuitable)
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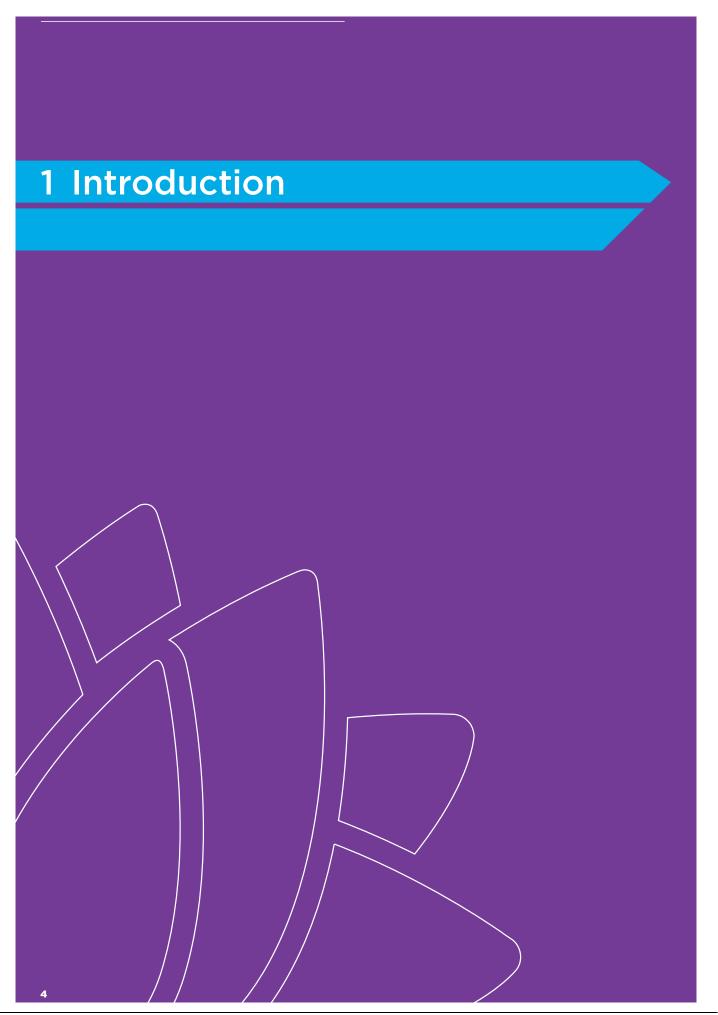
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This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The 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.

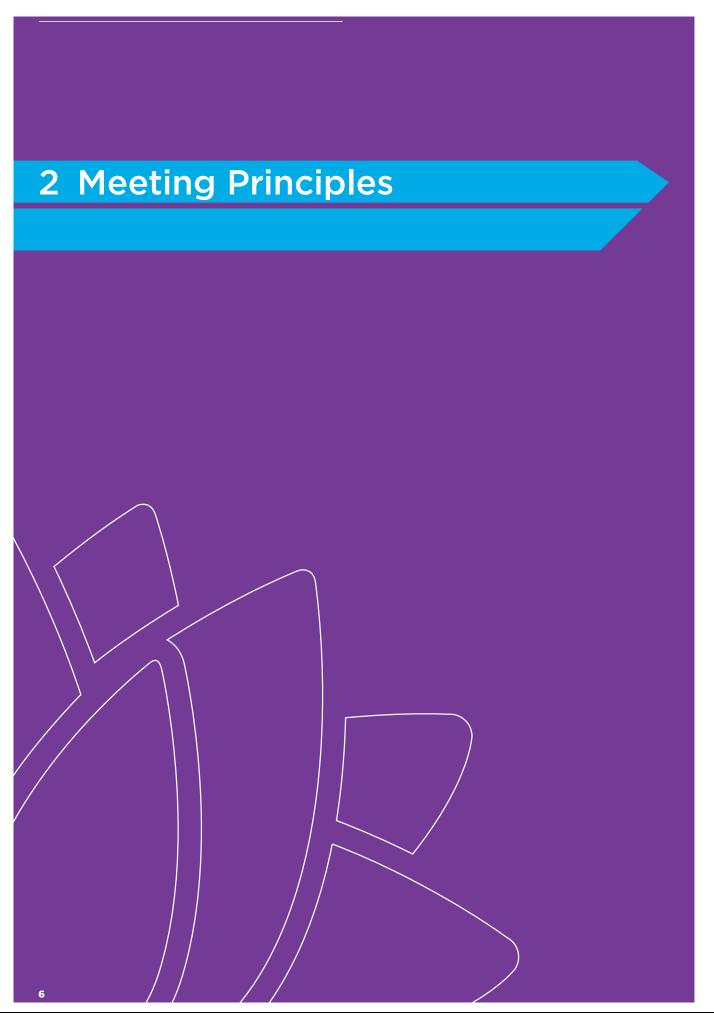
A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

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".

5

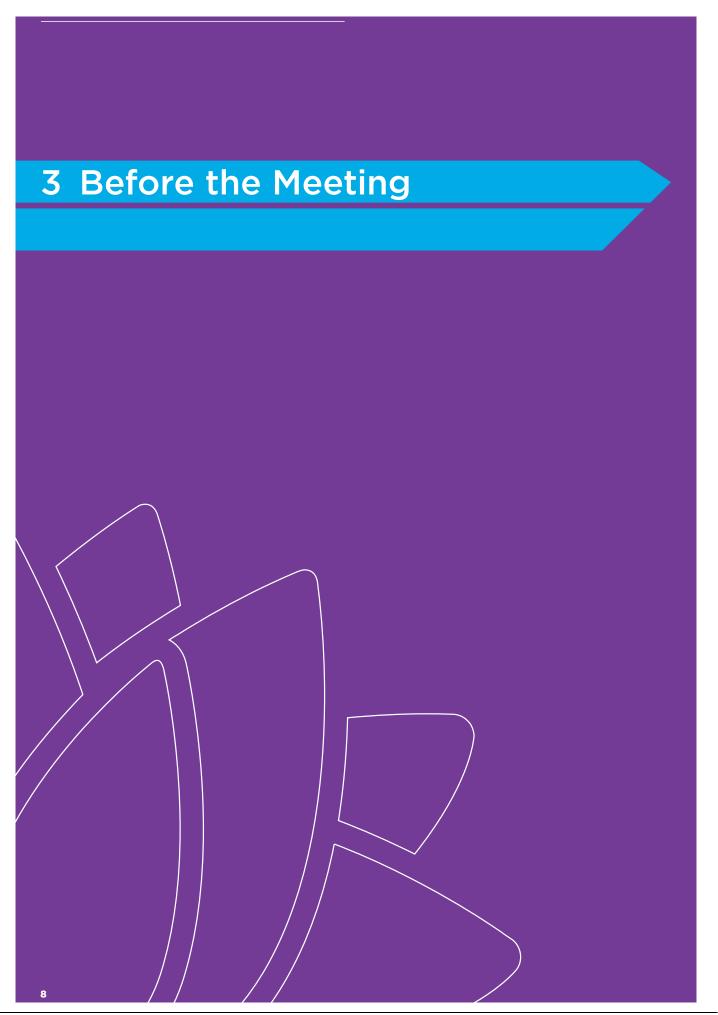


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2.1 Council and committee meetings should be:

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.

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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 <u>either</u> 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.

- 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 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

3.24 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 3.24 reflects section 9(2) and (4) of the Act.

3.25 Clause 3.24 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 3.25 reflects section 9(2A) (b) of the Act.

3.26 For the purposes of clause 3.24, 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 3.26 reflects section 9(3) of the Act.

3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

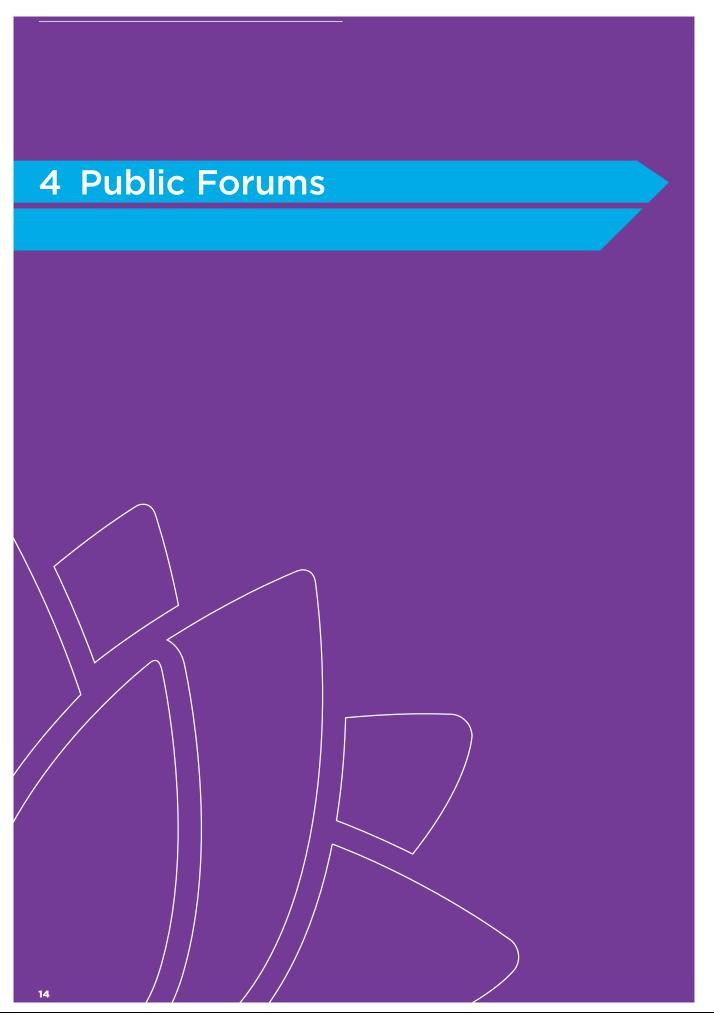
Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.28 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.
- 3.29 Despite clause 3.28, 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.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.33 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.
- 3.34 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.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 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.
- 3.38 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.



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- 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 audiovisual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.

- 4.9 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 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.
- 4.10 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.
- 4.11 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.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 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.

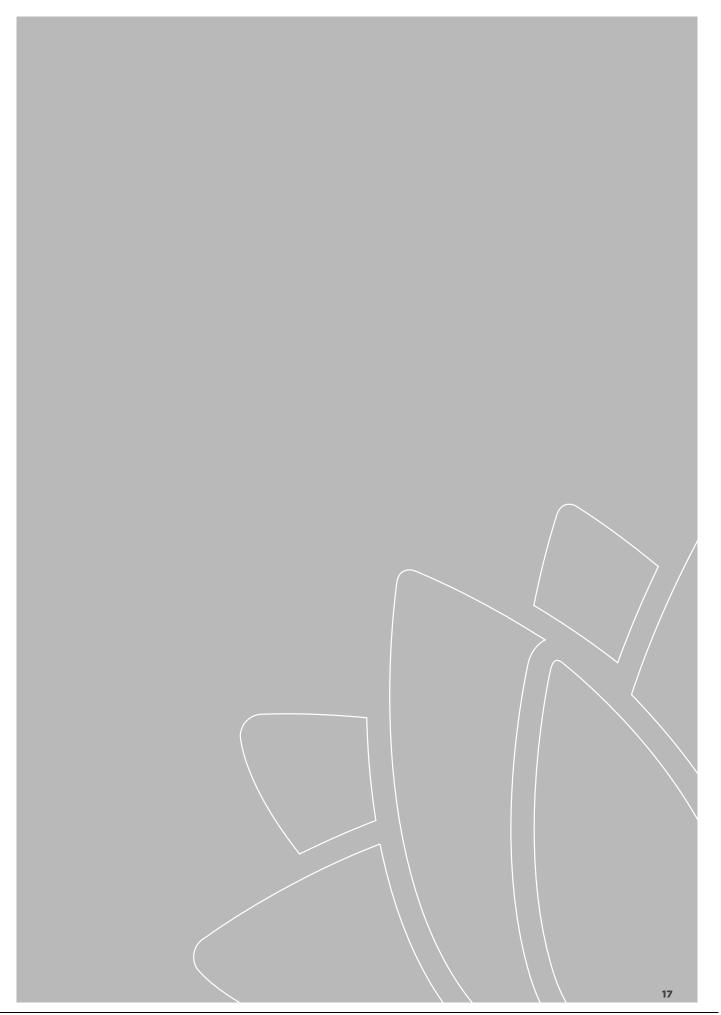
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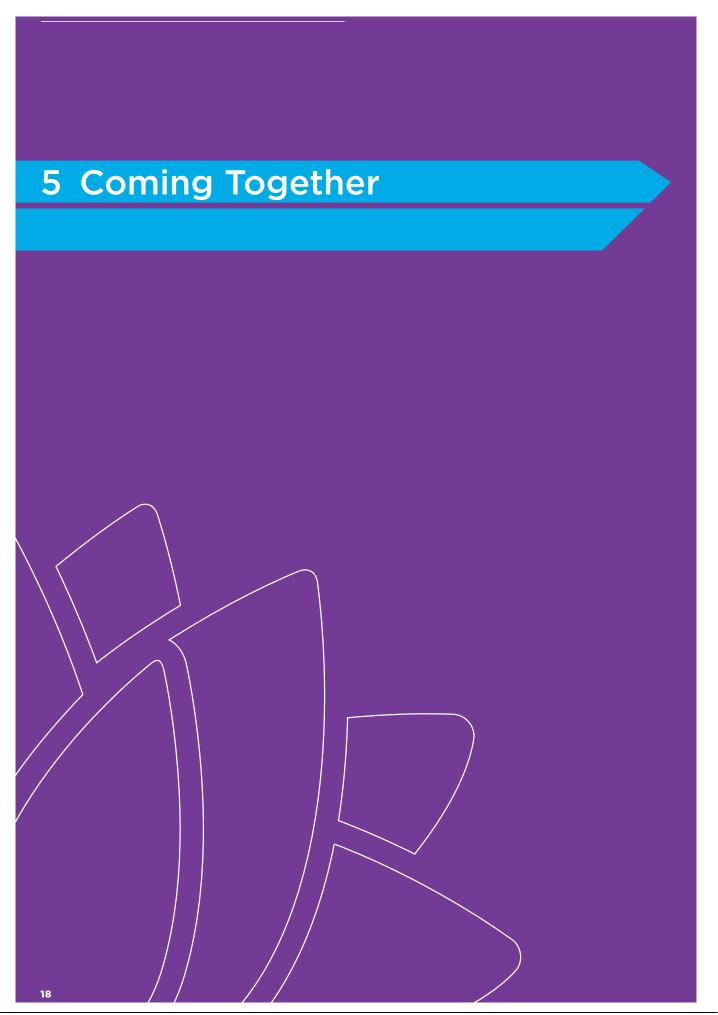
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 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.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15.
 Answers by the speaker, to each question are to be limited to [number to be specified by the council] minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 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.
- 4.19 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.
- 4.20 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.

- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, 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.
- 4.22 Clause 4.21 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.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, 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.
- 4.24 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.



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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.
- 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 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils <u>must not</u> 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, 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, 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 or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster 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 audiovisual link

- 5.16 A meeting of the council or a committee of the council may be held by audiovisual link where the mayor determines that the meeting should be held by audiovisual 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

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- (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.

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 audiovisual 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.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audiovisual link may participate in the meeting by audiovisual 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 audiovisual 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.
- 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.
- 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 council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-

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- 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

5.31 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 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.33 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 5.33 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

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audiovisual device.
- 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.
- 5.36 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.
- 5.37 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 section 236 of the Regulation.

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

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.34-5.39. Joint organisations that choose not to webcast meetings may omit clauses 5.34-5.39.

Attendance of the general manager and other staff at meetings

5.40 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 5.40 reflects section 376(1) of the Act.

5.41 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 5.41 reflects section 376(2) of the Act.

5.42 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 5.42 reflects section 376(3) of the Act.

- 5.43 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 audiovisual 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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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.

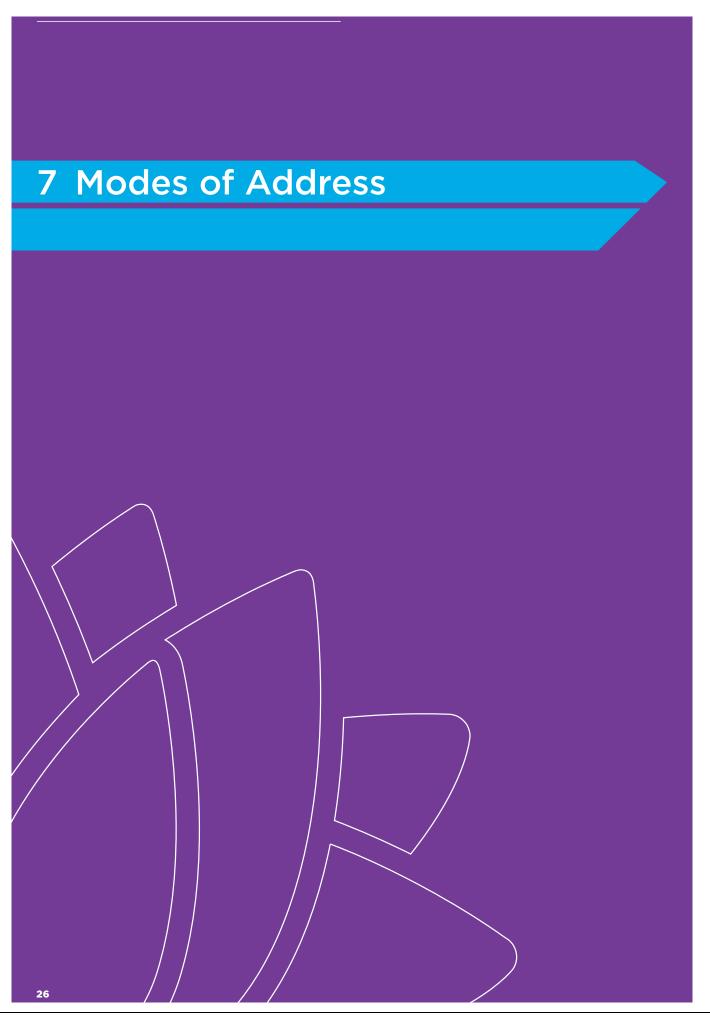
Election of the chairperson in the absence of the mayor and deputy mayor

- 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.

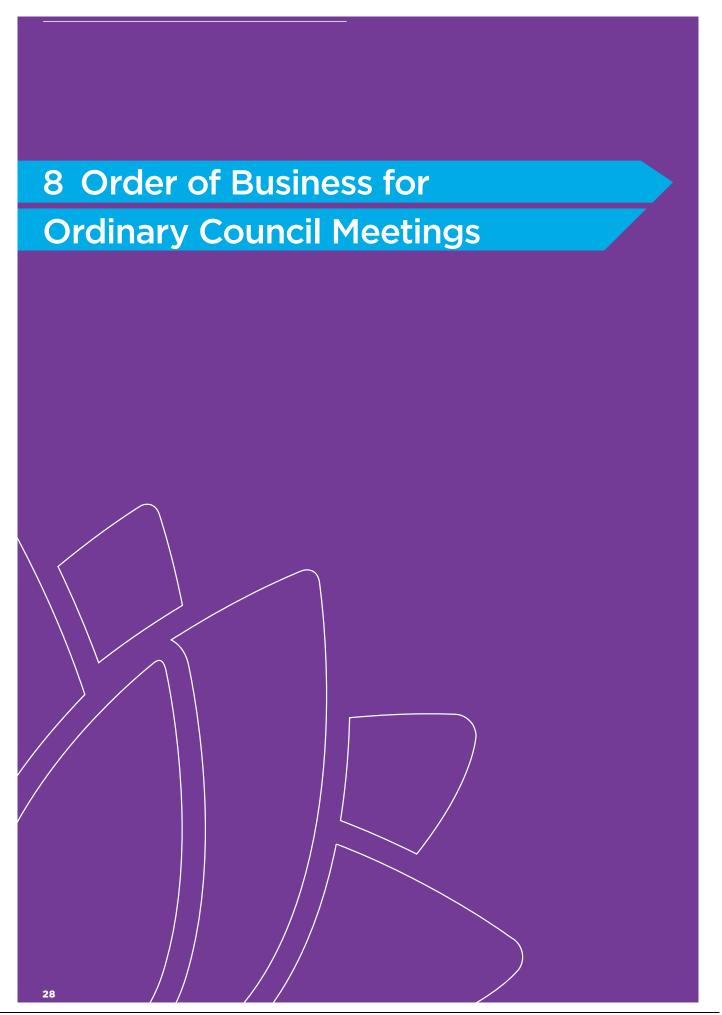
Chairperson tohave precedence

- 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.



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- 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].



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- 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:

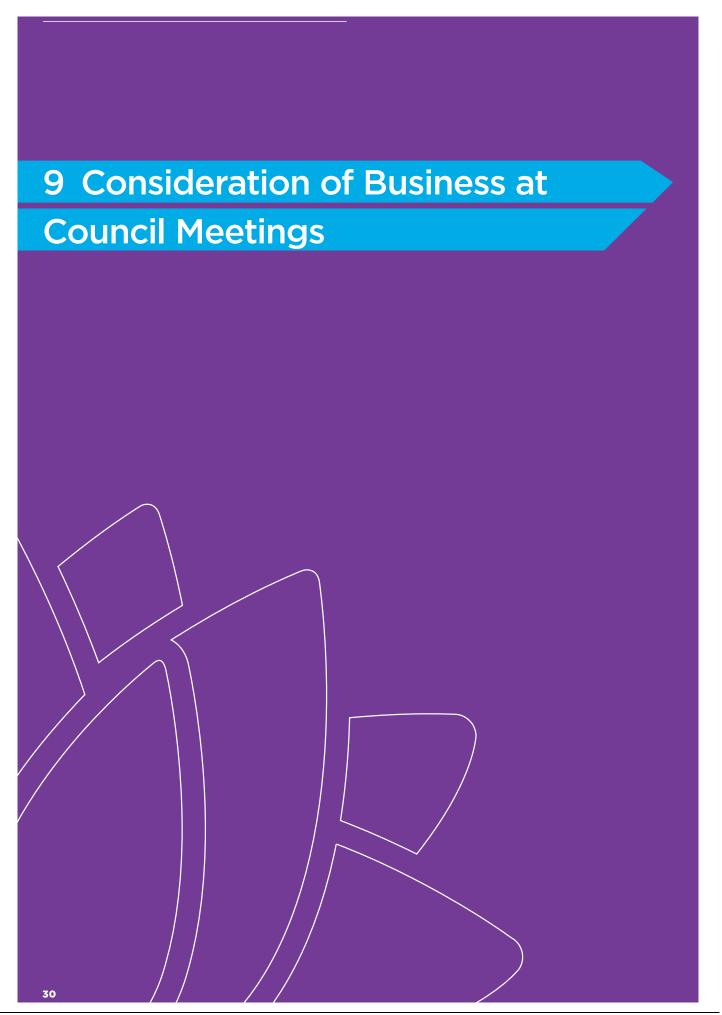
 [councils may adapt the following order of business to meet their needs]
 - 01 Opening meeting
 - 02 Acknowledgement of country
 - O3 Apologies and applications for a leave of absence or attendance by audiovisual link by councillors
 - 04 Confirmation of minutes
 - 05 Disclosures of interests
 - 06 Mayoral 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

Note: Councils must use <u>either</u> clause 8.1 <u>or</u> 8.2.

8.3 The order of business as fixed under [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 clause8.3 may speak to the motion before it is put.



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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 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.

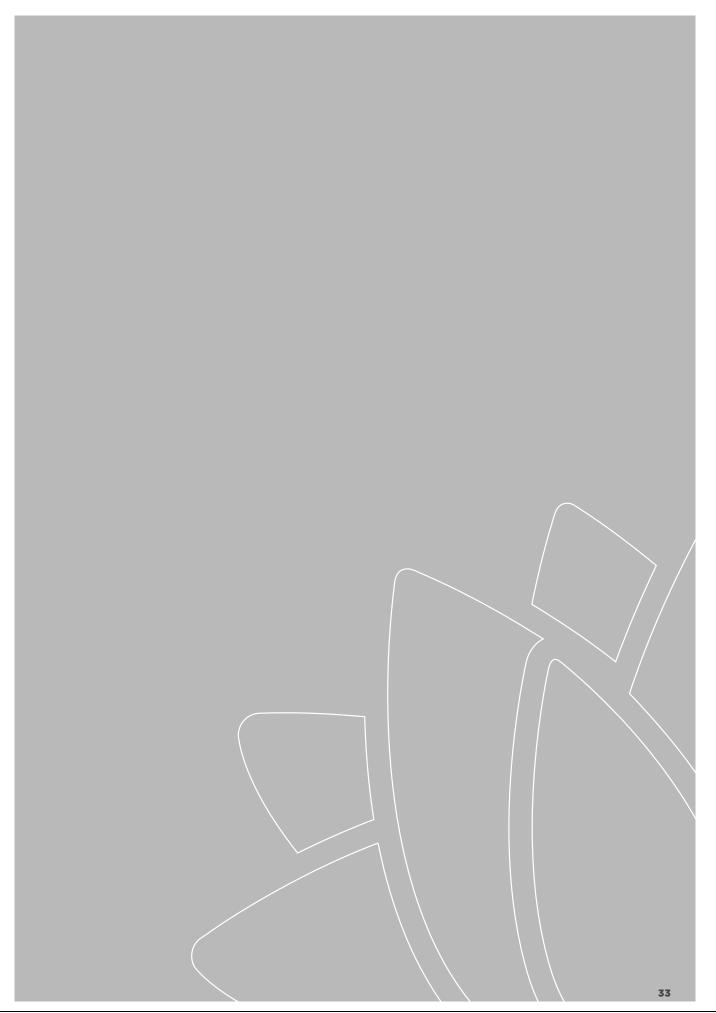
Reports of committees of council

- 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 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.



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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 clause10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, 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.

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- 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.

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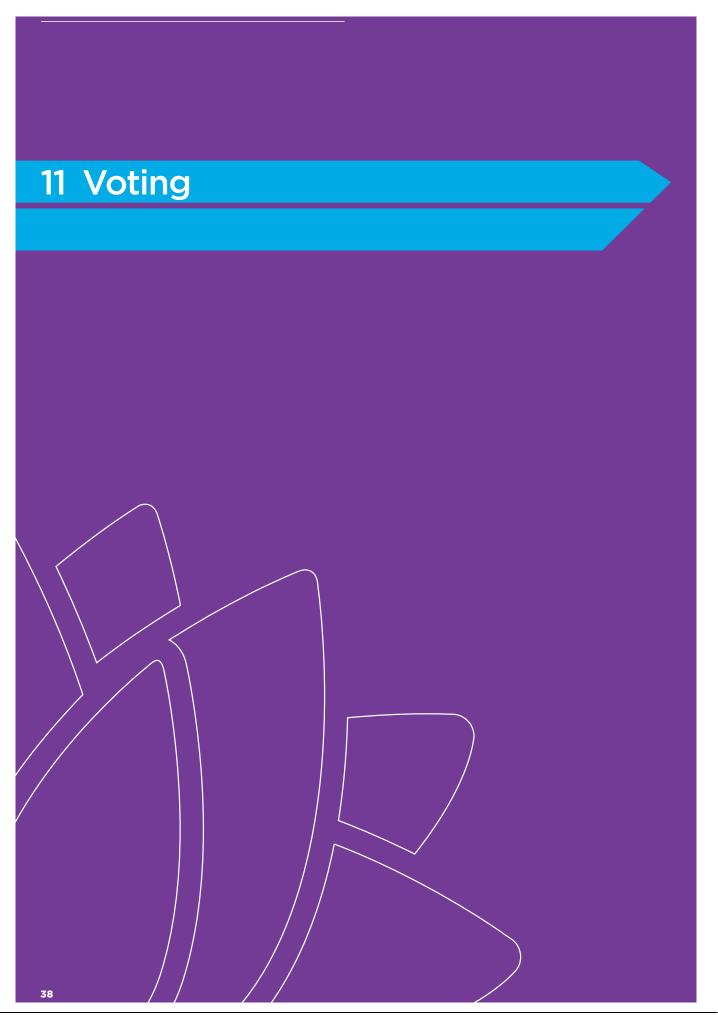
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour 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 nonvoting 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 <u>must</u> adopt clause 10.31. Councils <u>must not</u> adopt clause 10.31.



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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 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 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.

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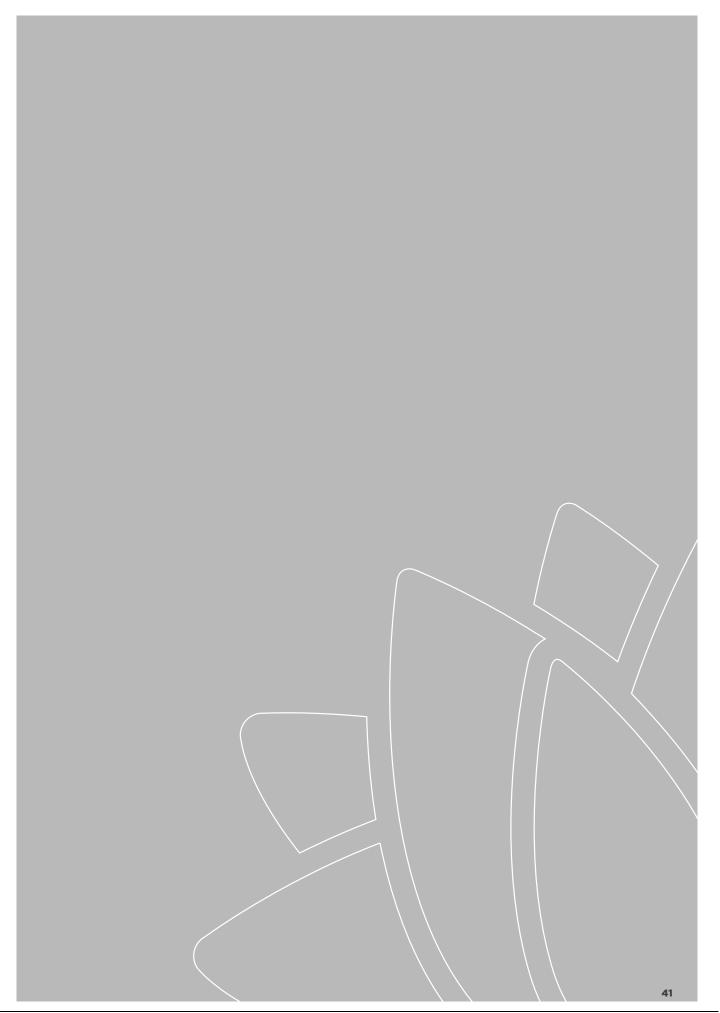
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Voting on planning decisions

- 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.



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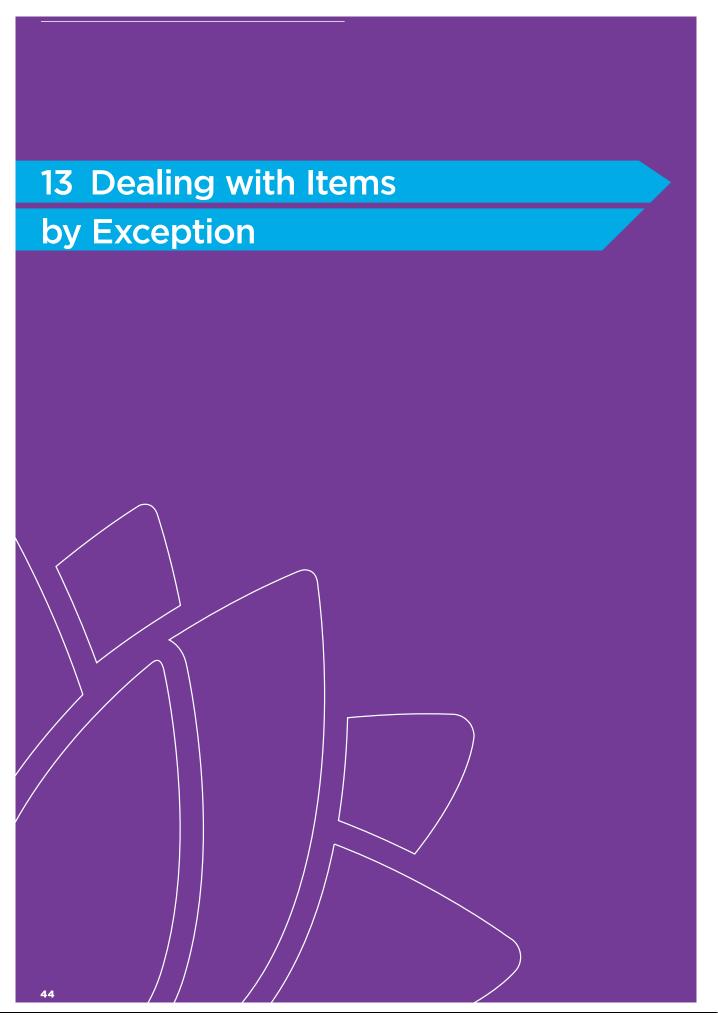
12.1 The council may resolve itself into a committee to consider any matter before the council.

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.

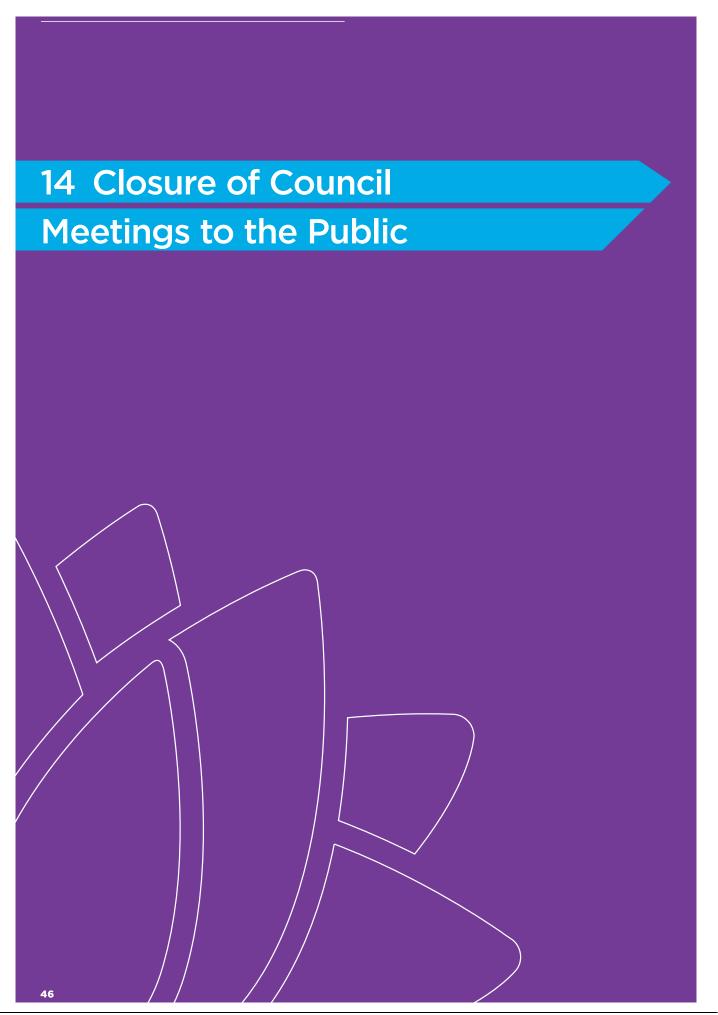


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- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on 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 clause13.1 are to be taken to have beenadopted 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.

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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.

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Expulsion of noncouncillors 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 firstmentioned person from that place and, if necessary restrain that person from reentering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audiovisual 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.

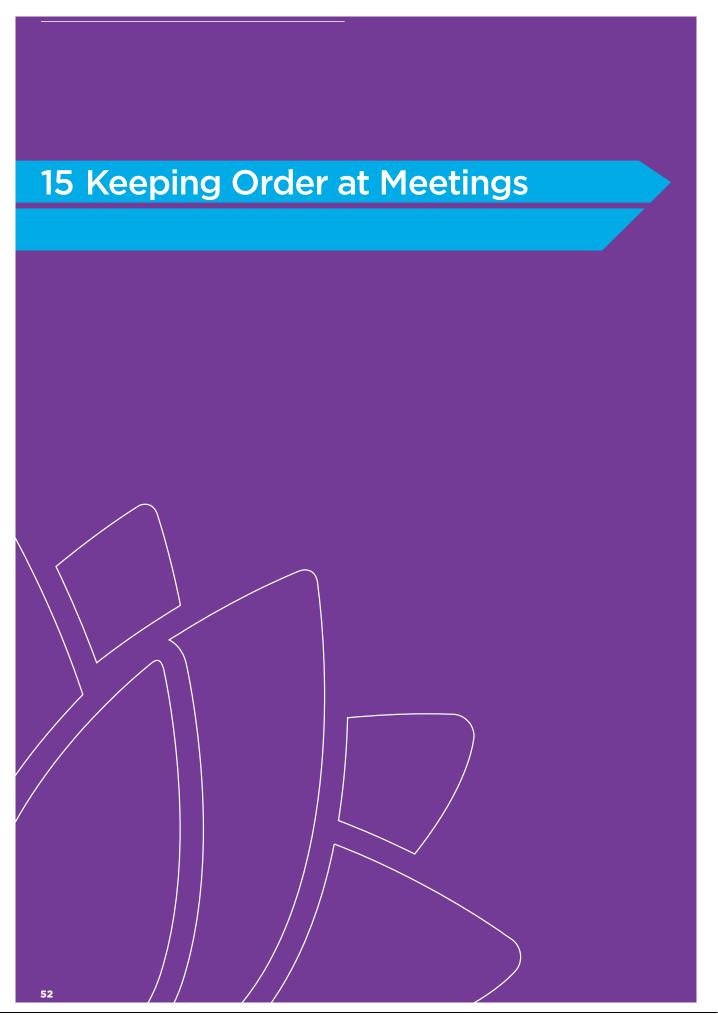
Information to be disclosed in resolutions closing meetings to the public

- 14.21 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 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 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.
- 14.23 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 14.22 during a part of the meeting that is webcast.



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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, the Regulation 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, makes unfavourable personal remarks about, 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 section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
 - (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (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 section 233 of the Regulation.

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 section 233(2) of the Regulation.

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.

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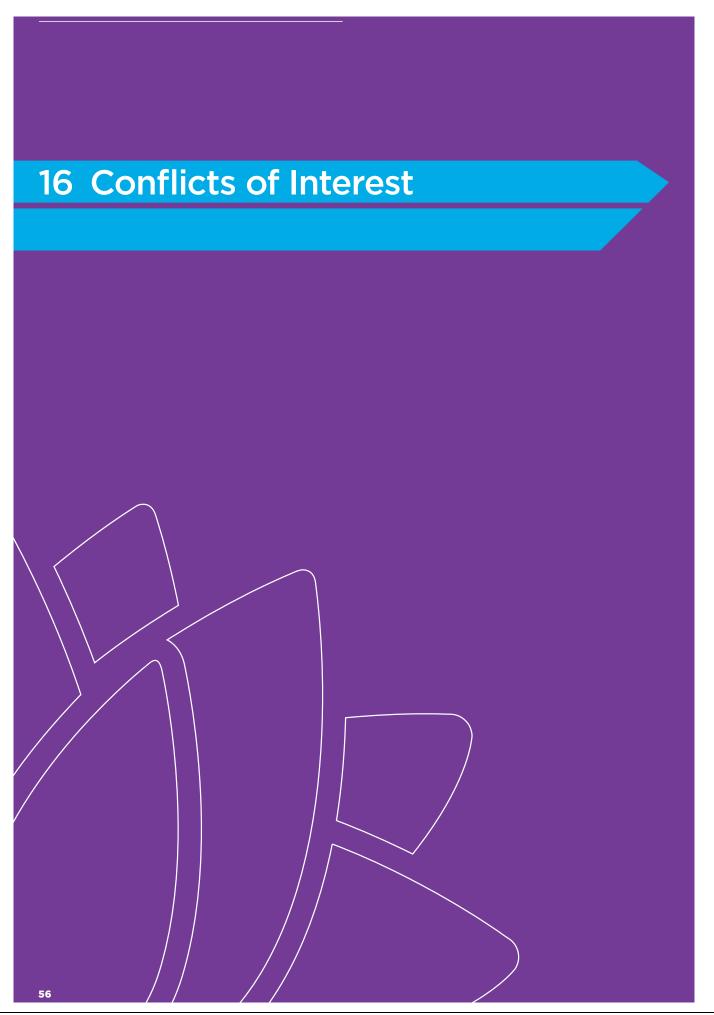
- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is 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.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 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.
- 15.24 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.
- 15.25 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.
- 15.26 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 firstmentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

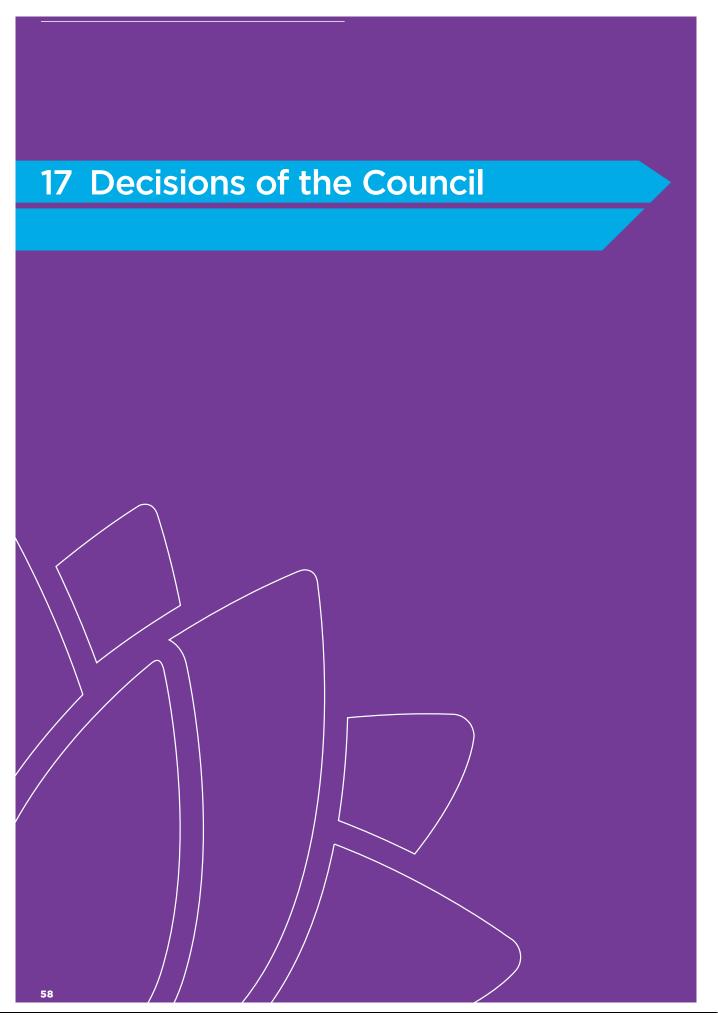


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- other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of 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 audiovisual 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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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

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.

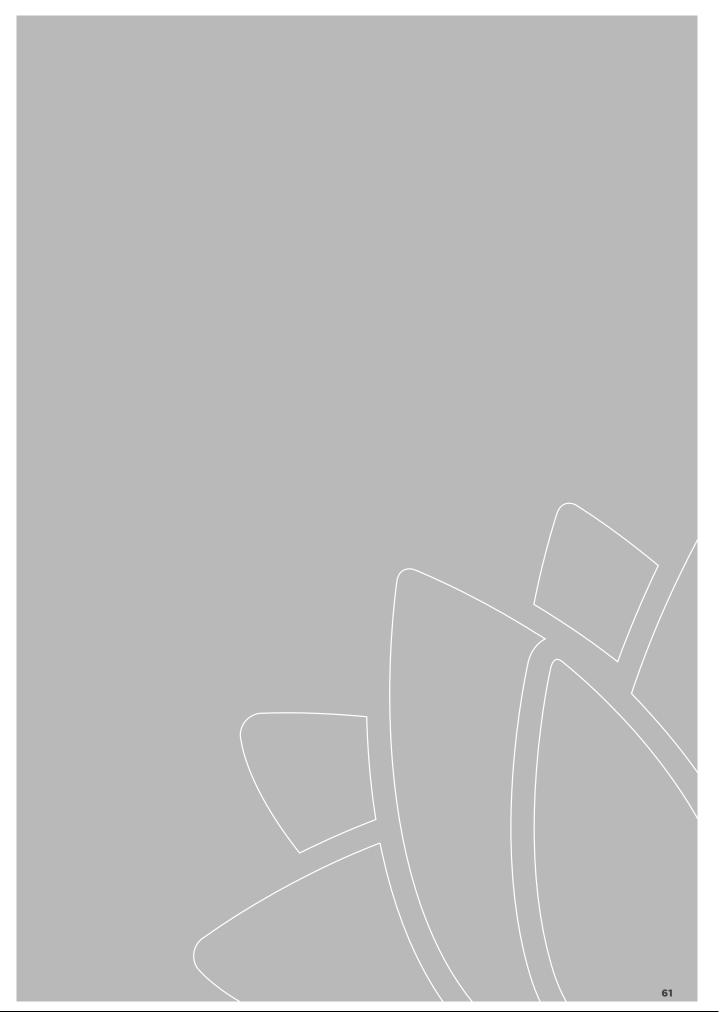
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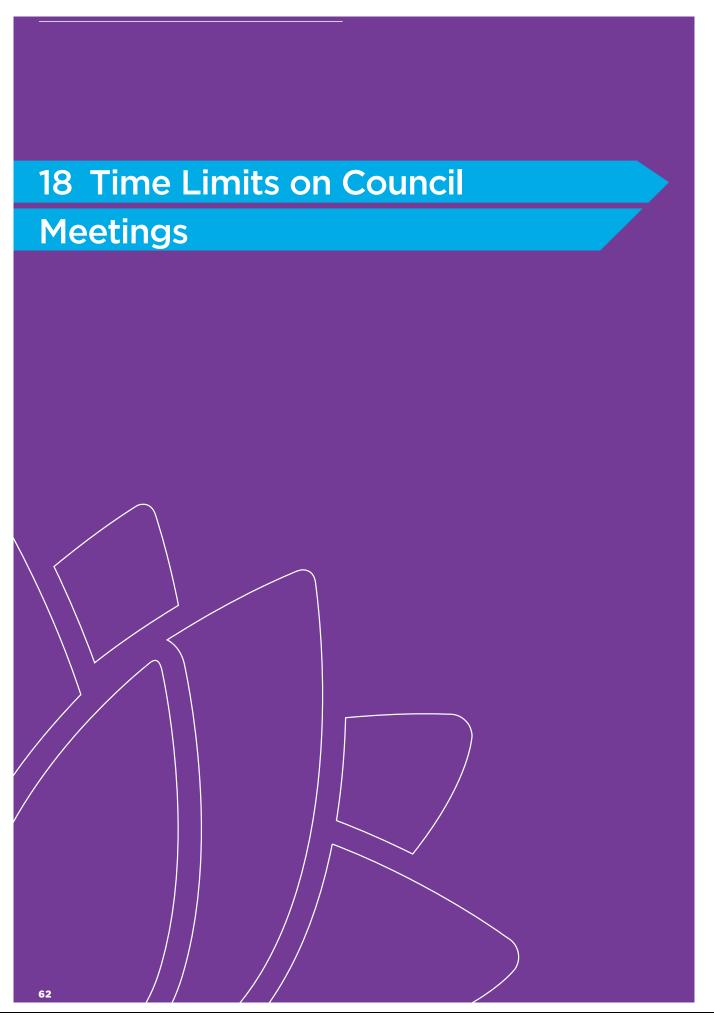
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
 - (a) a notice of motion signed by three councillors is submitted to the chairperson, and
 - (b) a motion to have 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.

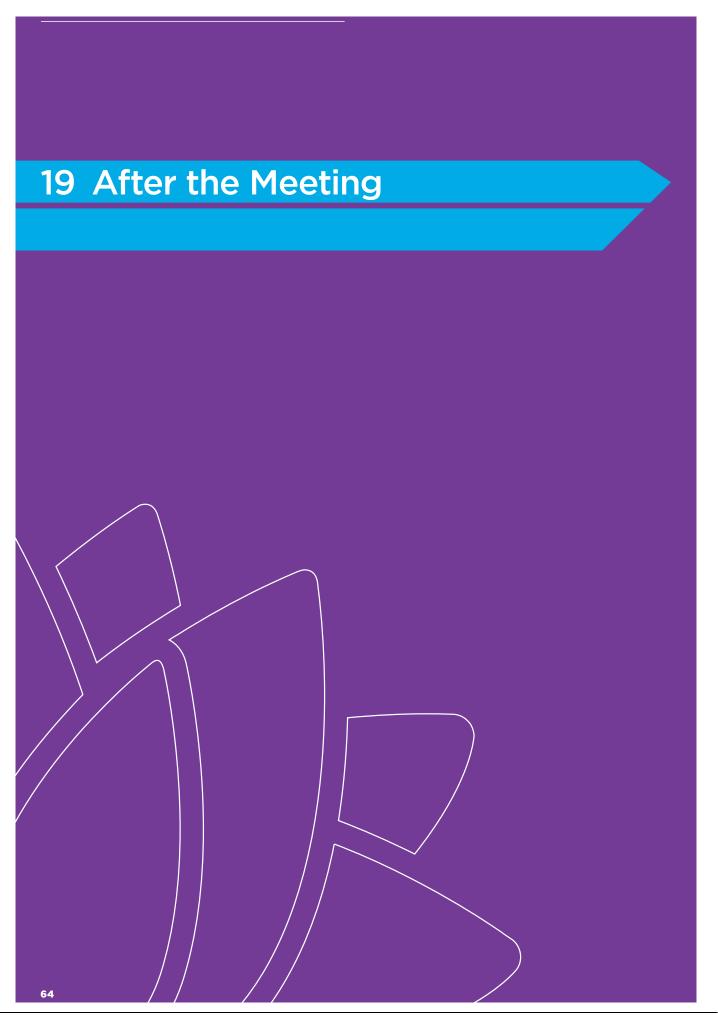


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- 18.1 Meetings of the council and committees of the council are to conclude no later than **[council to specify the time].**
- 18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by 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.



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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,
 - (b) details of each motion moved at a council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment.
 - (d) whether the motion or amendment was passed or lost, and
 - (e) 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.

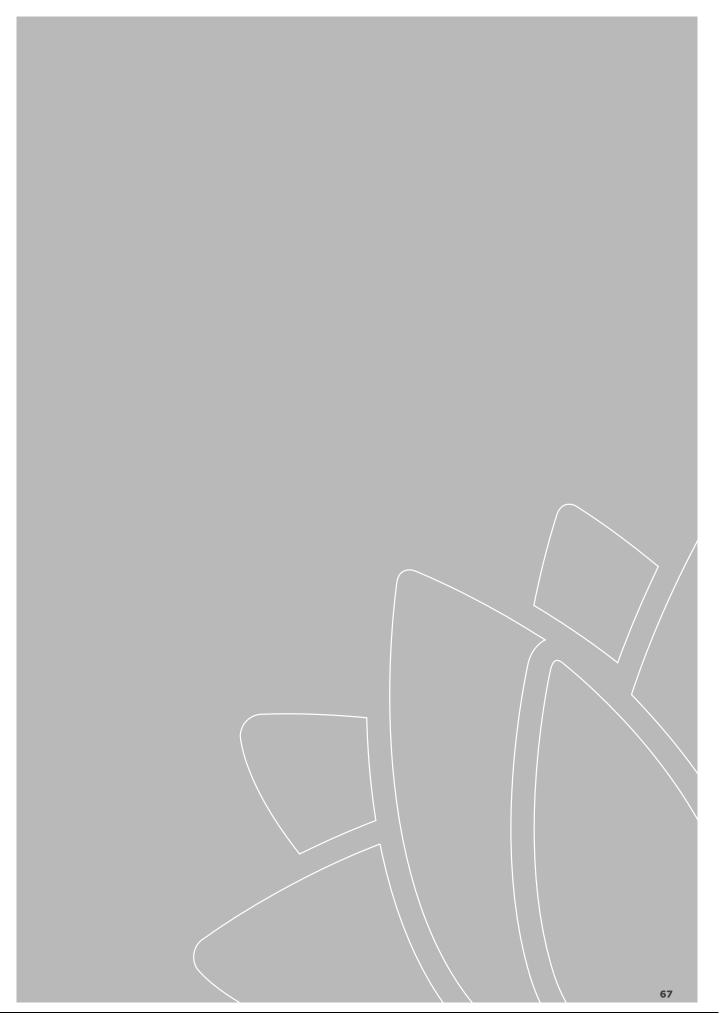
Note: Clause 19.10 reflects section 11(3) of the Act.

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.



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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 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.

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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 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.
- 20.20If 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.

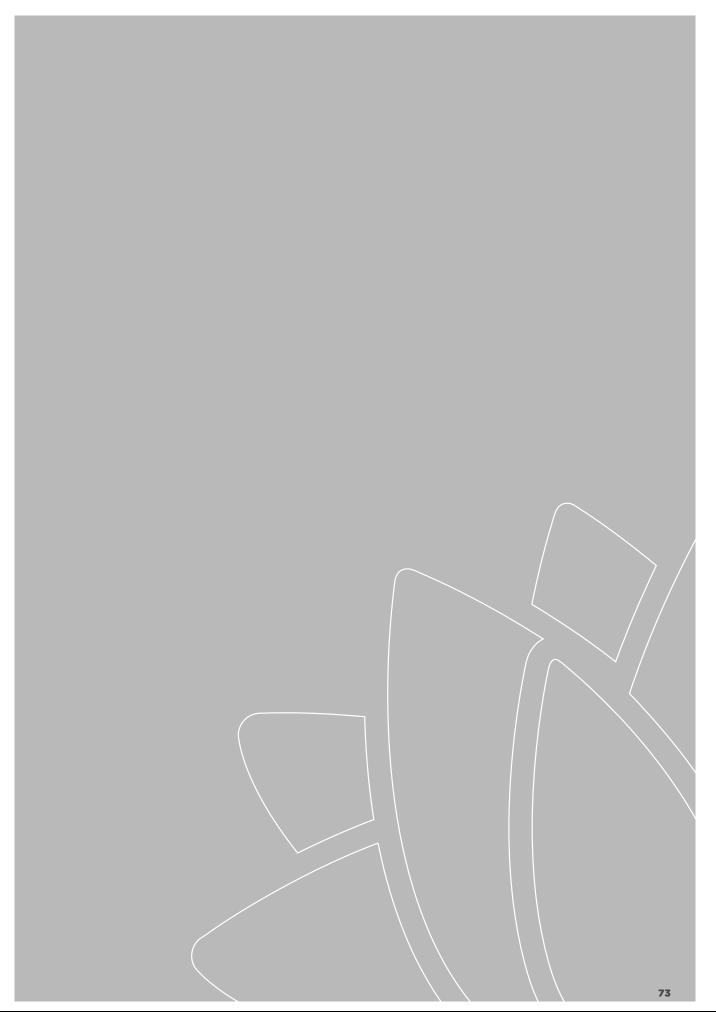
Disorder in committee meetings

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 audiovisual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) 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.



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- 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.

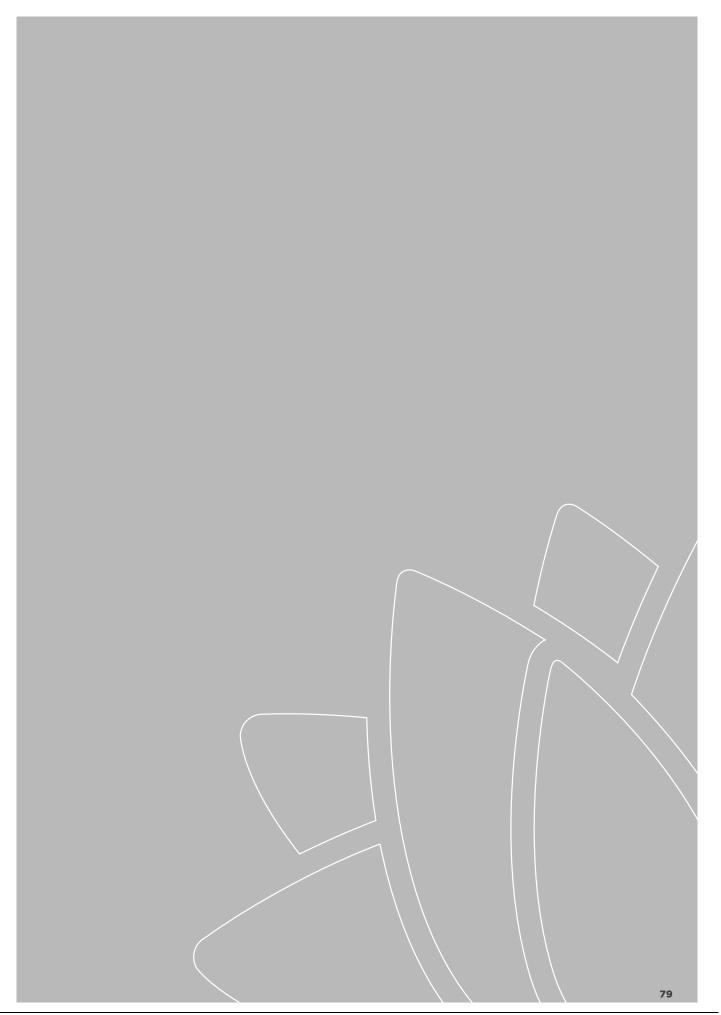


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the Act	means the Local Government Act 1993
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable 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 the making of an order under Division 9.3 of Part 9 of that Act

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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 Local Government (General) Regulation 2021
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



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CODE OF MEETING PRACTICE FOR NARRANDERA SHIRE COUNCIL

Adopted 18 June 2019

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1 INTRODUCTION

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

This code applies to all meetings of council and committees of council 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.

Council's Code of Meeting Practice incorporates the mandatory provisions of the Model Meeting Code.

Council's code of meeting practice also incorporates non-mandatory provisions of the Model Meeting Code and other supplementary provisions..

Council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with this code of meeting practice

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

Code of Meeting Practice for Narrandera Shire Council - Adopted 18-June -2019

Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions: Ordinary meetings of the council will be held on the third Tuesday of the months February to November. For December the meeting will be on the second Wednesday. Council does not meet in January.

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

Code of Meeting Practice for Narrandera Shire Council - Adopted 18-June -2019

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 seven (7) 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 in consultation with the councillor proposing the motion 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.

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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 must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

Code of Meeting Practice for Narrandera Shire Council – Adopted 18-June -2019

3.23 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 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 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 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, 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 3.25 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.27 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.
- 3.28 Despite clause 3.27, 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.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

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- 3.32 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.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 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.
- 3.37 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 are to be chaired by the mayor or their nominee.
- 4.3 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 close of business on the day before* the date on which the public forum is to be held, and must identify the 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.
- 4.4 A person may apply to speak on no more than *two (2)* items of business on the agenda of the council meeting.
- 4.5 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.
- 4.6 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.

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- 4.7 No more than *two* (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 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.
- 4.9 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.
- 4.10 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 **by close of business on the day before** the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed *five (5)* minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 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.
- 4.14 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.
- 4.15 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 *five (5)* minutes.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to *five (5)* 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.
- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the

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- council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 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.
- 4.20 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.
- 4.21 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 15 of this code.
- 4.22 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.
- 4.23 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.

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.

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- 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.
- 5.3 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 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.
- 5.4 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.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 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 5.6 reflects section 234(1)(d) of the Act.

5.7 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

5.8 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 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 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 5.9 reflects section 368(2) of the Act.

- 5.10 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.

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- 5.11 In either case, the meeting must be adjourned to a time, 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.
- 5.12 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.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the 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), 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.
- 5.14 Where a meeting is cancelled under clause 5.13, 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.

Entitlement of the public to attend council meetings

5.15 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 5.15 reflects section 10(1) of the Act.

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 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 5.17 reflects section 10(2) of the Act.

Note: clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council

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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

- 5.18 All meetings of the council and committees of the council are to be webcast on the council's website.
 - Council will livestream an audio visual recording of each meeting. The webcast will include the public forum prior to the meeting commencing. After the meeting a link to the recording of the meeting will be available on council's website.
- 5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20 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.
- 5.21 A recording of each meeting of the council and committee of the council is to be retained on the council's website for a maximum of twelve (12) months. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.22 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 5.22 reflects section 376(1) of the Act.

5.23 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 5.23 reflects section 376(2) of the Act.

5.24 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 5.24 reflects section 376(3) of the Act.

5.25 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.

6 THE CHAIRPERSON

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The chairperson at meetings

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.
- 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.

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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 The general order of business for an ordinary meeting of the council shall be:
 - 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Disclosure of political donations
 - 04 Present
 - 05 Apologies and applications for a leave of absence by councillors
 - 06 Disclosures of interests
 - 07 Confirmation of minutes
 - 08 Mayoral minute(s)
 - 09 Mayoral reports
 - 10 Notices of rescission
 - 11 Notices of motion
 - 12 Questions on Notice
 - 13 Reports of committees
 - 14 Reports to Council
 - 15 Confidential matters
 - 16 Conclusion of the meeting
- 8.2 The order of business as fixed under clause 8.1 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.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 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

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- (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 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.

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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. 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

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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 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.

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- 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

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- 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.

11 VOTING

Voting entitlements of councillors

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

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

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.

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 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.

Voting on planning decisions

- 11.11 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.
- 11.12 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.
- 11.13 Each decision recorded in the register is to be described in the register or Code of Meeting Practice for Narrandera Shire Council Adopted 18-June -2019

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identified in a manner that enables the description to be obtained from another publicly available document.

11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.11-11.14 reflect section 375A of the Act.

Note: The requirements of clause 11.11 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 Council will no deal with items by exception

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)

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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.
- 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

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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 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

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- 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 close of business on the day 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 *two* (2) 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 **two (2)** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed *five (5)* 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.

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Information to be disclosed in resolutions closing meetings to the public

- 14.20 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 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21 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 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 14.21 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.

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- 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 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
 - insults or makes personal reflections on 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.
- 15.12 The chairperson may require a councillor:
 - (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

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(c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

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 Clause 15.14 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.
- 15.16 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.
- 15.17 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.
- 15.18 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.
- 15.19 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.

Use of mobile phones and the unauthorised recording of meetings

- 15.20 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.
- 15.21 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

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- of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 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.

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.

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

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.

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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 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 17.10 reflects section 372(6) of the Act.

- 17.11 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
 - 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.
- 17.12 A motion moved under clause 17.11(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.11(b) can speak to the motion before it is put.
- 17.13 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.11(c).

Recommitting resolutions to correct an error

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- 17.14 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.
- 17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.14(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 17.14(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 17.14 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 17.14.
- 17.19 A motion moved under clause 17.14 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 Council has resolved not to place time limits on the duration of meetings.

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) details of each motion moved at a council meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) 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.

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- 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.

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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 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:
 - 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.

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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 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).

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Closure of committee meetings to the public

- 20.18 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.
- 20.19 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.
- 20.20 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 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 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

- 20.22 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) details of each motion moved at a meeting and of any amendments moved to it.
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment was passed or lost, and
 - (d) such other matters specifically required under this code.
- 20.23 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.24 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.
- 20.25 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.26 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.
- 20.27 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

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council on its website prior to their confirmation.

21 IRREGULARITES

- 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.

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22 DEFINITIONS

(1 A (11 1 10 11 1000
the Act	means the Local Government Act 1993
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
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	means a committee established by the council in
council	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
arriorer.	11.7 of this code requiring the recording of the
	names of the councillors who voted both for and
	against a motion
foreshadowed	means a proposed amendment foreshadowed by
amendment	a councillor under clause 10.18 of this code during
amenament	debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor
Torochiadowed metion	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
- cpoin voinig	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</i>
	Planning and Assessment Act 1979 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
	the making of an order under Division 9.3 of Part
	9 of that Act
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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 Local Government (General) Regulation 2005
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

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NARRANDERA SHIRE COUNCIL

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Policy No: POL144

Policy Title: Code of Meeting Practice

Section Responsible: Corporate & Community

Minute No/Ref: XXXXXXX

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1. INTRODUCTION

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

This 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.

Council's code of meeting practice incorporates the mandatory provisions of the Model Meeting Code.

Council's code of meeting practice also incorporates non-mandatory provisions of the Model Meeting Code and other supplementary provisions.

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

2. MEETING PRINCIPLES

- 2.1 Council and committee meetings should be:
- o **Transparent**: Decisions are made in a way that is open and accountable.
- o **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.
- o **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: Ordinary meetings of the council will be held on the third Tuesday of the months February to November. For December the meeting will be on the second Wednesday. Council does not meet in January.

Extraordinary meetings

3.2 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.

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Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

3.3 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.

- 3.4 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.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.6 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.

3.7 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

3.8 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

- 3.9 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 seven (7) business days before the meeting is to be held.
- 3.10 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.
- 3.11 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 in consultation with the councillor proposing the motion 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.

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- 3.12 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

- 3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 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.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 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

- 3.16 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.
- 3.17 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 3.9.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 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.
- 3.20 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

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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 3.20 reflects section 9(2A)(a) of the Act.

3.21 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 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

3.22 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

3.23 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 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 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 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, 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 3.25 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.27 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.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

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- 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.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.32 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.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 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.
- 3.37 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.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 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 **close of business on the day before** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the

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- council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than **two (2)** items of business on the agenda of the council meeting.
- 4.6 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.
- 4.7 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.
- 4.8 No more than **two (2)** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 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 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.
- 4.10 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.
- 4.11 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 by close of business on the day before** the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed **five (5)** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 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.
- 4.15 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.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **five (5)** minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

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- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **five (5)** 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.
- 4.19 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.
- 4.20 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.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, 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.
- 4.22 Clause 4.21 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.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, 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.
- 4.24 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

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- 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.
- 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, 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.
- 5.4 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.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 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 5.6 reflects section 234(1)(d) of the Act.
- 5.7 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

- 5.8 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 5.8 reflects section 368(1) of the Act.
- 5.9 Clause 5.8 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 5.9 reflects section 368(2) of the Act.
- 5.10 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.
- 5.11 In either case, the meeting must be adjourned to a time, 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.

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- 5.12 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.
- 5.13 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 or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster 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.
- 5.14 Where a meeting is cancelled under clause 5.13, 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 3.2.

Meetings held by audio-visual link

- 5.15 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.
- 5.16 Where the mayor determines under clause 5.15 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 audiovisual 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 audiovisual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, 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

- 5.18 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.
- 5.19 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

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- must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 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 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 200*2 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22 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.
- 5.23 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.
- 5.24 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.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audiovisual 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 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.
- 5.26 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.
- 5.27 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.
- 5.28 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

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- must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audiovisual 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

- 5.30 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 5.30 reflects section 10(1) of the Act.
- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.32 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 5.32 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

- 5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.34 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.
- 5.35 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.
- 5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.35 and 5.36 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 5.33 – 5.37 reflect section 236 of the Regulation.

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

Attendance of the general manager and other staff at meetings

5.39 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 5.39 reflects section 376(1) of the Act.

5.40 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 5.40 reflects section 376(2) of the Act.

5.41 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 541 reflects section 376(3) of the Act.

- 5.42 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.
- 5.43 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.

6. THE CHAIRPERSON

The chairperson at meetings

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.

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- 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 The general order of business for an ordinary meeting of the council shall be:
 - 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Disclosure of political donations
 - 04 Present
 - O5 Apologies and applications for a leave of absence or by attendance audiovisual link by councillors
 - 06 Disclosures of interests
 - 07 Confirmation of minutes
 - 08 Mayoral minute(s)
 - 09 Mayoral reports
 - 10 Notices of rescission
 - 11 Notices of motion
 - 12 Questions on Notice
 - 13 Reports of committees

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- 14 Reports to Council
- 15 Confidential matters
- 16 Conclusion of the meeting
- 8.2 The order of business as fixed under clause 8.1 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.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 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:
 - unless a councillor has given notice of the business, as required by clause 3.9,
 and
 - b. unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 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

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- 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 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 3.9 and 3.13.
- 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 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.

Code of Meeting Practice – PROPOSED Adoption 18 January 2022 Page 18 of 39 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, 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.

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- 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.

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- 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.

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.
- 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.

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.

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- 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 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.

Voting on planning decisions

- 11.11 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.
- 11.12 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.
- 11.13 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.
- 11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.11–11.14 reflect section 375A of the Act. Note: The requirements of clause 11.11 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.

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- 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 Council will not deal with items by exception.

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

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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

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- 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 close of business on the day 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 *two (2)* 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 *two* (2) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed *five (5)* 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

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presiding, may, by using only such force as is necessary, remove the firstmentioned person from that place and, if necessary restrain that person from reentering 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.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 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 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 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.
- 14.23 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 14.22 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.

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- 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, the Regulation 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, makes unfavourable personal remarks about, 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 section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
 - a. to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (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 section 233 of the Regulation.

How disorder at a meeting may be dealt with

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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 Clause 15.14 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.
- 15.16 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 15.16 reflects section 233(2) of the Regulation.
- 15.17 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.
- 15.18 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.
- 15.19 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

- 15.20 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.
- 15.21 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.

Use of mobile phones and the unauthorised recording of meetings

15.22 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.

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- 15.23 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.
- 15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 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 reentering 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.

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
- 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

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 3.9.

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

Code of Meeting Practice – PROPOSED Adoption 18 January 2022 Page 29 of 39 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 3.9.

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 3.10 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 three (3) days 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 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).

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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 Council has resolved not to put time limits on the duration of meetings.

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,
 - b. details of each motion moved at a council meeting and of any amendments moved to it.
 - c. the names of the mover and seconder of the motion or amendment,
 - d. whether the motion or amendment was passed or lost, and
 - e. 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.

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- 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:

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- 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 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.

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- 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 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

- 20.18 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.
- 20.19 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.
- 20.20 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

20.21 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

- 20.22 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,
 - b. details of each motion moved at a meeting and of any amendments moved to it,

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- c. the names of the mover and seconder of the motion or amendment,
- d. whether the motion or amendment was passed or lost, and
- e. such other matters specifically required under this code.
- 20.23 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.24 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.
- 20.25 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.26 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.
- 20.27 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. IRREGULARITES

- 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
 - 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.

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22. DEFINITIONS

the Aet	magne the Legal Coversion of Act 1000
the Act	means the Local Government Act 1993
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

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	development control plan or a development contribution plan under that Act, but not including 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 Local Government (General) Regulation 2021
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

23. RELATED LEGISLATION

- Local Government Act 1993
- Local Government Regulation 2021

24. RELATED POLICIES AND DOCUMENTS

Model Code of Meeting Practice for Local Councils in NSW

25. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make charges to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

26. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

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27. POLICY HISTORY

Responsible Officer	Deputy General Mana	ger Corporate & Con	nmunity Services	
Approved by	General Manager			
Approval Date	DD Month 202Y	DD Month 202Y		
GM Signature (Authorised staff to insert signature)				
Next Review	DD Month 202Y			
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM	
1 Adopted	-	19/01/1999	-	
2 Reviewed	-	19/09/2000	-	
3 Reviewed	-	15/05/2001	-	
4 Reviewed	-	17/07/2001	-	
5 Reviewed	-	19/04/2005	-	
6 Reviewed	-	17/05/2005	-	
7 Reviewed	-	21/03/2006	-	
8 Reviewed	-	20/06/2006	-	
9 Reviewed	-	19/09/2006	-	
10 Reviewed	-	16/01/2007	-	
11 Reviewed	-	20/11/2007	-	
12 Reviewed	-	17/06/2008	-	
13 Reviewed	-	9/12/2008	-	
14 Reviewed	-	17/11/2009	-	
15 Reviewed	-	15/05/2012	-	
16 Reviewed	-	19/06/2012	-	
17 Reviewed	-	10/12/2014	-	
18 Reviewed	-	17/01/2017	-	
19 Reviewed	-	18/06/2019	-	
20 Reviewed	-	DD/MM/YYYY	DD/MM/YYYY	

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18.3 RENEWAL OF LEASE AGREEMENT - 6 VICTORIA SQUARE NARRANDERA

Document ID: 594748

Author: Governance and Engagement Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: Nil

RECOMMENDATION

That Council:

- Supports the Executive Leadership Team endorsed lease agreement with the Health Administration Corporation for three years commencing 1 March 2022 and concluding 28 February 2025 for the use and occupation of 6 Victoria Square, Narrandera as a pathology collection centre; and
- 2. Provides delegated authority for the Mayor and the General Manager to sign and execute the lease agreement; and
- 3. Approves the placement of the Seal of Council to this document and any other documents associated with this matter.

PURPOSE

The purpose of this report is to seek the support of Council to enter into a further three-year lease agreement with the Health Administration Corporation for continued use of 6 Victoria Square, Narrandera for the purpose of pathology collection centre.

SUMMARY

In September 2021 the NSW Health Pathology advised Council that it was seeking a further three-year lease agreement for the continued use of 6 Victoria Square, Narrandera as a pathology collection centre.

A lease agreement was created and forwarded to the Health Administration Corporation for comment; with the document now returned as a signed document for execution by Council.

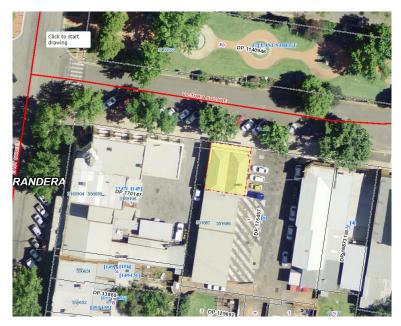
BACKGROUND

The proposed lease agreement concludes 28 February 2025 therefore ensuring that NSW Health retains a presence in the Narrandera community for at least another three years.

The proposed lease agreement contains the same provisions as the current lease.

The current lease agreement and the new lease agreement do not provide for additional options for renewal which is a common feature of both Commonwealth and State Government at the present time.

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Locality map of Lot 1 DP 175457 with 6 Victoria Square, Narrandera highlighted

The annual lease payment to Council will be \$7,563 (incl GST) indexed by three percent (3%) on each anniversary.

At the date of finalising this report, there are no known breaches to the existing lease agreement that would preclude the endorsement of a new lease agreement.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES--

Theme

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

ISSUES AND IMPLICATIONS

Policy

CS60 Land Leases and Licences Policy.

Financial

 Commencing annual revenue of \$7,563 (incl GST) indexed at three percent (3%) per annum totalling \$23,374 (incl GST) for the term of new lease agreement.

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Legal / Statutory

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Real Property Act 1900

Community Engagement / Communication

• The proposal to enter into new lease agreement will be presented within the ordinary business paper for discussion at the 15 February 2022 meeting of Council.

Human Resources / Industrial Relations

• There are no perceived implications with the proposed lease agreement.

RISKS

Should Council not offer a further lease of this building, an alternate premise would need to be sourced by the Health Administration Corporation or potentially this service may no longer be available to the local community.

OPTIONS

The options available are for Council to either:

- 1. Support the proposed lease agreement as endorsed by the Executive Leadership Team; or
- 2. Not support the proposed lease agreement as endorsed by the Executive Leadership Team.

CONCLUSION

The Health Administration Corporation has been a long-term tenant at this location and has invested significant capital to establish the existing pathology collection centre at 6 Victoria Square, Narrandera.

Given that there have been no known breaches relating to the current or previous leases and that the pathology collection centre provides a valuable service to the local community, the recommendation will be for Council to support the proposed lease agreement with the Health Administration Corporation for an additional three years concluding 28 February 2025.

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RECOMMENDATION

That Council:

- Supports the Executive Leadership Team endorsed lease agreement with the Health Administration Corporation for three years commencing 1 March 2022 and concluding 28 February 2025 for the use and occupation of 6 Victoria Square, Narrandera as a pathology collection centre; and
- 2. Provides delegated authority for the Mayor and the General Manager to sign and execute the lease agreement; and
- 3. Approves the placement of the Seal of Council to this document and any other documents associated with this matter.

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18.4 ADOPTION OF TERMS OF REFERENCE FOR CORPORATE & COMMUNITY COMMITTEES

Document ID: 595233

Author: Governance and Engagement Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. TOR Advisory - Arts and Culture 1.

2. TOR Advisory - Bettering Barellan $\underline{\mathbb{J}}$

3. TOR Advisory - Domestic Violence U

4. TOR Advisory - Grong Grong Community &

5. TOR Advisory - Railway Station Facility &

6. TOR S355 - Parkside Cottage Museum J

RECOMMENDATION

That Council:

- 1. Retains the committees listed below within the committee structure for this term of Council.
- 2. Endorses the revised Terms of Reference for each of the committees listed below:
 - i. Arts and Culture Advisory
 - ii. Bettering Barellan Advisory
 - iii. Domestic Violence Advisory
 - iv. Grong Grong Community Advisory
 - v. Railway Station Facility Advisory
 - vi. Parkside Cottage Museum S355

PURPOSE

The purpose of this report is for Council to consider the inclusion of Corporate & Community committees within its committee structure for the term of Council and adopt a Terms of Reference (TOR) for each committee.

SUMMARY

Current TOR provide for the committees to operate for the term of the Council plus three months. The three months allows the incoming Council an opportunity to consider the committees it requires and delegations to those committees. The committees considered within this report are the existing committees from the Corporate and Community sections of Council.

Council received reports on proposed amendments to committee TOR for the upcoming term of the committees at its January briefing session and elected its delegates to each of the committees at the January meeting. The attached TOR incorporates the revisions proposed in the reports to the briefing session.

After committee TOR have been adopted, Council will call for nominations from the community to fill the community representative positions on the committees for the term of this Council.

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BACKGROUND

Section 355 committees and advisory committees are initiated by Council through the adoption of a TOR document. The TOR provides the purpose of the committee and directs how it will function.

Council determines a committee structure and a TOR for each committee at the commencement of its term. These TOR may be amended by Council during its term if required.

Following the adoption of a committee within the structure and its TOR, Council will call for nominations from the community to fill the community representative positions on the committee for the term of this Council. Council will determine the community membership of each committee at the conclusion of the nomination period.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

ISSUES AND IMPLICATIONS

Policy

• Committees are required to operate in accordance with Council's Section 355 Committee Management Guidelines.

Financial

- Some 355 committees will have financial delegations.
- There is a financial overhead for staff to provide technical, governance and secretarial support to committees.

Legal / Statutory

• Committee establishment is undertaken in accordance with the *Local Government Act* 1993 and the *Local Government (General) Regulation* 2021.

Community Engagement / Communication

- Community engagement is achieved through operation of these community committees.
- Council will call for community delegates from across the community through advertising and social media.

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Human Resources / Industrial Relations (if applicable)

Council is to ensure that committees operate within the delegations issued by Council and conform to Council's Code of Conduct and Code of Meeting Practice.

RISKS

Council is to ensure that committees operate within the delegations issued by Council and conform to Council's Code of Conduct and Code of Meeting Practice.

OPTIONS

- 1. Council resolves to adopt the listed committees and TOR for the period of this Council.
- 2. Council resolves to adopt the listed committees and TOR with amendment for the period of this Council.
- 3. Council returns the proposed TOR to staff for amendment prior to future consideration by Council.

CONCLUSION

That Council retain the committees listed and adopt the amended TOR for this term of Council.

RECOMMENDATION

That Council:

- Retains the committees listed below within the committee structure for this term of Council.
- 2. Endorses the revised Terms of Reference for each of the committees listed below:
 - i. Arts and Culture Advisory
 - ii. Bettering Barellan Advisory
 - iii. Domestic Violence Advisory
 - iv. Grong Grong Community Advisory
 - v. Railway Station Facility Advisory
 - vi. Parkside Cottage Museum S355

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Arts and Culture Advisory Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au



Phone: 02 6959 5510

Fax: 02 6959 1884

Committee Name	Arts and Culture Advisory Committee
Committee Type	Advisory
Responsible Section	Community Development
Document ID	467376
1. Purpose	The Arts and Culture Committee is formed to develop arts and cultural outcomes for the Narrandera Shire: • provide advice to Council on the preservation and recognition of cultural and heritage values
	develop/guide arts and cultural development in the Shire to promote arts and cultural activity in Negrandera Shire
	 to promote arts and cultural activity in Narrandera Shire provide advice/recommendations to Council on further development of the Narrandera Arts and Community Centre (NACC) and other cultural infrastructure within the Narrandera Shire.
2. Establishment	Arts and Culture Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council. Any decisions or recommendations from the Committee need to be adopted
	by Council at a formal meeting to achieve legal standing.
	The Arts and Culture Committee as a Committee of Council is bound by practises established in Council's policies - in particular:
	Council's Code of Conduct
3. Volunteer Groups	The Committee will be responsible for liaising with the following arts organisations:
	Narrandera Arts and Creative Network (NACNET)
	Western Riverina Arts
	• LCAIN
4. Objectives	 Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented
	Contribute to the development and delivery of the Narrandera Shire Cultural Plan that increases participation in arts and cultural expression
	Contribute to the development of a public cultural strategy for arts installation in public spaces that reflects the community
	Liaison with Volunteer Groups to ensure that the interests of their particular area is adequately represented
	Provide advice to Council on the preservation and recognition of cultural and heritage values

Arts and Culture Advisory Committee Terms of Reference Page 2 of 5

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development in the Shire Contribute to the development of a marketing plan to promote arts and cultural activity in Narrandera Shire Provide advice to Council on further development of the Narrandera Arts and Community Centre (NACC) and other cultural infrastructure within the Shire. Identify users and opportunities within the parameters set out in the NACC User Guide for use of the NACC Develop community pride and ownership of the NACC and other cultural infrastructure Promote the involvement of volunteers with arts and cultural activity within the Shire Assist with the identification of funding opportunities for the ongoing development of arts and culture in Narrandera Shire including the further development of the Narrandera Arts and Community Centre The objectives of the Narrandera Parkside Cottage Museum Committee align with the following objectives from the Community Strategic Plan (CSP) To advocate for quality educational and cultural opportunities: 9. Develop a Narrandera Shire Arts Strategy to increase community participation in arts and cultural activities To feel connected and safe: 16. Encouraging the community to initiate the development of innovative and regular events. 17. Support community groups where possible to remain functional into the future. 18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees For more information refer to the 2017-2030 Community Strategic Plan available via Council website: Cultural Plan: Work as an enabler and learner to implement the Cultural Plan 2021-2031 Delivery Program. The Committee is to consist of a minimum of six (6) members: Five (5) Community representatives Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term Committee members shall: Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate) Raab Business Papers in advance and undertake necessary research. Rabe Bu		Contribute to the development of policies to guide arts and cultural
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o Participate in discussions and decision making.		o Participate in discussions and decision making.

Arts and Culture Advisory Committee Terms of Reference ${\sf Page}~3~{\sf of}~5$

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	o Follow through actions minuted and subsequently adopted by Council.
7. Method of Determining Members	Recruitment and appointment to the Committee: Nominations of interest advertised via social media, print media Nomination form completed by interested parties Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee The process to replace any vacant positions is: Review previous nominations Nominations of interest advertised via social media, print media Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee
8. Office Bearers	 The Committee will elect the following office bearers: Chairperson – elected annually at AGM from the Community representatives Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. Ensure preparation of agenda before the meeting. Approve meeting minutes prior to distribution. Represent the Committee as spokesperson. The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
9. Term	The Committee is established for the term of Council, plus three (3) months.
10. Meetings	Meetings are held on a quarterly basis, in addition to an Annual General Meeting. The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
11. Quorum and Voting	 A quorum for a meeting will be a majority of the members of the committee A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required Committees are encouraged to make decisions by consensus Council staff do not have the authority to vote on issues.
12. Reporting Requirements	 Agenda Recommendations for submission to Council Meeting Minutes of meetings within two weeks from meeting

Arts and Culture Advisory Committee Terms of Reference Page 4 of 5

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13. Termination of	A person shall automatically cease to be a Committee member if the
Membership	member:
	resigns by notifying the Committee and Council in writing
	fails to advise of an absence of up to three meetings in a calendar year
	fails to comply with Council's Code of Conduct
	holds any office of profit under the Committee
	fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter
	• dies
	becomes a mentally incapacitated person
	becomes bankrupt
	or if Council passes a resolution to remove the member from the Committee.
14. Executive Support	Council's Community Development team is responsible for providing support to the Committee and will undertake to:
	Be the main conduit between the Committee and Council
	Provide and/or collect reports for compilation of the Agenda
	Compile and circulate agendas, attend meetings, compile and distribute minutes
	Monitor and follow-up Action Report
	Compile the Annual Report of the Committee in conjunction with the Chair
	Assist with referrals and information for resolution of matters within their authority
	Be the custodian of information for the nominated facility
	Council's Governance team will:
	Oversee the recruitment, selection and appointment process for Committee membership
	Facilitate a review process for the Committee and the Term of Reference as required
	Provide information and education on good governance
15. Committee Review	Annual review of Committee need and objectives.
16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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Bettering Barellan Advisory Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au Fax: 02 6959 1884



Phone: 02 6959 5510

Committee Name	Bettering Barellan
Committee Type	Advisory
	,
Responsible Section	Community Development
Document ID	50281
1. Purpose	The Bettering Barellan Committee is formed to manage the operations of the following facilities:
	building known Barellan Hall located 79 Bendee Street, Barellan
	building known as Barellan Museum located 72 Yapunyah Street, Barellan
	The Committee is to manage these facilities subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Barellan District.
2. Establishment	The Bettering Barellan Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.
	Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.
	The Bettering Barellan Committee as a Committee of Council is bound by practises established in Council's policies - in particular:
	Council's Code of Conduct
3. Volunteer Groups	The Committee will be responsible for liaising with the following volunteer groups:
	Barellan Hall
	Barellan Museum
4. Objectives	Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented
	 Provide the management of the hall and museum to ensure they are efficiently managed, operated and maintained to meet the present and future needs of the community.
	To provide oversight on the general finances of the hall and museum.
	To provide input on the asset replacement and renewal requirements for the hall and museum.
	To assist in developing sustainable plans, policies and guides for the hall and museum.
	To provide an avenue for the incorporation of cultural and recreational facilities planning into applicable community plans, services and initiatives.

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	To provide an avenue for community members and organisations to raise and address issues related to the hall and museum.
	To implement and oversee the strategic direction of the hall in addressing outcomes identified in the Community Strategic Plan.
5. Objectives from the Community Strategic	The objectives of the Bettering Barellan Committee align with the following objectives from the CSP:
Plan (CSP)	To feel connected and safe.
	16. Encouraging the community to initiate the development of innovative and regular events.
	17. Support community groups where possible to remain functional into the future.
	18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees.
	For more information refer to the 2017-2030 Community Strategic Plan available via Council website.
6. Membership	The Committee is to consist of a minimum of six (6) members
	Minimum of five (5) Community representatives
	Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term.
	Committee members shall:
	 Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
	 Read Business Papers in advance and undertake necessary research.
	 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
	 Participate in discussions and decision making.
	 Follow through actions minuted and subsequently adopted by Council.
7. Method of	Recruitment and appointment to the Committee:
Determining	Nominations of interest advertised via social media, print media
Members	Nomination form completed by interested parties
	Submissions collected
	Report submitted to General Manager
	Recommendations to Council
	Resolution of Council endorsing members of Committee
	The process to replace any vacant positions is:
	Review previous nominations
	Nominations of interest advertised via social media, print media
	Submissions collected
	Report submitted to General Manager
	Recommendations to Council
	Resolution of Council endorsing members of Committee
8. Office Bearers	The Committee will elect the following office bearers:

Bettering Barellan Committee Terms of Reference Page 3 of 5

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9. Term 10. Meetings	Chairperson – elected annually at AGM from the Community representatives Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. Ensure preparation of agenda before the meeting. Approve meeting minutes prior to distribution. Represent the Committee as spokesperson. The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration. The Committee is established for the term of Council, plus three (3) months. Meetings are held on a quarterly basis, in addition to an Annual General Meeting.
	The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
11. Quorum and Voting	 A quorum for a meeting will be a majority of the members of the committee A quorum is not required for meetings to take place, however a quorum
	is needed for a decision to be made on a matter
	For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required
	Committees are encouraged to make decisions by consensus
	Council staff do not have the authority to vote on issues.
12. Reporting Requirements	 Agenda Recommendations for submission to Council Meeting Minutes of meetings within two weeks from meeting Updated list of volunteers List of suggested capital improvement works for consideration in the budget List of suggested Fees and Charges
13. Termination of Membership	A person shall automatically cease to be a Committee member if the member: • resigns by notifying the Committee and Council in writing • fails to advise of an absence of up to three meetings in a calendar year • fails to comply with Council's Code of Conduct • holds any office of profit under the Committee • fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter • dies • becomes a mentally incapacitated person • becomes bankrupt • or if Council passes a resolution to remove the member from the Committee.
14. Executive Support	Council's Community Development team is responsible for providing support to the Committee and will undertake to:

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	Be the main conduit between the Committee and Council	
	 Provide and/or collect reports for compilation of the Agenda 	
	 Compile and circulate agendas, attend meetings, compile and distribute minutes 	
	Monitor and follow-up Action Report	
	Compile the Annual Report of the Committee in conjunction with the Chair	
	 Assist with referrals and information for resolution of matters within their authority 	
	Be the custodian of information for the nominated facility	
	Council's Governance team will:	
	 Oversee the recruitment, selection and appointment process for Committee membership 	
	 Facilitate a review process for the Committee and the Term of Reference as required 	
	Provide information and education on good governance	
15. Committee Review	Annual review of Committee need and objectives	
16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.	

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Domestic Violence Advisory Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au Fax: 02 6959 1884



Phone: 02 6959 5510

Committee Name	Domestic Violence Committee
Committee Type	Advisory
Responsible Section	Community Services
Document ID	426315
1. Purpose	The Committee aims to raise awareness of domestic and family violence issues within the Narrandera Shire.
2. Establishment	The Domestic Violence Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.
	Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.
	The Domestic Violence Committee as a Committee of Council is bound by practises established in Council's policies - in particular:
	Council's Code of Conduct
3. Objectives	Development, provision and dissemination of information to raise awareness of domestic and family violence issues and support services within Narrandera Shire
	Participation in activities to raise awareness of domestic violence and to advocate for the safety of all community members
	Advise council on strategies and practices that assist in educating the community with regards to domestic violence.
	Advise Council on the enhancement of service provision for people affected by family and domestic violence
4. Objectives from the Community Strategic	The Committee's objectives align with the following objectives from the CSP:
Plan (CSP)	To live in a healthy community and one that demonstrates a positive attitude
	2) Supporting community education on important health and wellbeing matters such as preventative health measures like good eating habits also on other social issues such as domestic violence and drug and alcohol abuse
	5) Maintain and preferably enhance our current health and emergency services
	To feel connected and safe
	16) Encouraging the community to initiate the development of innovative and regular events
	17) Support community groups where possible to remain functional into the future

Domestic Violence Advisory Committee Terms of Reference Page 2 of 4

The Committee is to consist of a minimum of five (5) including: Minimum of three (3) Community representatives Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term. Committee members shall: Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate) Read Business Papers in advance and undertake necessary research Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members Participate in discussions and decision making Follow through actions minuted and subsequently adopted by Council Recruitment and appointment to the Committee: Nominations of interest advertised via social media, print media Nomination form completed by interested parties Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee The process to replace any vacant positions is: Review previous nominations Nominations of interest advertised via social media, print media Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee The process to replace any vacant positions is: Review previous nominations Nominations of interest advertised via social media, print media Submissions collected Report submitted to General Manager Recommendations to Council Resolution of Council endorsing members of Committee The Committee will elect the following office bearers: Chairperson – elected bi-annually at AGM from the Community representatives Chair meetings and ensure agenda Items are discussed, decisions are made and action to be taken, as appropriate Ensure preparation of agenda before the meeting Approve meeting minutes prior to distribution Represent the Committee as spokesperson The Chairperson can cancel scheduled meetings if there are no scheduled Agenda Items for consideration The Committee is established for the			<u> </u>
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	10.	Quorum and Voting	· · · · · · · · · · · · · · · · · · ·

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		Committees are encouraged to make decisions by consensus
		Council staff do not have the authority to vote on issues
		,
11.	Reporting	Agenda Minutes of mactings within two weeks from macting.
	Requirements	Minutes of meetings within two weeks from meeting Opening of the property of the propert
		Recommendations for submission to Council Meeting
12.	Termination of Membership	A person shall automatically cease to be a Committee member if the member:
		resigns by notifying the Committee and Council in writing
		fails to advise of an absence of up to three meetings in a calendar year
		fails to comply with Council's Code of Conduct
		holds any office of profit under the Committee
		fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter
		• dies
		becomes a mentally incapacitated person
		becomes bankrupt
		or if Council passes a resolution to remove the member from the Committee.
13.	Executive Support	Council's Community Services team is responsible for providing support to the Committee and will undertake to:
		Be the main conduit between the Committee and Council
		Provide and/or collect reports for compilation of the Agenda
		Compile and circulate agendas, attend meetings, compile and distribute minutes
		Monitor and follow-up Action Report
		Compile the Annual Report of the Committee in conjunction with the Chair
		Assist with referrals and information for resolution of matters within their authority
		Council's Governance team will:
		Oversee the recruitment, selection and appointment process for Committee membership
		Facilitate a review process for the Committee and the Term of Reference as required
		Provide information and education on good governance
14.	Committee Review	Annual review of Committee need and objectives
15.	Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.

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Grong Grong Community Advisory Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au



Phone: 02 6959 5510

Fax: 02 6959 1884

Committee Name	Grong Grong Community Committee
Committee Type	Advisory
Responsible Section	Community Development
Document ID	50283
1. Purpose	The Grong Grong Community Committee is formed to: Manage the operations of the facility known Grong Grong Hall located in Balaro Street, Grong Grong Undertake activities and operation of the Grong Grong Earth Park located Junee Street, Grong Grong. The Earth Park will abide by the terms addressed in the licence with John Holland Rail Pty Ltd. Area of Grong Grong Earth Park approximately 11,940m² Manage the Grong Grong Sports Ground performing the role of trustee in accordance with the Crown lands Manual for the Grong Grong Sports Ground located Willandra Street, Grong Grong. Crown land in New South Wales: https://www.industry.nsw.gov.au/lands Legislation and policies — Crown Land in NSW: https://www.industry.nsw.gov.au/lands/what-we-do/legislation-policies Undertake Grong Grong promotional activities and functions (outlined in objectives) The Committee is to manage these facilities subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Grong Grong District. For more information refer to Crown Land Management Act 2016 and information regarding John Holland Rail licencing agreement.
2. Establishment	The Grong Grong Community Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council. Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing. The Grong Grong Community Committee as a Committee of Council is bound by practises established in Council's policies - in particular: • Council's Code of Conduct
3. Volunteer Groups	The Committee will be responsible for liaising with the following volunteer groups: • Grong Grong Hall

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	Grong Grong Earth Park
	Grong Grong Sports Ground
4. Objectives	Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented
	Meet the operational and reporting requirements of Council, including those of the Volunteer Groups
	To provide the management of each of the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground to ensure they are efficiently managed, operated and maintained to meet the present and future needs of the community.
	To provide oversight on the general finances of the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground
	To provide input on the asset replacement and renewal requirements for the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground
	To assist in developing sustainable plans, policies and guides for the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground
	 To provide an avenue for the incorporation of cultural and recreational facilities planning into applicable community plans, services and initiatives.
	To provide an avenue for community members and organisations to raise and address issues related to the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground
	To implement and oversee the strategic direction of the Grong Grong Hall, Grong Grong Earth Park and the Grong Grong Sports Ground in addressing outcomes identified in the Community Strategic Plan.
	Grong Grong promotional activities, including:
	 Conducting community events as approved by Council
	 The promotion and liveability of Grong Grong, and in that function liaise with both media, government officials and local government on behalf of Grong Grong and its residents
	 All media contact is to be performed in accordance with POL047 Media and Public Relations Policy (available to view on Council's website)
5. Objectives from the Community Strategic	The objectives of the Grong Grong Community Committee align with the following objectives from the CSP:
Plan (CSP)	To feel connected and safe
	16. Encouraging the community to initiate the development of innovative and regular events.
	17. Support community groups where possible to remain functional into the future.
	18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees.
	For more information refer to the 2017-2030 Community Strategic Plan available via Council website.
6. Membership	The Committee is to consist of a minimum of six (6) members
	Minimum of five (5) Community representatives

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		Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term.
		Committee members shall:
		 Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
		 Read Business Papers in advance and undertake necessary research.
		 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
		 Participate in discussions and decision making.
		Follow through actions minuted and subsequently adopted by Council.
,	Method of	Recruitment and appointment to the Committee:
7.	Determining	
	Members	Nominations of interest advertised via social media, print media
		Nomination form completed by interested parties
		Submissions collected
		Report submitted to General Manager
		Recommendations to Council
		Resolution of Council endorsing members of Committee
		The process to replace any vacant positions is:
		Review previous nominations
		Nominations of interest advertised via social media, print media
		Submissions collected
		Report submitted to General Manager
		Recommendations to Council
		Resolution of Council endorsing members of Committee
8.	Office Bearers	The Committee will elect the following office bearers:
		Chairperson – elected annually at AGM from the Community representatives
		 Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate.
		 Ensure preparation of agenda before the meeting.
		 Approve meeting minutes prior to distribution.
		 Represent the Committee as spokesperson.
		The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration.
9.	Term	The Committee is established for the term of Council, plus three (3) months.
10.	Meetings	Meetings are held on a quarterly basis, in addition to an Annual General Meeting.
		The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
11.	Quorum and Voting	A quorum for a meeting will be a majority of the members of the committee
		A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter

Grong Grong Community Committee Terms of Reference ${\it Page 4} \ {\it of} \ {\it 6}$

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	 For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required
	Committees are encouraged to make decisions by consensus
	Council staff do not have the authority to vote on issues.
12 Paparting	Agenda
12. Reporting Requirements	Recommendations for submission to Council Meeting
1	Minutes of meetings within two weeks from meeting
	Updated list of volunteers
	List of suggested capital improvement works for consideration in the budget
	List of suggested Fees and Charges
13. Termination of Membership	A person shall automatically cease to be a Committee member if the member:
	resigns by notifying the Committee and Council in writing
	fails to advise of an absence of up to three meetings in a calendar year
	fails to comply with Council's Code of Conduct
	holds any office of profit under the Committee
	fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion
	or votes on any question relating to the matter
	• dies
	becomes a mentally incapacitated person
	becomes bankrupt
	 or if Council passes a resolution to remove the member from the Committee.
14. Executive Support	Council's Community Development team is responsible for providing support to the Committee and will undertake to:
	Be the main conduit between the Committee and Council
	Provide and/or collect reports for compilation of the Agenda
	 Compile and circulate agendas, attend meetings, compile and distribute minutes
	Monitor and follow-up Action Report
	Compile the Annual Report of the Committee in conjunction with the Chair
	 Assist with referrals and information for resolution of matters within their authority
	Be the custodian of information for the nominated facility
	Council's Governance team will:
	Oversee the recruitment, selection and appointment process for Committee membership
	Facilitate a review process for the Committee and the Term of Reference as required
	Provide information and education on good governance
15. Committee Review	Annual review of Committee need and objectives

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16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.
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Railway Station Facility Advisory Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au



Phone: 02 6959 5510

Fax: 02 6959 1884

Committee Name	Railway Station Facility Committee
Committee Type	Advisory
Responsible Section	Community Development
Document ID	50289
1. Purpose	The Railway Station Facility Management Committee is formed to manage the operations of the Railway Station Facility located Whitton Street, Narrandera.
	The Committee is to manage the facility subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Narrandera Shire.
2. Establishment	The Railway Station Facility Advisory Committee has been established to provide particular expertise to help the Council to make its decisions and/or help engage community resources and opinion. There are no formal, delegated powers to act in place of Council.
	Any decisions or recommendations from the Committee need to be adopted by Council at a formal meeting to achieve legal standing.
	The Railway Station Facility Committee as a Committee of Council is bound by practises established in Council's policies - in particular:
	Council's Code of Conduct
3. Volunteer Groups	The Committee will be responsible for liaising with the following volunteer groups:
	Narrandera Arts and Creative Network (NACNET)
	Narrandera Community Radio (Spirit FM)
4. Objectives	Liaison with Volunteer Groups to ensure that the interests of their particular area are adequately represented
	To provide the management of the Railway Station Facility to ensure it is efficiently managed, operated and maintained to meet the present and future needs of the community.
	To provide oversight on the general finances of the Railway Station Facility
	To provide input on the asset replacement and renewal requirements for the Railway Station Facility
	To assist in developing sustainable plans, policies and guides for Railway Station Facility
	To provide an avenue for the incorporation of cultural and recreational planning into applicable community plans, services and initiatives.
	To provide an avenue for community members and organisations to raise and address issues related to the Railway Station Facility

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		 To implement and oversee the strategic direction of the Railway Station Facility in addressing outcomes identified in the Community Strategic Plan.
5.	Objectives from the Community Strategic	The objectives of the Railway Station Facility Committee align with the following objectives from the CSP:
	Plan (CSP)	To feel connected and safe.
		 16. Encouraging the community to initiate the development of innovative and regular events.
		 17. Support community groups where possible to remain functional into the future.
		 18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees.
		 For more information refer to the 2017-2030 Community Strategic Plan available via Council website.
6.	Membership	The Committee is to consist of a minimum of six (6) members
		 Minimum of five (5) Community representatives which will include representatives of user groups including NACNET and Narrandera Community Radio
		 Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term.
		Committee members shall:
		 Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)
		 Read Business Papers in advance and undertake necessary research.
		 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
		 Participate in discussions and decision making.
		Follow through actions minuted and subsequently adopted by Council.
7.	Method of	Recruitment and appointment to the Committee:
	Determining Members	Nominations of interest advertised via social media, print media
		Nomination form completed by interested parties
		Submissions collected
		Report submitted to General Manager
		Recommendations to Council
		Resolution of Council endorsing members of Committee
		The process to replace any vacant positions is:
		Review previous nominations
		Nominations of interest advertised via social media, print media
		Submissions collected
		Report submitted to General Manager
		Recommendations to Council
		Resolution of Council endorsing members of Committee
8.	Office Bearers	The Committee will elect the following office bearers:

Railway Station Facility Committee Terms of Reference Page 3 of 5 $\,$

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9. Term 10. Meetings	 Chairperson – elected annually at AGM from the Community representatives Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. Ensure preparation of agenda before the meeting. Approve meeting minutes prior to distribution. Represent the Committee as spokesperson. The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration. The Committee is established for the term of Council, plus three (3) months. Meetings are held three times per year in February, June and October, in addition to an Annual General Meeting.
	The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
11. Quorum and Voting	 A quorum for a meeting will be a majority of the members of the committee A quorum is not required for meetings to take place, however a quorum
	is needed for a decision to be made on a matter
	For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required
	Committees are encouraged to make decisions by consensus
	Council staff do not have the authority to vote on issues.
12. Reporting Requirements	 Agenda Recommendations for submission to Council Meeting Minutes of meetings within two weeks from meeting Updated list of volunteers List of suggested capital improvement works for consideration in the budget List of suggested Fees and Charges
13. Termination of Membership	 A person shall automatically cease to be a Committee member if the member: resigns by notifying the Committee and Council in writing fails to advise of an absence of up to three meetings in a calendar year fails to comply with Council's Code of Conduct holds any office of profit under the Committee fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter dies becomes a mentally incapacitated person becomes bankrupt or if Council passes a resolution to remove the member from the Committee.
14. Executive Support	Council's Community Development team is responsible for providing support to the Committee and will undertake to:

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	Be the main conduit between the Committee and Council	
	Provide and/or collect reports for compilation of the Agenda	
	 Compile and circulate agendas, attend meetings, compile and distribute minutes 	
	Monitor and follow-up Action Report	
	Compile the Annual Report of the Committee in conjunction with the Chair	
	 Assist with referrals and information for resolution of matters within their authority 	
	Be the custodian of information for the nominated facility	
	Council's Governance team will:	
	 Oversee the recruitment, selection and appointment process for Committee membership 	
	 Facilitate a review process for the Committee and the Term of Reference as required 	
	Provide information and education on good governance	
15. Committee Review	Annual review of Committee need and objectives	
16. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.	

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Narrandera Parkside Cottage Museum Section 355 Committee TERMS OF REFERENCE



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au Fax: 02 6959 1884



Phone: 02 6959 5510

Committee Name	Narrandera Parkside Cottage Museum Section 355 Committee		
Committee Type	Section 355		
Responsible Section	Community Development		
Document ID	467377		
1. Purpose	The Narrandera Parkside Cottage Museum Section 355 (S355) Committee is formed to manage the operation of the facility known as the:		
	Narrandera Parkside Cottage Museum located corner Cadell and Twynam Streets.		
	The Committee is to manage this facility subject to the directions of the Narrandera Shire Council and for the benefit of the residents of the Narrandera District.		
	The Narrandera Parkside Cottage Museum Committee is also formed to participate in the development of arts and cultural outcomes for the Narrandera Shire to:		
	provide advice to Council on the preservation and recognition of cultural and heritage values		
	assist in the development of cultural heritage within the Shire		
	provide advice to Council on further development of the Narrandera Parkside Cottage Museum		
2. Establishment	The Narrandera Parkside Cottage Museum S355 Committee has been established under <i>Section 355</i> of the <i>Local Government Act 1993</i> which states:		
	A function of Council may, subject to this Chapter, be exercised: (b) by a committee of the council		
3. Operation	The Narrandera Parkside Cottage Museum S355 Committee is bound by practises established in Council's policies - in particular:		
	Council's Code of Conduct		
	Council's Code of Meeting Practice		
	The operations of the Committee will be undertaken according to the requirements of the Section 355 Committee Manual and its associated annexures.		
4. Delegated Authority	The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.		
	The Committee will observe any rules and regulations made by Council, in relation to the facility/ function delegated to it.		

Narrandera Parkside Cottage Museum Committee Terms of Reference Page 2 of 7

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		If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her	
		representative. The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee forwards the minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.	
		The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.	
		Any recommendation for expenditure, other than within an adopted budget, must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee minutes at the next Ordinary Meeting of Council.	
5.	Financial Arrangements	The Committee will not accept cash from any person or organisation, except in the processing of entry fees, donations, raffles or other fundraising activities.	
		All funds raised are the property of Council.	
		Council staff receive all income for the Narrandera Parkside Cottage Museum.	
		 All monies, in excess of \$200 shall be banked to Council's bank account not later than two business days after the receipt thereof on which the bank is open for business. 	
		All expenditure requires a purchase order to be raised, provision of an invoice and authorisation of payment through Council's Finance Section.	
6.	Volunteer Groups	The Committee will be responsible for the oversight of operations of the following Volunteer Group:	
		Narrandera Parkside Cottage Museum	
		For more information including responsibilities refer Section 9 and 10-Committees and Volunteer Groups of the Manual.	
7.	Objectives	Liaison with Volunteers to ensure that the interests of the Museum are supported and represented	
		Meet the operational and reporting requirements of Council – including those of the Volunteer Groups (refer Section 355 Committee Manual)	
		The committee is formed to manage the operations of the Narrandera Parkside Cottage Museum located Corner Cadell and Twynam Streets	
		The principal responsibilities of the Narrandera Parkside Cottage Museum Committee will be to:	
		 contribute to the development and delivery of a Narrandera Shire Cultural Plan that increases participation in arts and cultural expression 	
		 contribute to the development of a marketing plan to promote the museum and cultural heritage in Narrandera Shire 	
		 provide advice to Council on the preservation and recognition of cultural and heritage values 	
		 provide advice to Council on further development of the Narrandera Parkside Cottage Museum 	
		 develop community pride and ownership of the Narrandera Parkside Cottage Museum 	

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	 contribute to the development of a volunteer program for the Narrandera Parkside Cottage Museum 	
	 identify and coordinate application for grants for the ongoing development of the Narrandera Parkside Cottage Museum 	
	 conduct fundraising activity to support the operation and development of the Narrandera Parkside Cottage Museum 	
	 advise on building maintenance and improvement of the Narrandera Parkside Cottage Museum 	
8. Objectives from the Community Strategic	The objectives of the Narrandera Parkside Cottage Museum Committee align with the following objectives from the	
Plan (CSP)	CCP:	
	To advocate for quality educational and cultural opportunities:	
	Develop a Narrandera Shire Arts Strategy to increase community participation in arts and cultural activities	
	To feel connected and safe:	
	16. Encouraging the community to initiate the development of innovative and regular events.	
	17. Support community groups where possible to remain functional into the future.	
	18. Enhanced opportunities for community members to better connect with Council such as participating in one of the Section 355 Committees	
	For more information refer to the 2017-2030 Community Strategic Plan available via Council website:	
	Cultural Plan:	
	Goal Five - Support programs, institutions, plans and community initiatives that connect with and celebrate local history and character.	
9. Membership	The Committee is to consist of a minimum of six (6) members:	
	Five (5) Community representatives	
	Minimum of one (1) Councillor – appointed by resolution of Council at the commencement of each Council term	
	Committee members shall:	
	o Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)	
	 Read Business Papers in advance and undertake necessary research. 	
	 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members. 	
	o Participate in discussions and decision making.	
	 Follow through actions minuted and subsequently adopted by Council. 	
	For more information including roles and responsibilities of each refer Section 7- Office Bearers of the Section 355 Committee Manual.	
10. Method of	Recruitment and appointment to the Committee:	
Determining Members	Nominations of interest advertised via social media, print media	

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	Submissions collected		
	Report submitted to General Manager Page 19 April 1		
	Recommendations to Council		
	Resolution of Council endorsing members of Committee		
	The process to replace any vacant positions is:		
	Review previous nominations		
	Nominations of interest advertised via social media, print media		
	Submissions collected		
	Report submitted to General Manager		
	Recommendations to Council		
	Resolution of Council endorsing members of Committee		
11. Office Bearers	The Committee will elect the following office bearers:		
	Chairperson – elected annually at AGM from the Community representatives		
	 Chair meetings and ensure agenda items are discussed, decisions are made and action to be taken, as appropriate. 		
	 Ensure preparation of agenda before the meeting. 		
	 Approve meeting minutes prior to distribution. 		
	 Represent the Committee as spokesperson. 		
	 The Chairperson can cancel scheduled meetings if there are no scheduled Agenda items for consideration. 		
12. Term	The Committee is established for the term of Council, plus three (3) months.		
13. Meetings	Meetings are held on a quarterly basis, in addition to an Annual General Meeting.		
	The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.		
14. Quorum and Voting	A quorum for a meeting will be a majority of the members of the committee		
	A quorum is not required for meetings to take place, however a quorum is needed for a decision to be made on a matter		
	For a vote to be carried a majority of members attending, ie: half the number plus one (1) is required		
	Committees are encouraged to make decisions by consensus		
	Council staff do not have the authority to vote on issues.		
	For more information refer to Section 13.2 – Voting and Quorums of the Section 355 Committee Manual.		
15. Reporting	Agenda		
Requirements	Recommendations for submission to Council Meeting		
-	Minutes of meetings within two weeks from meeting		
	Updated list of volunteers every meeting		
	List of office bearers elected at the AGM		
	List of suggested capital improvement works for consideration in the budget by February		

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	List of suggested Fees and Charges by December	
	Updated Asset Register by May	
	Annual Report by 30 August	
	Annual Financial Statements and Auditors Statement by July	
	Annual Financial Statements and Additors Statement by July	
16. Termination of Membership	A person shall automatically cease to be a Committee member if the member:	
	resigns by notifying the Committee and Council in writing	
	fails to advise of an absence of up to three meetings in a calendar year	
	fails to comply with Council's Code of Conduct	
	holds any office of profit under the Committee	
	fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter	
	• dies	
	becomes a mentally incapacitated person	
	becomes bankrupt	
	or if Council passes a resolution to remove the member from the Committee.	
17. Executive Support	Council's Community Development team is responsible for providing support to the Committee and will undertake to:	
	Be the main conduit between the Committee and Council	
	Provide and/or collect reports for compilation of the Agenda	
	Compile and circulate agendas, attend meetings, compile and distribute minutes	
	Monitor and follow-up Action Report	
	Compile the Annual Report of the Committee in conjunction with the Chair	
	Assist with referrals and information for resolution of matters within their authority	
	Be the custodian of information for the nominated facility	
	Council's Governance team will:	
	Oversee the recruitment, selection and appointment process for Committee membership	
	Facilitate a review process for the Committee and the Term of Reference as required	
	Provide information and education on good governance	
	The WHS&R Officer will:	
	Provide training and education on WH&S	
	Undertake regular volunteer education and inductions	
18. Committee Review	Within 12 months of the Ordinary election of Council.	
19. Alteration of Terms of Reference	Amendment of the Terms of Reference can be by a majority vote of the Committee. The endorsement of Council is required before changes are enacted.	

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Refer to Section 12 – Terms of Reference of the Section 355 Committee
Manual for more information.

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18.5 YOUTH ADVISORY COUNCIL - TERMS OF REFERENCE REVIEW

Document ID: 595826

Author: Community Support Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. Terms of Reference - Youth Advisory Council 4

RECOMMENDATION

That Council:

1. Endorses the revised Narrandera Shire Youth Advisory Council Terms of Reference for adoption.

PURPOSE

The purpose of this report is to advise Council of the proposed changes to the Narrandera Shire Youth Advisory Council Terms of Reference.

SUMMARY

The Narrandera Shire Youth Advisory Council Terms of Reference is the document that guides the operation of the Youth Advisory Council. This document adopted in 2019 is due for review in the first year of the new Council. The Youth Advisory Council reviewed this document at its 8 November 2021 meeting and has provided recommended changes to be adopted by Council.

BACKGROUND

The primary role of the Youth Advisory Council is to be an advocacy and advisory committee representing the voice of young people aged 12-21 who live, work, study in or have significant links to Narrandera Shire. The Youth Advisory Council brings together young people and provides a platform for programs, activities, cooperation, and discussion. The Youth Advisory Council may also run programs and events aimed at involving young people and inspiring future leaders within the community.

Along with providing a platform for community involvement, the Youth Advisory Council also operates as an advisory arm. This provides all levels of government and business with the opportunity to connect with young people and seek their advice and recommendations on a range of issues.

Attachment 1 is the current Terms of Reference document, with proposed amendments highlighted in red. The recommended changes are under the following headings:

Composition:

- Changing the age range from 12-21 to 12-24
- Allowing consideration for youth aged 11 years old from local schools' Year 6 leadership groups on a case-by-case basis.

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 Outlining the process for electing the Mayor and Deputy Mayor and defining the length of time a member can hold the position of Mayor or Deputy Mayor before needing to be re-elected.

Tenure:

- The Narrandera Youth Advisory Council will be an ongoing initiative. Each Youth Council term will be for a period of four years, unless decided otherwise by the Community Liaison Officer.
- Youth Councillors reserve the right to reconsider their role on Youth Council each financial year according to work, study or personal commitments.

Public Profile:

The Narrandera Youth Advisory Council's interactions with media outlets and the
press will be undertaken as per Council's policy: with the approval of the General
Manager, under the guidance of the Community Liaison Officer, in conjunction with
the Communications Officer and the Community Support Manager (in the absence of
the Community Liaison Officer).

Membership:

 Should a member of the Youth Advisory Council be elected to the Council through the Local Government Elections process, they must formally resign from the Youth Advisory Council. They would be able to attend meetings as an observer and continue to volunteer their time at youth activities, such as in the food trailer.

Terms of Reference Review:

• Changing the review period from annually to the end of each Council term.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Civic Leadership

Strategy

3.2 - Population growth, retention and identify needs for our youth

Action

3.2.1 - Strategic advocacy to support population retention with particular focus on the youth of our Shire

ISSUES AND IMPLICATIONS

Policy

- Code of Meeting Practice
- Model Code of Conduct

Financial

Nil

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Legal / Statutory

Local Government Act 1993

Community Engagement / Communication

 The Youth Advisory Council reviewed the Youth Advisory Council Terms of Reference at its 8 November 2021 meeting.

Human Resources / Industrial Relations

Nil

RISKS

The Youth Advisory Council must have clear understanding around the extent of the Youth Advisory Council's powers and expectations to protect Council's reputation.

OPTIONS

- 1. Endorse the recommended changes to the Narrandera Shire Youth Advisory Council Terms of Reference.
- 2. Endorse the recommended changes to the Narrandera Shire Youth Advisory Council Terms of Reference with additional changes.
- 3. Return the recommended changes to the Narrandera Shire Youth Advisory Council Terms of Reference to staff with further recommendations to be considered.

CONCLUSION

Endorse the recommended changes to the Narrandera Shire Youth Advisory Council Terms of Reference.

RECOMMENDATION

That Council:

1. Endorses the revised Narrandera Shire Youth Advisory Council Terms of Reference for adoption.

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TERMS OF REFERENCE

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ROLE OF THE YOUTH ADVISORY COUNCIL

Narrandera Youth Advisory Council is an advocacy and advisory committee whose role is to represent the voice of young people aged 12 – 21 12 – 24 who live, work, study in or have significant links to Narrandera Shire. The Youth Advisory Council (YAC) brings together young people and provides a platform for programs, activities, cooperation and discussion. The Youth Advisory Council may also run a number of programs and events aimed at involving young people and inspiring future leaders within the community.

Along with providing a platform for community involvement the Youth Advisory Council also operates as an advisory arm. The advisory arm provides all levels of government and business with the opportunity to connect with young people and seek their advice and recommendations on a range of issues.

PRIMARY FUNCTION OF YOUTH ADVISORY COUNCIL

To advocate for the young people of Narrandera Shire and provide expert advice to Council in their decision making, this includes:

- 1. To work with Council on the Narrandera Community Strategic Plan by advising on key deliverables and actions that are relevant to young people, with a strong focus on the Youth Strategic Plan.
- 2. Act as an advisory source and respond to enquiries from Council regarding specific youth issues in the Narrandera Shire.
- 3. To provide expert advice to Council departments on matters relating to the young people of Narrandera Shire.
- 4. Identify issues of importance to young people in the Narrandera Shire and initiate advocacy to help address these issues.
- 5. Encourage and support young people to be involved in creating new opportunities and projects for youth
- 6. Assist Council to better inform and engage with Narrandera Shires young people.
- 7. Assist young people to better inform and engage with Council
- 9. Represent Narrandera Shire, when required, to promote and advocate for the interests of young people within the Narrandera Shire to outside organisations and government departments
- 10. Advocate and lobby for better outcomes for young people and their families in the Narrandera Shire.

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11. Provide regular feedback to Council on the activities run and outcomes achieved by the Youth Advisory Council.

EXTENT OF POWERS

The Narrandera Youth Advisory Council is a voluntary group of young people that gather with a common commitment to advocating for the best outcomes for young people in the Narrandera Shire. The Narrandera Youth Advisory Council acts in an advisory capacity only. Through the Community Liaison Officer they report to Council who retain the power to make the final decision in consultation with the Youth Advisory Council.

In the event that members are not operating efficiently or effectively, the Community Liaison Officer in consultation with the Council retains the right to review membership.

Councillors will liaise with members through the Deputy General Manager Corporate and Community, the Community Support Manager and the Community Liaison Officer.

COMPOSITION

The Narrandera Youth Advisory Council is comprised of 6-12 young people aged 12 – 21 years who have been selected by Council to represent their peers. Applicants must be aged no older than 19 on applications. The Narrandera Youth Advisory Council is comprised of 6-12 young people aged 12 – 24 years who have been selected by Council to represent their peers. Applicants must be aged no older than 21 on application. Consideration will be made for Youth 11 years old from the local schools Year 6 leadership groups on a case-by-case basis.

The Youth Council will elect a Youth Mayor and Youth Deputy Mayor from the appointed Councillors. Those members not selected to be Councillors will form the Youth Advisory Group. They will be invited to attend meetings but will not participate in the voting process.

The Mayor and Deputy Mayor will be elected via open ballot and will hold the position for a term of two years. The Mayor and Deputy Mayor elections will be held at the March meeting.

Should the role of Mayor or Deputy become vacant at any time, an election will be held at the next Youth Advisory Council meeting.

MEMBERSHIP

All members of the Narrandera Youth Advisory Council must live, work, study or have significant links to Narrandera Shire.

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Membership is selected and decided upon by a committee which will include the Community Support Manager, Community Development Manager, the Community Liaison Officer, a representative of the Human Resources Department and an impartial and suitably qualified community member. A recommendation from this group will be given to Council for appointment. The selection committee may also nominate suitable individuals with particular skill sets or relevant interests to serve on the committee as required. Members of the Narrandera Youth Advisory Council volunteer their time and services during their tenure. Every effort will be made to support members in areas such as:

- Transport to and from the meetings
- Catering at the meetings or on events
- Any other assistance that may be needed to support them through their term on the Council

Members will be required to:

- Attend an induction
- Attend and participate in meetings
- Contribute ideas
- · Carry out tasks allocated
- Work as part of a team
- Attend official events as requested

Should a member of the Youth Advisory Council be elected to the Council through the Local Government Elections process, they must resign from the Youth Advisory Council, with the option to continue to be actively involved with the Youth Advisory Council in an advisory role alongside the Community Liaison Officer.

TENURE

The Narrandera Youth Advisory Council will be an ongoing initiative. Members will have the opportunity to be part of the Narrandera Youth Advisory Council for a two year term, and assist in the hand over and training of new members for a further six months (if required).

Members will have the option to extend their term for a further two years, subject to the discretion of the Community Liaison Officer.

The Narrandera Youth Advisory Council will be an ongoing initiative. Each Youth Council term will be for a period of four years, unless decided otherwise by the Community Liaison Officer. Youth Councillors reserve the right to reconsider their role on Youth Council each financial year according to work, study or personal commitments.

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Members who wish to nominate for another term may do so by expressing their intentions to remain a member of the Youth Advisory Council at the formal meeting, prior to the end of their term.

EXPECTED BEHAVIOUR

All Narrandera Youth Advisory Council members will uphold Narrandera Shire Council's Values, (ECLAIRS), and Code of Conduct.

- 1. Members will behave in a professional manner
- 2. Members will show respect to other Youth Advisory Council members, Narrandera Shire Council Officers, Narrandera Shire Councillors and members of the public
- 3. Members will actively listen to and respect other member's opinions and views
- 4. Members will accept decisions that are final

COMMUNITY LIAISON OFFICER'S ROLE

The Narrandera Youth Advisory Council is facilitated by the Community Liaison Officer who will be responsible for:

- 1. Convening Youth Council meetings
- 2. Attending meetings
- 3. Assisting Youth Council members with and support they may need in the course of their duties
- 4. Supporting the Youth Council to complete their tasks
- 5. Preparing and distributing the agenda and minutes, with support from the Youth Mayor of the Youth Advisory Council
- 6. Support Council departments, Councillors and staff members in their interactions with the Youth Advisory Council
- 7. Provide the Youth Advisory Council with ongoing support and advice in the course of their duties
- 8. Facilitate the election of the Youth Mayor and Youth Deputy Mayor

PUBLIC PROFILE

The Narrandera Youth Advisory Council represents Council and will operate under the guidance of Council officers.

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For attendance at formal gatherings and meetings, a required dress code will be provided to members of the Youth Advisory Council.

Members of the Narrandera Youth Advisory Council will be provided with name badges.

The Narrandera Youth Advisory Council's interactions with media outlets and the press will be undertaken as per Council Policy with the approval of the General Manager and under the guidance of the Community Support Manager in conjunction with Councils Communications Officer and the Community Liaison Officer.

The Narrandera Youth Advisory Council's interactions with media outlets and the press will be undertaken as per Council Policy with the approval of the General Manager and under the guidance of the Community Liaison Officer in conjunction with Councils Communications Officer and the Community Support Manager (in the absence of the Community Liaison Officer)

Outgoing members may continue to attend meetings in an advisory capacity and may continue to volunteer their time at youth activities.

MEETINGS

Meetings take place monthly or as directed by the Community Liaison Officer, in conjunction with Councillors and Council staff as required.

Meeting dates and times will be flexible to accommodate the study, employment and/or personal needs/requirements of Youth Advisory Council members.

Members must notify the Community Liaison Officer or Community Support Manager if they are unable to attend a meeting.

Members of the Narrandera Youth Advisory Council are required to attend 80% of meetings in a calendar year. If the member is unable to meet this requirement, they need to apply for special consideration to the Community Liaison Officer who will decide on a case by case basis.

Meetings will take place at the Narrandera Council Chambers 141 East Street Narrandera. This location may be subject to change. Should the location change for any reason, Youth Councillors will be given advanced warning.

EXTRAORDINARY OR SPECIAL MEETINGS

In the case of any urgent matter, members of the Narrandera Youth Advisory Council can call an extraordinary meeting in consultation with the Community Liaison Officer. The requirement for an Extraordinary Meeting will be decided on a case by case basis.

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ATTENDANCE AT NARRANDERA SHIRE COUNCIL MEETINGS

Members of the Narrandera Youth Advisory Council can attend Ordinary Council Meetings will be allocated to attend on a rotating basis and cannot be individually requested by Councillors.

DECISIONS AND VOTING

All Narrandera Youth Advisory Councillors will have equal decision making and voting rights. If a vote is needed, Council voting regulations will apply.

If a vote or decision is unable to be made, the Community Liaison Officer will work with Senior Council Staff to secure a decision.

CONFLICT OF INTEREST

Members of the Narrandera Youth Advisory Council must disclose any conflict of interest which may impact on their advisory and advocacy duties for the youth of Narrandera, in accordance with the Model Code of Conduct for Local Councils in NSW.

MISCONDUCT

If members of the Narrandera Youth Advisory Council are found to be conducting themselves in a manner contrary to the Model Code of Conduct for Local Councils in NSW they may be asked to leave. All members of the Youth Advisory Council will be provided with copy of the Code of Conduct to be read and signed.

Breaches of this Code of Conduct will be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

TERMS OF REFERENCE REVIEW

The Narrandera Youth Advisory Council Terms of Reference will be reviewed annually at the end of each Council term by the Narrandera Youth Advisory Council, Community Liaison Officer and the Senior Council Staff. Narrandera Shire Councillors will review the document after any alteration has been made.

Further amendments can be made at any time; however, this must be in consultation with the Community Liaison Officer who will request approval from the General Manager before making any alterations. The amendment will go to Council for review before implementation.

If you have any further questions, please contact Council on 02 69595510 or e-mail council@narrandera.nsw.gov.au.

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18.6 AUDIT RISK & IMPROVEMENT COMMITTEE

Document ID: 595911

Author: Deputy General Manager Corporate and Community

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. Audit Risk & Improvement Committee Charter U

RECOMMENDATION

That Council:

- 1. Extends the term of ARIC independent members Mr John Batchelor and Mrs Gayle Murphy until the end of this Council term in 2024.
- 2. Recruits one further independent member to the ARIC with a term until the end of this Council term in 2024.
- Adopts the existing ARIC Charter pending the release of ARIC guidelines or code by the Office of Local Government.

PURPOSE

The purpose of this report is to determine the structure of the Audit Risk and Improvement Committee (ARIC) for the term of the current Council.

SUMMARY

Council's ARIC currently operates as a Section 355 committee under a charter last reviewed in September 2019 (attachment 1).

The Office of Local Government issued a discussion paper and draft guidelines for the operation of this committee In August 2021. Submissions on the draft guidelines closed in November 2021 and it is anticipated the final guidelines will be issued in 2022. A five-year implementation period is proposed to commence 1 July 2022 through to June 2027. It is recommended that Council adopts the existing charter pending release of new guidelines.

In reviewing the ARIC membership, it is recommended that Council extends the term of the two existing ARIC members until the conclusion of this Council term and recruits a further member to the committee. This will provide three independent members as per the draft guidelines. The guidelines provide for an optional councillor representative. Council at its 18 January meeting resolved that Councillor Lander fill that position.

BACKGROUND

Narrandera Shire is a Tier 1 Council in the draft guidelines for an ARIC. Tier 1 Councils require a minimum of three independent members with the option of one non-voting councillor delegate.

The ARIC prior to December 2021's Council election comprised three independent members appointed to September 2022 and a councillor delegate. The independent members were appointed for three years. The guidelines propose appointment for four years to coincide with council elections. As the current council term has been substantially reduced due to the COVID-19 pandemic, it is proposed that the existing ARIC members

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have their terms extended until the conclusion of the current Council term in 2024. This would have the ARIC term aligned to Council's as proposed in the guidelines.

One of the independent members, Mr Cameron Lander, was elected to Council in December. Councillor Lander has subsequently been appointed the ARIC councillor delegate. As a result, it will be necessary to recruit an independent member to bring the independent membership to three.

Following release of the final guidelines/code for the operation of an ARIC, the committee can commence the process of amending its charter and transition of ARIC to the new code.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

ISSUES AND IMPLICATIONS

Policy

• Following the release of guidelines/code for the operation of ARIC the committee will commence the process of implementation within the five-year transition period.

Financial

 Implementation of the new guidelines will require significant additional resourcing from staff and external providers. This will be determined as the final guidelines are released and a transition process is planned.

Legal / Statutory

• It is anticipated that the guidelines/code will be made under the Minister's direction requiring Council to comply within the transition period.

Community Engagement / Communication

- The Office of Local Government has produced a discussion paper and draft guidelines, and called for public submissions in response to each document.
- Council in recruiting independent members will provide for participation by community members.

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Human Resources / Industrial Relations

 The draft guidelines provide for an expanded role for the ARIC Chairperson and greater staff resourcing to support the ARIC providing expertise in internal audit and risk management.

RISKS

The current ARIC is implementing an internal audit and risk program with the contracted internal audit firm undertaking audits in line with that program. The timeline for the release of new guidelines is unknown. Waiting for the release of guidelines will hamper the ongoing program.

OPTIONS

- 1. Extend the term of the two existing independent members and recruit a further member until the end of this Council term.
- 2. Continue with the existing independent members until September 2022 pending the release of the new guidelines.

CONCLUSION

Council adopts the existing ARIC charter, extends the term of the existing independent members and recruits a further independent member until the end of this Council's term.

RECOMMENDATION

That Council:

- 1. Extends the term of ARIC independent members Mr John Batchelor and Mrs Gayle Murphy until the end of this Council term in 2024.
- 2. Recruits one further independent member to the ARIC with a term until the end of this Council term in 2024.
- 3. Adopts the existing ARIC Charter pending the release of ARIC guidelines or code by the Office of Local Government.

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AUDIT, RISK and IMPROVEMENT COMMITTEE CHARTER



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1. INTRODUCTION

Good corporate governance at Narrandera Shire Council ("Council") ensures and promotes effective and efficient delivery of services to the community, underpinned by honesty, integrity and transparency.

The Audit, Risk and Improvement Committee ("Committee") has a key role in the governance framework of Council by providing Council with independent oversight, objective assurance and monitoring of Council's audit processes, internal controls, external reporting, risk management activities, compliance with Council's policies and procedures, and performance improvement activities.

This Charter is based on the guidelines issued by the Office of Local Government (OLG) in accordance with s.23A of the Local Government Act 1993 (the Act). The Charter is also aligned with best practice, intended to add value and drive effective local government; through openness, transparency and accountability. The Committee assists Council to deliver on its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

2. COMMITTEE OBJECTIVES

The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, internal audits, organisational performance and external accountability responsibilities.

The Committee's objectives are supported by obligations under s428A of the Act, for keeping under review the following aspects of the Council's operations:

- compliance,
- risk management,
- fraud control,
- · financial management,
- governance,
- implementation of the strategic plan, delivery program and strategies,
- service reviews,
- collection of performance measurement data by the council, and
- · any other matters prescribed by the regulations.

Under the Act the Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

3. AUTHORITY

The Committee is established in accordance with Council's authority granted by s. 355(d) of the Act. The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Act.

Review Date:	Version	Audit. Risk and Improvement Committee Charter	DOC	Page 4 of 11
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The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the internal or external auditor and/or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee at Committee meetings.
- Request via the General Manager any external legal or other professional advice considered necessary to meet its responsibilities.

This Charter will be reviewed and adopted at least once by each term of Council at an open meeting of Council.

4. COMPOSITION AND TENURE

A. MEMBERS (VOTING)

The Committee will consist of up to six voting members.

- A Councillor:
- Up to 5 independent External Members (one of whom to be the Chairperson)

If any voting is needed at a Committee meeting, it is to be by open means (such as by voice or by show of hands).

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to their responsibilities as outlined in this Charter. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

i. Councillors

The Councillor member of the Committee will be appointed by resolution of the Council, as part of the annual committee selection process. The Mayor will not be appointed as the Councillor member. The Council may also resolve to appoint an alternate Councillor member to the Committee to attend meetings in the absence of the Councillor member. The alternate Councillor member will have the same voting rights as the Councillor member being replaced.

ii. Independent External Members

Up to six external members will be appointed, by resolution of the Council, for a term of three years or such additional time as determined by Council, provided that the external members shall retire on a rotation basis in the interests of continuity and succession. The independent external members can also be removed by resolution of Council. In this regard, written notice shall be provided to the member of Council's intention and an opportunity provided – upon request from the member - to be heard at a Council meeting that is open to the public.

Expressions of Interest as an independent member of the Committee are to be invited by public advertisement and/or written invitation from persons eligible to be members of the Committee as outlined by this Charter. Any such nominations will be received and reviewed by a panel comprising an existing or outgoing independent Committee member, the Mayor and the General Manager who will prepare a report for Council's consideration.

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The recruitment of those members of the Committee is to be based on merit, and it is important that the selection process used is transparent and accountable. Committee members must decline any request to act as referee to any applicants for vacant positions on the Committee.

Once the independent external member(s) is/are appointed, they will receive a letter of appointment clearly detailing the terms of their appointment and allowance details (as determined in Narrandera Shire's Councillors Payment of Expenses and Provision of Facilities Policy), as well as a copy of this Charter.

As the Committee members are formally appointed by Council, any changes in membership will be subject to Council's approval. If and only if any special circumstances exist especially in respect of the collective skills and knowledge of the Committee, Narrandera Council may consider and by a resolution vary the above composition of Committee membership.

If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled in accordance with this Charter.

iii. The Chair

The Chairperson will be elected by the majority of the Committee's voting members and must be one of the independent external members. Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

If the elected Chair is not present at a meeting of the Committee, the first business of that meeting is for the Committee's voting members to elect a Chair from the independent external members present.

B. ATTENDEES (NON-VOTING)

Meetings of the Committee may, at the discretion of the Committee and with the consent of the General Manager, be attended by the following individuals;

- Mayor as ex officio,
- General Manager or nominated delegate,
- Other Council employees (for specific agenda items), including the Finance Manager, Deputy General Manager Corporate & Community or nominated delegates
- Internal Auditor or nominated delegate(for specific agenda items), and
- External Auditor or nominated delegate (for specific agenda items).

5. ROLE

In addition to the Committee's objectives as outlined in section 2 the Committee has a number of key responsibilities consistent with those outlined in the OLG model charter for Audit Committees as set out in the *Internal Audit Guidelines* issued by the OLG. These include;

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A. RISK MANAGEMENT

Risk management is an essential part of effective corporate governance. It is defined as "the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects." (Risk Management – Principles and Guidelines" ISO 31000:2009(E)). Enterprise Risk Management is the holistic management of all risks within Council, not just insurable risks or work health and safety.

The Committee is responsible for:

- Reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- Reviewing whether a sound and effective approach exists for developing strategic risk management plans for major projects or undertakings;
- Reviewing the risks, progress, controls, finances and performance surrounding those major projects;
- Reviewing the impact of the risk management framework on its control environment and insurance arrangements;
- Reviewing whether a sound and effective approach exists for establishing business continuity planning arrangements, including whether plans have been tested periodically;
- Reviewing whether a sound and effective approach has been established in relation to technological related risks issues that present a threat to the operations of Council, and
- Considering, and recommending to the General Manager, improvements in relation to Council risk management approaches, activities, systems and processes

B. CONTROL FRAMEWORK

The Committee is responsible for:

- Reviewing whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Reviewing whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Reviewing whether appropriate policies and procedures are in place, including for the management and exercise of delegations;
- Progressively reviewing whether appropriate processes are in place to assess compliance with policies and procedures; and
- Reviewing whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

C. EXTERNAL ACCOUNTABILITY

The Committee is responsible for:

- Establishing that the annual financial statements are in accordance with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- Reviewing the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- Considering contentious financial reporting matters in conjunction with Council's management and external auditors;

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- Reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- Satisfying itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Audit Office and Government reports and recommendations;
- Satisfying itself there is a performance management framework linked to organisational objectives and outcomes; and
- Reviewing information on performance of Council against the objectives/actions/indicators documented in the strategic plan, delivery program and operational plan.

D. LEGISLATIVE COMPLIANCE

The Committee is responsible for:

- Determining whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- Reviewing the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

E. INTERNAL AUDIT

The Committee is responsible for:

- Acting as a forum for communication between the Council, General Manager, Senior Management, Internal Audit and External Audit;
- Reviewing the resourcing for internal audit and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- Considering and advising Council on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- Reviewing all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- Monitoring the implementation of internal audit recommendations by management;
- Periodically reviewing the Internal Audit Charter and
- Periodically reviewing the performance of Internal Audit.

F. EXTERNAL AUDIT

The Committee is responsible for:

- Providing input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided;
- Reviewing all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management; and
- Considering significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

6. COMMITTEE RESPONSIBILITIES

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, internal controls, compliance with laws, ethical behaviour, the management of Council, risk management and organisational improvements, rests with the elected Council and the General Manager in accordance with the Act.

Members of the Committees must not act in a way that contravenes the Act in this regard, members

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are required to comply with Council's adopted Code of Conduct and Code of Meeting Practice, any other relevant Acts, as well as any other relevant policies and procedures of the Council.

The General Manager will ensure that adequate resources are available to allow for the proper functioning of the Committee. The Committee may also, at Council's expense, request the General Manager to obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties. The General Manager will give appropriate consideration to all such requests.

All members of the Committee are expected to:

- Have a high level of personal integrity and ethics, as well as acting honestly and in good faith;
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- Comply with this Charter;
- Have strong interpersonal skills;
- Have strong skills in oral and written communication;
- Broadly be aware of and understand the relevant legislative and regulatory requirements appropriate to Narrandera Shire Council, particularly as these pertain to individual matters under consideration by the Committee;
- Contribute the time needed to study and understand the papers provided, and to devote to their responsibilities as a Committee Member;
- Apply good analytical skills, objectivity and with good judgment;
- Express opinions frankly and ask questions that go to the fundamental core of issues;
- Have an understanding of management principles required recognising and evaluating the materiality and significance of deviations from good business practices;
- Have recent and relevant knowledge and experience in areas such as;
 - o Accounting or related Financial management
 - Risk management experience
 - o Auditing experience in a public sector environment
 - o Performance improvement
 - The local government framework
 - Council services, activities and operations
 - o Governance, risk and compliance
 - o Community services.

7. REPORTING

Committee proceedings and recommendations will be provided for consideration by the Council in accordance with legislative provisions). At the last Committee meeting prior to 30 June each year, the Internal Auditor will provide a report to the Committee outlining the approved internal audit plan of work for that financial year showing the current status of each audit.

The Committee will provide an annual report on internal audit, risk management and internal control to Council at the conclusion of each financial year. The report will summarise the Committee's activities for the past year, along with the strategic internal audit plan for the forward period (covering the following year and an indicative plan for the further two out years) Council may request the Chair of the Committee to address Council and to answer any enquiries about the operation of the Committee.

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Some or all of the Committee's annual report will form part of Council's Annual Report.

The Committee may also report more regularly to Council on the internal audit function, on the management of risk and on internal controls as and when required. The Committee may also make recommendations to Council and the General Manager.

8. ADMINISTRATIVE ARRANGEMENTS

A. MEETINGS OF THE COMMITTEE

The Committee is bound by Council's Code of Conduct and Code of Meeting Practice. All Committee meetings must be run fairly and the procedures used should ensure effective decision making and not be used for personal or political advantage. All matters should be considered consistently, fairly, promptly, and on their individual merits.

A forward meeting plan for the coming year, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.

The Committee will meet at least four times per year and at least once each quarter. Additional meetings will be convened as required which may include to review and endorse the annual financial reports and external audit opinion.

The need for any additional meetings will be determined by the Chair or by resolution of the Committee. Such resolutions do not bind the Council to commit additional resources to the conduct of those meetings unless the General Manager or the Council, by resolution, agrees to those additional meetings. Meetings of the Committee are closed to the public.

B. ATTENDANCE AT MEETINGS AND QUORUMS

The quorum for a meeting of the Committee will be the majority of the voting members of the Committee, including at least one independent member. If it is determined two days prior to the Committee meeting that a quorum will not be achieved, the committee meeting is to be reconvened to a later date. If for any reason a quorum is not present within half an hour of the scheduled commencement of the meeting, the meeting shall be rescheduled.

A Committee member will be deemed to have relinquished their membership of the Committee if they do not attend two consecutive meetings of the Committee without notice or satisfactory (as determined by the Chair – or in the case of the Chair the majority of the Committee) explanation.

The Committee will meet separately with the Internal Auditor and/or External Auditor(s) in the absence of management on at least one occasion per year.

The Committee may also request any other Council Official to participate in meetings should the Committee deem this necessary. All employees of Council are subject to the direction of the General

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Manager and not the Committee or any of its members. In this regard, all correspondence or contact with staff is to be through the Chair of the Committee addressed to the General Manager.

C. SECRETARIAT

The General Manager is to ensure adequate administrative support to the Committee is provided, including preparation and distribution of the agenda and supporting papers for each meeting at least one week before the meeting, and ensuring minutes of the meetings are prepared, maintained, approved and distributed as required.

D. AGENDAS, MINUTES, INTERNAL AUDIT REPORTS AND SUPPORTING PAPERS

The agenda for meetings of the Committee will be agreed by the Chair (in consultation with the General Manager and the Internal Auditor) at least one week before a meeting. The agenda must specify the time and place at which, and the date on which, the meeting is to be held and the business proposed to be transacted at the meeting. If a Committee member wishes to raise an urgent/late item that is not on the agenda, the Chair shall determine the appropriate manner for dealing with the matter in accordance with Council's adopted Code of Meeting Practice.

All Councillors shall receive a copy of the agenda for each meeting. External audit should also be provided with the meeting papers.

Full and accurate minutes of the proceedings of Committee meetings will be maintained by Council management in accordance with the Code of Meeting Practice required of Council Committees. In particular, the following matters should be recorded (at a minimum) in the minutes:

- a date and time of meetings, attendees and any apologies;
- the endorsement (or otherwise) of the minutes from previous the meeting;
- whether there was business arising from previous minutes;
- notation of reports or correspondence;
- motions moved and resolutions agreed;
- · Committee recommendations; and
- the time meeting closed, date and venue for next meeting.

Minutes shall be approved by the Chair and circulated to all Committee members within three weeks of the meeting being held and are to be confirmed at the next Committee meeting. The minutes of each meeting shall also be reported to Council as part of the next available meeting cycle.

All Committee agendas and minutes (once approved) are to be recorded in Council's electronic document management system.

E. PRIVACY AND CONFLICTS OF INTEREST

The Committee Charter will comply with Council policies and the Act in relation to confidentiality, privacy and reporting. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the express approval of the Committee.

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A conflict of interest exists where a reasonable and informed person would perceive that members of the Committee could be influenced by a private interest when carrying out their public duty. All members of the Committee must avoid or appropriately manage any conflict of interests. The onus is on members of the Committee to identify a conflict of interest and take appropriate action to manage the conflict in favour of their public duty. All members of the Committee must always comply with Council's Code of Conduct.

Committee members, attendees, invitees, observers and Council Officials must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted and be dealt with in accordance with Council's adopted Code of Conduct.

Where Committee members, attendees, invitees, observers or Council Officials at Committee meetings are deemed by the Chair (or in the case of the Chair by the majority of the Committee) to have a real or perceived conflict of interest, they will be excused from Committee deliberations on the issue where the conflict of interest may exist in accordance with Council's adopted Code of Conduct.

F. HEALTH AND SAFETY

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council Officials and of Committee members. Committee members should protect their safety and that of others in the work environment and public areas as required. All safety concerns should be reported immediately to Council Officials.

G. PUBLIC COMMENT AND MEDIA STATEMENTS

All public comments and media statements representing Narrandera Shire Council must be approved by the General Manager.

H. TRAINING

It is a condition of Committee membership that all members undertake Code of Conduct and Protected Disclosure training. The General Manager will ensure that all new Committee members receive all relevant information, training and briefings on their appointment to assist them to meet their Committee responsibilities.

I. ASSESSMENT ARRANGEMENTS

The Chairperson with the support of Council management will initiate a review of the performance of the Committee on an annual basis. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), having regard to the objectives and responsibilities identified in this Charter. Appropriate input may be sought from Council's Senior Management and any other relevant stakeholders, as determined by the Chair.

The review will also consider and report to Council on this Charter and it is to be included in the Committee's annual report to Council.

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9. AUTHORISATION

Owner	Directorate	Executive Services		
	Responsible Officer			
Authorisation	Adopted Council – Res	olution 18/047		
	RESOLUTION 18/047 Moved: Cr Wesley Hall Seconded: Cr Narelle Payne			
		es of the Audit, Risk and Improvement Committee esday 7 March 2018 be received and noted.		
	That Council adopt the Audit, Improvement and Risk Committee Charter.			
	3. That Council endorse the allocation of \$2,000 to extend the current engagement of Internal Auditor to perform a risk based strategic internal audit plan for the next 12 months 2018-19 and indicatively for the following two out-years 2019-2021 (and to advance drafting of the AR&IC annual report 2017-18).			
	CARRIED			
Review Date	August 2021 - or sooner if new OLG or Audit Office best practice models are			
	promulgated			
Register	MagiQ record number - 386521			
Record of				
Amendments				

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19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 JANUARY 2022 DEVELOPMENT SERVICES ACTIVITIES

Document ID: 594022

Author: Administration Assistant

Authoriser: Deputy General Manager Infrastructure

Theme: Statutory and Compulsory Reporting – Development Services

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for January 2022.

1.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during January 2022 as of 31 January 2022.

BACKGROUND

Development & Complying Development Applications

A summary of Development & Complying Development Applications processed during January 2022 detailed in the following table:

Stage Reached	Number
Lodged	3
Stop-the-Clock / Under Referral / Awaiting Information	2
Under Assessment	3
Determined	0

The value of Development & Complying Development Applications approved by Council during January 2022 is detailed in the following table:

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		2021/2022		021/2022
Development Type	J	anuary	Year to Date	
	Number	Value \$	Number	Value \$
Residential			25	\$ 3,008,038.00
Industrial			0	\$ -
Commercial *			13	\$ 18,000,709.00
Rural Residential			2	\$ 817,000.00
Subdivisions			2	\$ -
Other			0	\$ -
TOTAL	0	\$ -	42	\$ 21,825,747

Commercial includes 2 x micro solar valued at approximately \$7M each

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council determined the following development applications, applications for modification of development consents and complying development certificate applications during January 2022.

There were no development applications, applications for modification of development consents or complying development certificates determined during January 2022.

Type explanation

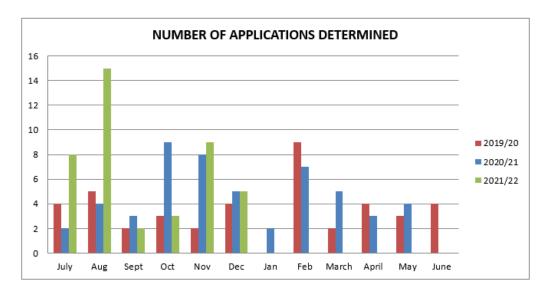
Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application if specific criteria are met. Target 10 to 20 business days.

Comparison determination times

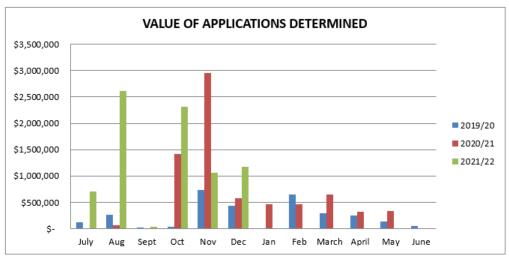
2019/20	Narrandera Shire Council average	
2020/21	Narrandera Shire Council average	30 days
2021/22	Narrandera Shire Council average YTD	31.9 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2019/20.

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This graph details the comparative value of Development & Complying Development Applications determined by month since 2019/20.



*2021/22 August figures exclude \$13,915,445 for 2 micro solar farms

Certificates Issued

A summary of other development services activities undertaken during January 2022 is detailed in the following table:

Certificate Type	Number Issued
Construction Certificates	1
Building Certificates	-
Subdivision Certificates	-
Occupation Certificates	1
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	17
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	-

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RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for January 2022.

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20 STATUTORY AND COMPULSORY REPORTING - FINANCIAL / AUDIT REPORTS

20.1 POLICY REVIEW - POL025 INVESTMENTS POLICY

Document ID: 595139

Author: Finance Manager

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. POL025 Investments Policy 202X J

RECOMMENDATION

That Council:

- 1. Reviews and endorses policy POL025 Investments Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
- 2. Deems POL025 Investments Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is for Council to review the amended Investments Policy.

SUMMARY

Council is required to maintain an Investment Policy to facilitate investment of Council funds under Section 625 Local Government Act 1993 (LGA) and reporting of investments as required by Clause 212 Local Government (General) Regulation 2021 (LGGR).

BACKGROUND

The current Investments Policy CS40 was first adopted in 2006 and has been amended on eight occasions, the last in October 2021 to comply with the investment framework prescribed in the loan agreement with NSW Treasury Corporation (TCorp). The policy is based around two documents, the Division of Local Government "Investment Policy Guidelines" issued May 2010 and the "Ministers Investment Order" issued January 2011.

The policy is scheduled for review in July 2022, however, with the minor amendment to the investment framework adopted in October 2021, the review has been brought forward. The policy has been transferred to the current policy template and its number revised to POL025. There are minor changes to the policy. Changes include adding policy scope and objective, definitions and related legislation, policies and documents in keeping with the new policy template.

The risk matrix in the current policy reflects investment framework prescribed in the loan agreement with TCorp. It should be noted that while the key documents guide how a risk matrix is structured around portfolio limits, counterparty risk and term risk, there is no direction as to appropriate weighting to be associated to various ratings in the matrix.

With the weightings for counterparty risk not mandated in the Minister's Orders or the Policy Guidelines, Council can set weightings consistent with Council's risk appetite. Council's weightings are consistent with the TCorp framework prescribed in the loan agreement.

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S&P Ratings are described as:

AAA	A counterparty rated AAA has the highest rating assigned by S&P Global Ratings. The issuer's capacity to meet its financial commitments and obligation to a counterparty is extremely strong.
AA	A counterparty rated AA differs from the highest rated financial obligations only to a small degree. The issuer's capacity to meet its financial commitments on an obligation to a counterparty is very strong.
A	A counterparty instrument rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than financial obligations in higher rated categories. However, the issuer's capacity to meet its financial commitments on an obligation to a counterparty is still strong.
BBB	A counterparty instrument rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to weaken the issuer's capacity to meet its financial commitments on an obligation to a counterparty.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS/STUDIES

Theme

Our Civic Leadership

Strategy

3.1 - To encourage new business and industry that can be sustained also support local business and industry to grow and prosper

Action

5.1.4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised

ISSUES AND IMPLICATIONS

Policy

Review of policy CS40 Investments.

Financial

 Maintaining Council's exposure to lower tier banks supports the current margin earned between council's portfolio and the bank bill swap rate.

Legal / Statutory

 Compliance with Local Government Act 1993, Local Government (General) Regulation 2021, Office of Local Government Investment Policy Guidelines, Local Government Ministers Investment Order and TCorp loan agreement.

Community Engagement / Communication

There is a perceived expectation that Council will support local financial institutions.

Human Resources / Industrial Relations

N/A

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RISKS

- Greater reliance on the major banks may reduce the anticipated interest earned from council's portfolio.
- Increasing the maximum limit of exposure to BBB institutions will increase the overall risk profile in council's investment portfolio.

OPTIONS

- 1. Reduce exposure to BBB counterparties making the framework more risk averse and conservative.
- 2. Adopt the risk matrix in accordance with the TCorp framework.

CONCLUSION

Adopt the risk matrix in accordance with the TCorp framework.

RECOMMENDATION

That Council:

- 1. Reviews and endorses policy POL025 Investments Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
- 2. Deems POL025 Investments Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

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Investments Policy 202X POL025



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NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700

Email: council@narrandera.nsw.gov.au

Phone: 02 6959 5510
Fax: 02 6959 1884

Narrandera
Shire Council

Policy No: POL025

Policy Title: Investments Policy

Section Responsible: Finance

Minute No/Ref: XXXXXXX

Doc ID: 8340

1. INTENT

To provide a framework for the investing of Council's funds at the most favourable interest rate available at the time whilst giving due consideration to risk and security for that investment type and ensuring that its liquidity requirements are being met.

2. SCOPE

This policy applies to all Council investments.

3. OBJECTIVE

Preservation of capital is the principal purpose of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters

4. POLICY STATEMENT

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return on investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments
 are to be placed in a manner that safeguards the investment portfolio. This includes
 managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the anticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

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- An investment is not in a form of investment notified by the Ministers order unless it also complies with an investment policy of Council adopted by a resolution of Council.
- Council should by resolution adopt an investment policy that is consistent with the Ministers order and any guidelines issued by the Deputy Secretary (Local Government) Department of Planning, Industry & Environment, from time to time.

5. PROVISIONS

5.1 AUTHORITY FOR INVESTMENT

All investments are to be made in accordance with:

- Local Government Act 1993
- Local Government General Regulation 2005
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars
- Office of Local Government Policy Guidelines May 2010
- Trust Deeds that Council administers.

5.2 PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

5.3 ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

5.4 APPROVED INVESTMENTS

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

5.5 PROHIBITED INVESTMENTS

In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

• Derivative based investments

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- Principal only investments or securities that provide potentially nil or negative cash flow
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind
- Investing in the mortgage of land (part (c) of the Investment Order dated July 2008) is prohibited
- This policy also prohibits the use of leveraging (borrowing to invest) for an investment.

5.6 RISK MANAGEMENT GUIDELINES

Investments obtained are to be considered in light of the following criteria:

- Preservation of Capital the requirement for preventing losses in an investment portfolio's total value (considering the time value of money)
- Diversification setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk
- Credit risk the risk that the instrument Council has invested in fails to pay the interest and or repay the principal of the investment
- Market Risk the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices
- Liquidity Risk the risk an investor is unable to redeem the investment at a fair price within a timely period
- Maturity Risk the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

5.7 INVESTMENT ADVISOR

An investment advisor must be approved by Council and licensed by the Australian Securities Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

An independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

5.8 INVESTMENT REPORTING AND REVIEWS

Documentary evidence must be held for each investment and details maintained in an Investments Register. The documentary evidence must provide Council legal title to the investment. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

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All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Policy will be reviewed every two years or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

5.9 OPERATION

5.9.1 Council Direct Investments

- 1. Not less than three (3) quotations shall be obtained from authorised institutions when a new investment is proposed.
- 2. When assessing quotations for fixed deposits with the Bendigo Bank, recognition will be given to the Narrandera Community Bank contribution of its commission to a community fund.

5.9.2 Council Investments Framework

Investments are to comply with three key criteria relating to:

- 1. Portfolio Credit Framework: limits the overall credit exposure of the portfolio
- Counterparty Institution Credit Framework: limits exposure to individual institutions based on their credit ratings
- 3. **Term to Maturity Framework**: limits based upon maturity of securities.

5.9.3 Council Investments Framework

The maximum available limits in each rating category are as follows:

Portfolio Credit Limits					
Long Term Credit Ratings Short Term Credit Ratings		Direct Investments Maximum	TCorp Managed Funds Maximum		
AAA	A-1+	100%	100%		
AA+ to AA-	A-1+	100%	100%		
A+ to A	A-1+, A-1	100%	100%		
A-	A-1, A-2*	30%	40%		
BBB+ to BBB	A-2*	30%	30% overall (BBB max 10%)		
BBB- & below*	A-3*	0%	5%**		
Unrated*	Unrated*	0%	5%**		

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Note: * Direct Investments are to be restricted to senior ranked debt from Australian Authorised Deposit Taking Institutions (ADI's) such as banks, building societies and credit unions that are regulated by, and subject to the prudential standards of the Australian Prudential Regulation Authority (APRA).

Note: ** Managed funds are restricted to those available through the NSW TCorp Hour Glass facility and have been given specific approval per the Cole Inquiry Report.

5.9.4 Counterparty / Institution Credit Framework

Exposure to individual counterparties / financial institutions will be restricted by their credit rating (ratings based on Standard & Poor's or Moody's credit ratings) so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits					
Long Term Credit Ratings Short Term Credit Ratings		Direct Investments Maximum	TCorp Managed Funds Maximum		
AAA	A-1+	35%	100%		
AA+ to AA-	A-1+	35%	100%		
A+ to A	A-1+, A-1	25%	100%		
A-	A-1, A-2*	15%	20%		
BBB+ to BBB	A-2*	10%	10%		
BBB- & below*	A-3*	0%	5%		
Unrated*	Unrated*	0%	5%		

Note: * Direct Investments are to be restricted to senior ranked debt from Australian Authorised Deposit Taking Institutions (ADI's)

5.9.5 Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

	Individual Counterparty Limits			
	Short Term Medium Term Long Term (0-1yr) (1yr-5yrs) (5yrs-10yrs max)			
Maximum	100%	50%	30%	
Minimum	30%	0%	0%	

5.9.6 Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

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5.9.7 Performance Benchmarks

Investment	Performance Benchmark
Cash / Cash Plus / Direct Investments	11 AM and UBSWA Bank Bill Index

6. **DEFINITIONS**

- **ADI**: An Authorised Deposit-taking Institution (ADI) is a corporation that is authorised under the Banking Act 1959 (C'wlth) to take deposits from customers
- BBNSW: The Bank Bill Swap Reference Rate (BBSW) is the midpoint of the nationally observed best bid and offer for AFMA Prime Bank eligible securities. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90day BBSW.
- Council Funds: Surplus monies that are invested by Council in accordance with s625 LG Act 1993.
- **FRN**: A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals most commonly quarterly.
- NSC: Narrandera Shire Council
- OLG: NSW Office of Local Government
- TCorp: NSW Treasury Corporation

7. ROLES AND RESPONSIBILITIES

General Manager

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officer's delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations under this policy.

8. RELATED LEGISLATION

- Local Government (General) Regulation 2005
- Local Government Act 1993
- S14 The Trustee Amendment (Discretionary Investments) Act 1997

9. RELATED POLICIES AND DOCUMENTS

Australian Accounting Standards

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- Council Code of Conduct
- Local Government Code of Accounting Practice and Financial Reporting
- NSW Office of Local Government Investment Policy Guidelines 2010

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS40 Investments Policy
- F1520 Investments Policy

POLICY HISTORY

Responsible Officer	Finance Manager			
Approved by	General Manager			
Approval Date	DD Month 202Y			
GM Signature (Authorised staff to insert signature)				
Next Review	1 May 2024			
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM	
1 Adopted	-	21/03/2006	21/03/2006	
2 Reviewed	-	16/01/2007	16/01/2007	
3 Reviewed	-		29/06/2007	
4 Reviewed	-	9/12/2008	9/12/2008	
5 Reviewed	-	21/09/2010	21/09/2010	
6 Reviewed	-	20/09/2011	20/09/2011	
7 Reviewed	-	9/12/2014	10/12/2014	
8 Reviewed	-	21/08/2018	21/08/2018	
9 Reviewed	4/05/2020	-	4/05/2020	

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10 Reviewed -	DD/MM/YYYY	DD/MM/YYYY
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12. Acknowledgement of Training Received (if required)

I hereby acknowledge that I have received, read and understood a copy of Council's XXXXX Policy.				
Employee Name				
Position Title				
Signature				
Date				

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20.2 DECEMBER 2021 QUARTERLY BUDGET REVIEW

Document ID: 595735

Author: Finance Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. December 2021 Quarterly Budget Review Statement 4.

RECOMMENDATION

That Council:

1. Receives, notes and adopts the information and variations contained in the December Quarterly Review.

PURPOSE

The purpose of this report is to present Council's December Quarterly Budget Review Statement.

SUMMARY

The General Fund forecast net operating result from continuing operations after the quarter is a surplus \$9,017,000 compared to the original budget forecast result of a surplus of \$5,261,000.

The General Fund forecast net operating result before grants and contributions provided for capital after the quarter is a deficit of \$2,694,000 compared to original budget forecast deficit of \$255,000. This is a result of transferring out \$2,629,336 for the Financial Assistance Grant (FAG) that was received in advance last financial year.

Below is a table that outlines each of Council Fund's operating positions before capital grants.

Operating Position before Capital Grants					
Original Sept Dec					
Fund	(000's)	(000's)	(000's)		
General	-255	-2,617	-2,694		
Water	199	171	171		
Sewer	327	299	299		
Consolidated	271	-2,147	-2,224		

BACKGROUND

Council, in accordance with the Local Government Financial Regulations, is required to prepare a Quarterly Budget Review Statement (QBRS).

The Financial Regulations mandate a minimum of six statements that must be produced. These are a Statement by the Responsible Accounting Officer, Income & Expenses Statement, Capital Budget Statement, Cash & Investments Position Statement, Key Performance Indicators and a Statement of Contracts and Other Expenses.

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RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Nil

ISSUES AND IMPLICATIONS

Policy

Nil

Financial

 Council's short-term financial position (the level of working capital) is satisfactory as at 31 December 2021.

Legal / Statutory

To comply with Local Government Regulations 2021 Part 9 Division 3 Clause 203.

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

VARIATIONS

Significant variations during the December quarter are detailed below by Fund and Activity.

General Fund

Budget Variation	Amount	Funding Source	Net Impact Favourable / (Unfavourable)
User charges and fees - \$217k fav			
Ordered Works Revenues	\$174,000	Revenue	
Private Works Revenues	\$50,000	Revenue	001-000
Higher than anticipated income received	\$217,000		
Inspection Revenues	(\$7,500)	Revenue	
Due to COVID-19 impact on business been waived for 2021-2022.			
Other revenues - \$1k fav			
Statecover incentive	\$1,000	Revenue	\$1,000
Higher than anticipated income received			

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Operating grants and contributions -			
Training Revenues	\$20,000	Revenue	\$20,000
Higher than anticipated income from CO	ng incentives		
Capital grants and contributions - \$1,	033k fav		
Section 7.12 contribution	\$17,000	Contribution	
Higher than anticipated development cor	ntributions red	ceived	Φ4 032 000
Everyone can play grant	\$75,000	Grant	\$1,033,000
Fixing local roads round 3	\$941,029	Grant	
Successful grant funding received			
Employee benefits and oncosts - \$688	k fav		
School based apprentice	(\$20,000)	Revenue	
Provision for five school based apprentic	es		
Weeds wages and salaries	\$13,000	Revenue	
Public toilet wages and salaries	\$25,000	Revenue	\$68,000
Development and compliance	(\$30,000)	Revenue	
Budget transfer to materials and services			
Ordered works	\$81,000	Revenue	
Higher than budgeted expenses, offset b			
Materials and services - \$350k (unfav))		
Narrandera landfill exp	(\$30,000)	Reserve	
Budget increased for green waste recycl	ing expenses	,	
Health inspection exp	(\$9,500)	Revenue	
Higher than anticipated expenses			
Weeds expenses	(\$10,000)	Revenue	
Public toilet expenses	(\$15,000)	Revenue	(\$350,000)
Development and compliance exp.	\$31,000	Revenue	
Parks expenses	(\$10,000)	Revenue	
Budget transfer offset with employee ber			
Ordered works expenses	(\$255,700)	Revenue	
Private works expenses	(\$50,000)	Revenue	
Increased expenses offset by increased			

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Legal costs - \$3k (unfav)			
Industrial Development	(\$3,000)		
Increased legal expenses in relation industrial estate.	nd at Redhill		
	Tota	ıl Favourable	\$986,000
Capital Expenditure – \$1,016 (unfav)			
Adventure playground inclusive spaces (ECP)	(\$75,000)	Grant	(\$1,016,000)
Narrandera Bus Route (FLR RD3)	(\$941,029)	Grant	(+1,010,000)
Successful grant funding			
Reserve Transfers			
Waste Reserve	(\$29,908)	Reserve	
Crown Reserve	(\$3,050)	Reserve	#20.00 E
Transfer from reserve, operating expens	\$28,695		
Property Development	Reserve		
Transfer to reserve, sale of land at Redh			

Water Fund

Budget Variation	Amount	Funding Source	Net Impact Favourable / (Unfavourable)
Employee benefits and oncosts - \$5k	(unfav)		
Bores Expenses	(\$2,500)	Reserves	(#5.000)
Meter Reading Expenses	(\$2,500)	Reserves	(\$5,000)
Budget transfer from materials and anticipated expenses	higher than		
Materials and services - \$5k fav			
Bores Expenses	(\$42,500)	Reserves	
Higher than anticipated maintenance exp	oenses		\$5,000
Pump Stations Expenses	\$7,500	Reserves	\$5,000
Mains Expenses	\$40,000	Reserves	
Less than anticipated maintenance expe	nses		
	Tota	al Favourable	\$0

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Sewer Fund

Budget Variation	et Variation Amount		Net Impact Favourable / (Unfavourable)
Sewer Capital Works - \$1,065k (unfav)		
Barellan Sewer Capital Exp	(\$1,065,000)		
Loan brought forward from 2022/23 fin lower interest rate.			
Loan Income - \$1,065k fav			
Barellan Sewer Loan Income	\$1,065,000	Loan	\$1,065,000
Loan brought forward from 2022/23 fin lower interest rates	nancial year to	benefit from	
	Tota	I Favourable	\$0

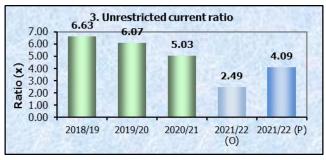
Key Performance Indictors



This ratio measures Council's achievement of containing operating expenditure within operating revenue.

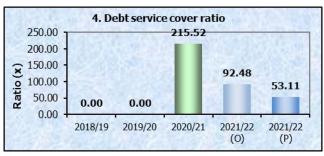


This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

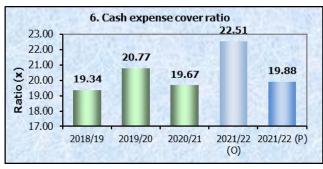
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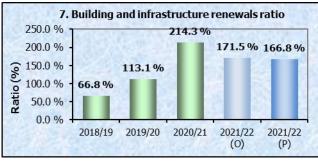
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



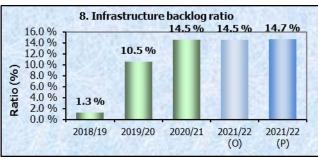
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.



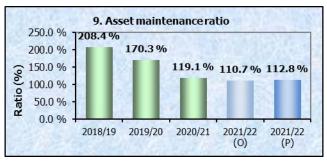
This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.



Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing.

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CONCLUSION

That Council receives, notes and adopts the December Quarterly review in accordance with the Local Government Financial Regulations.

RECOMMENDATION

That Council:

1. Receives, notes and adopts the information and variations contained in the December Quarterly Review.

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Quarterly Budget Review Statement for the period 01/10/21 to 31/12/21

Tal	ole of contents	page
1.	Responsible accounting officer's statement	2
2.	Income & expenses budget review statement's	
	- Consolidated	3-5
	- General Fund	6-8
	- Water Fund	9-11
	- Sewer Fund	12-14
3.	Capital budget review statement	15
4.	Cash & investments budget review statement	16-17
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5.	Contracts & other expenses budget review statement	18-19
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6.	Reserve Reconciliation	20-21

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Quarterly Budget Review Statement

24-01-2022

date:

for the period 01/10/21 to 31/12/21

Report by responsible accounting officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021:

31 December 2021

It is my opinion that the Quarterly Budget Review Statement for Narrandera Shire Council for the quarter ended 31/12/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Martin Hiscox

Signed:

Responsible accounting officer

Martin Hiscox

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2021

Income & expenses - Council Consolidated

	Original	App	roved Chang	ges	Revised	Variations	P	rojected	Actual
(\$000's)	budget	Carry	Other than	Sep	budget	for this	Notes	year end	YTD
	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr		result	figures
Income									
Rates and annual charges	8,371	-	-	(4)	8,367	-		8,367	8,373
User charges and fees	3,362	-	-	6	3,368	217		3,585	1,516
Other revenues	509	-	-	348	857	1		858	586
Grants and contributions - operating	6,966	(2,625)	224	35	4,600	20		4,620	1,872
Grants and contributions - capital	7,199	5,676	-	(220)	12,655	1,033		13,688	1,176
Interest and investment revenue	214	-	-	-	214	-		214	34
Net gain from disposal of assets	91	-	-	-	91	-		91	85
Fair value increment on investment properties	-	-	-	-	-	-		-	-
Reversal of revaluation decrements on IPPE									
previously expensed	-	-	-	-	-	-		-	-
Reversal of impairment losses on receivables	-	-	-	-	-	-		-	-
Rental income	228	-	-	3	231	-		231	91
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total income from continuing operations	26,940	3,051	224	168	30,383	1,271		31,654	13,733
Expenses									
Employee benefits and on-costs	8,278	23	-	31	8,332	(63)		8,269	3,830
Borrowing costs	9	_	-	-	9	` -		9	4
Materials and services	5,098	261	74	14	5,447	345		5,792	3,075
Depreciation and amortisation	5,704	-	-	-	5,704	-		5,704	2,853
Impairment of receivables	6	-	-	-	6	-		6	2
Legal costs	35	-	-	20	55	3		58	53
Consultants	14	6	6	-	26	-		26	4
Other expenses	326	-	-	-	326	-		326	185
Interest & investment losses	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
Revaluation decrement/impairment of IPPE	-	-	-	-	-	-		-	-
Fair value decrement on investment properties	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-	_	-	-
Total expenses from continuing operations	19,470	290	80	65	19,905	285		20,190	10,006
Net operating result from continuing operations	7,470	2,761	144	103	10,478	986	_	11,464	3,727
Discontinued operations - surplus/(deficit)					-			-	
Net operating result from all operations	7,470	2,761	144	103	10,478	986	-	11,464	3,727
Net Operating Result before Capital Items	271	(2,915)	144	323	(2,177)	(47)		(2,224)	2,551

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Consolidated Income Statement

for the period ending 31 December 2021

	Original	Dec Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	8,371	8,367	8,373
User charges and fees	3,362	3,585	1,516
Other revenues	509	858	586
Grants and contributions provided for operating purposes	6,966	4,620	1,872
Grants and contributions provided for capital purposes	7,199	13,688	1,176
Interest and investment revenue	214	214	34
Rental income	228	231	91
Net gain from the disposal of assets	91	91	85
Total income from continuing operations	26,940	31,654	13,733
Expenses from continuing operations			
Employee benefits and on-costs	8,278	8.269	3,830
Materials and services	5,147	5,876	3,132
Borrowing costs	9	9	4
Depreciation and amortisation	5,704	5,704	2,852
Impairment of receivables	6	6	2
Other expenses	326	326	185
Net loss from the disposal of assets	-	-	_
Total expenses from continuing operations	19,470	20,190	10,005
Operating result from continuing operations	7,470	11,464	3,728
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	7,470	11,464	3,728
Not energing recult for the year before grants and			
Net operating result for the year before grants and contributions provided for capital purposes	271	(2,224)	2,552

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Narrandera Shire Council												
10 Year Financial Plan for the Years ending 30 June 2032												
INCOME STATEMENT - CONSOLIDATED	Actuals	Current Year					Projected	l Voore				
Scenario: Budget 2021-2031 - Recommended	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Scenario. Budget 2021-2031 - Neconiniended	\$	\$	\$	2023/24 \$	2024/25 \$	\$	\$	\$	2026/29 \$	2029/30 \$	2030/31 \$	\$
Income from Continuing Operations	Ť	,	*	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	_
Revenue:												
Rates & Annual Charges	8,154,000	8.366.540	8,583,514	8,804,965	9,034,465	9,218,076	9,405,360	9,685,372	9.882.003	10,082,565	10,282,767	10.488.424
User Charges & Fees	3,248,000	3,586,008	3,481,062	3,653,297	3,829,321	3,925,129	4,023,340	4,124,009	4,227,203	4,332,978	4,441,290	4,552,317
Other Revenues	964.000	857,580	511.163	513,713	516.315	518.969	521.676	524,436	527.252	530.124	530.124	530.124
Grants & Contributions provided for Operating Purposes	8,052,000	4,619,952	7,284,666	7,395,869	7,484,955	7,600,159	7,717,667	7,837,523	7,959,774	8,084,468	8,078,667	8,075,820
Grants & Contributions provided for Capital Purposes	8,007,000	13,687,618	9,442,500	6,030,500	543,000	780,500	738,000	238,000	238,000	238,000	238,000	238,000
Interest & Investment Revenue	278,000	213,568	278,550	361,550	370,550	375,750	384,150	388,950	392,150	395,350	395,350	395,350
Other Income:	,	=:=,===	,	,	,	0.0,.00		,	,	,	,	
Net Gains from the Disposal of Assets	11,000	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500
Fair value increment on investment properties			-	-	-						-	
Reversal of revaluation decrements on IPPE previously expensed			_	_	_	_	_	_	_	_	_	_
Reversal of impairment losses on receivables			_	_	_	_	_		_	_		-
Rental Income	209,000	230,803	229,940	232,427	234,962	237,548	240,187	242,879	245,625	248,425	248,423	248,423
Joint Ventures & Associated Entities - Gain	200,000	200,000	-	-	-	207,040	240,107	242,075	240,020	240,420	240,420	-
Total Income from Continuing Operations	28,923,000	31,653,569	29,902,895	27,083,821	22,105,068	22,747,631	23,121,880	23,132,669	23,563,507	24,003,410	24,306,121	24,619,958
Expenses from Continuing Operations												
	0.000.000	0.000.000	0.455.075	0.000.400	0.700.400	0.000.450	0.400.400	0.044.004	0.400.004	0.070.000	0.004.400	40.050.740
Employee Benefits & On-Costs	8,066,000	8,268,060 7,525	8,455,375 35,271	8,626,128 32,763	8,786,136	8,963,458	9,130,166 24,977	9,314,324 22,293	9,488,004	9,672,280 16,785	9,861,483 14,015	10,058,713 11.863
Borrowing Costs Materials & Contracts	4,000				30,212	27,617			19,562			,
	6,175,000	5,875,085	5,098,436	5,132,665	5,276,552	5,264,416	5,353,761	5,421,172	5,593,640	5,583,534	5,649,882	5,689,120
Depreciation & Amortisation	4,958,000	5,705,096	6,132,693	6,186,779	6,241,887	6,298,035	6,355,243	6,452,482	6,512,651	6,573,959	6,573,959	6,573,959
Impairment of investments		0.400	- 400	0.400	0.400			0.400		- 400	- 400	0.400
Impairment of receivables	6,000	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120
Other Expenses	414,000	325,920	332,063	338,327	344,715	351,229	357,872	364,645	371,551	378,593	378,593	378,593
Interest & Investment Losses			-	-	-	-	-	-	-	-	-	-
Net Losses from the Disposal of Assets			-	-	-	-	-	-	-	-	-	-
Revaluation decrement/impairment of IPPE			-	-	-	-	-	-	-	-	-	-
Fair value decrement on investment properties			-	-	-	-	-	-	-	-	-	-
Joint Ventures & Associated Entities	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses from Continuing Operations	19,623,000	20,187,806	20,059,958	20,322,782	20,685,622	20,910,875	21,228,139	21,581,036	21,991,528	22,231,271	22,484,052	22,718,368
Operating Result from Continuing Operations	9,300,000	11,465,763	9,842,937	6,761,039	1,419,446	1,836,756	1,893,741	1,551,633	1,571,979	1,772,139	1,822,069	1,901,590
Discontinued Operations - Profit/(Loss)		<u> </u>										
Net Profit/(Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-	=
Net Operating Result for the Year	9,300,000	11,465,763	9,842,937	6,761,039	1,419,446	1,836,756	1,893,741	1,551,633	1,571,979	1,772,139	1,822,069	1,901,590
Net Operating Result before Grants and Contributions provided for Capital Purposes	1,293,000	(2,221,855)	400,437	730,539	876,446	1,056,256	1,155,741	1,313,633	1,333,979	1,534,139	1,584,069	1,663,590
Сарнаі Ригрозеѕ	1,293,000	(2,221,833)	400,437	730,539	676,446	1,030,230	1,135,741	1,313,033	1,333,979	1,534,139	1,564,069	1,003,590

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2021

Income & expenses - General Fund

income & expenses - General Fund	Original	ginal Approved Changes				Variations		Projected	Actual
(\$000's)	budget		Other than	Sep	budget	for this	Notes		YTD
	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr		result	figures
Income									
Rates and annual charges	6,119	-	-	(8)	6,111	-		6,111	6,118
User charges and fees	1,736	-	-	6	1,742	217		1,959	1,022
Other revenues	509	-	-	348	857	1		858	586
Grants and contributions - operating	6,966	(2,625)	224	35	4,600	20		4,620	1,872
Grants and contributions - capital	5,516	5,495	-	(333)	10,678	1,033		11,711	1,200
Interest and investment revenue	139	-	-	-	139	-		139	20
Net gain from disposal of assets	91	-	-	-	91	-		91	85
Fair value increment on investment properties	-	-	-	-	-	-		-	-
Reversal of revaluation decrements on IPPE									
previously expensed	-	-	-	-	-	-		-	-
Reversal of impairment losses on receivables	-	-	-	-	-	-		-	-
Rental income	228	-	-	3	231	-		231	91
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total income from continuing operations	21,304	2,870	224	51	24,449	1,271		25,720	10,994
Expenses									
Employee benefits and on-costs	7,641	23	-	14	7,678	(68)		7,610	3,505
Borrowing costs	9	-	-	-	9	`-		9	4
Materials and services	3,144	261	74	(29)	3,450	350		3,800	2,123
Depreciation and amortisation	4,868	-	-	-	4,868	-		4,868	2,434
Impairment of receivables	6	-	-	-	6	-		6	2
Legal costs	35	-	-	20	55	3		58	53
Consultants	14	6	6	-	26	-		26	4
Other expenses	326	-	-	-	326	-		326	185
Interest & investment losses	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
Revaluation decrement/impairment of IPPE	-	-	-	-	-	-		-	-
Fair value decrement on investment properties	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total expenses from continuing operations	16,043	290	80	5	16,418	285		16,703	8,310
Net operating result from continuing operations	5,261	2,580	144	46	8,031	986		9,017	2,684
Discontinued operations - surplus/(deficit)					-			-	
Net operating result from all operations	5,261	2,580	144	46	8,031	986		9,017	2,684
Net Operating Result before Capital Items	(255)	(2,915)	144	379	(2,647)	(47)		(2,694)	1,484

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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General Fund Income Statement

for the period ending 31 December 2021

	Original	Dec Revised	Actua
	Budget	Budget	YTE
ncome from continuing operations			
Rates and annual charges	6,119	6,111	6,118
User charges and fees	1,736	1,959	1,022
Other revenues	509	858	586
Grants and contributions provided for operating purposes	6,966	4,620	1,872
Grants and contributions provided for capital purposes	5,516	11,711	1,200
Interest and investment revenue	139	139	20
Rental Income	228	231	91
Net gain from the disposal of assets	91	91	85
Total income from continuing operations	21,304	25,720	10,994
Expenses from continuing operations			
Employee benefits and on-costs	7,641	7,610	3,505
Materials and services	3,193	3,884	2,180
Borrowing costs	9	9	4
Depreciation and amortisation	4,868	4,868	2,434
Impairment of receivables	6	6	2
Other expenses	326	326	185
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	16,043	16,703	8,310
Operating result from continuing operations	5,261	9,017	2,684
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	5,261	9,017	2,684
let operating result for the year attributable to Council	5,201	9,017	2,084
Net operating result for the year before grants and			
contributions provided for capital purposes	(255)	(2,694)	1,484

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Narrandera Shire Council												
10 Year Financial Plan for the Years ending 30 June 2032												
INCOME STATEMENT - GENERAL FUND	Actuals	Current Year					Projected					
Scenario: 2021-2031 Budget (rolled over from V12 - 20/21 as base to	2020/21	2021/22	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$	2026/27 \$	2027/28	2028/29 \$	2029/30	2030/31 \$	2031/32
Income from Continuing Operations	Þ	•	•	a	•	•	•	\$	•	\$	•	\$
Revenue:												
Rates & Annual Charges	5,991,000	6,110,622	6,242,252	6,368,352	6.496.976	6,628,166	6,761,980	6,898,473	7,037,695	7,179,700	7,321,845	7.468.283
User Charges & Fees	1,828,000	1,959,483	1,740,648	1,790,656	1,835,493	1.881.456	1,928,575	1,976,874	2,026,391	2,077,146	2,129,062	2,182,284
Other Revenues	964,000	857,580	511,163	513,713	516,315	518,969	521,676	524,436	527,252	530,124	530,124	530,124
Grants & Contributions provided for Operating Purposes	8,052,000	4,619,952	7,284,666	7,395,869	7,484,955	7,600,159	7,717,667	7,837,523	7,959,774	8,084,468	8,078,667	8,075,820
Grants & Contributions provided for Capital Purposes	7,954,000	11,711,371	784,500	387,500	275,000	262,500	220,000	220,000	220,000	220,000	220,000	220,000
Interest & Investment Revenue	175,000	138,950	193,950	278,950	278,950	278,950	278,950	278,950	278,950	278,950	278,950	278,950
Other Income:												
Net Gains from the Disposal of Assets	59,000	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500	91,500
Fair value increment on investment properties										· -		
Reversal of revaluation decrements on IPPE previously expensed	-		-	-	-	-	-	-	-	-	-	-
Reversal of impairment losses on receivables	-		-	-	-	-	-	-	-	-	-	-
Rental Income	209,000	230,803	229,940	232,427	234,962	237,548	240,187	242,879	245,625	248,425	248,423	248,423
Joint Ventures & Associated Entities - Gain	-		-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	25,232,000	25,720,261	17,078,619	17,058,967	17,214,151	17,499,248	17,760,535	18,070,635	18,387,187	18,710,313	18,898,571	19,095,384
Expenses from Continuing Operations												
Employee Benefits & On-Costs	7,389,000	7,609,390	7,806,194	7,964,063	8,110,930	8,274,847	8,427,884	8,598,097	8,757,552	8,927,318	9,101,722	9,283,756
Borrowing Costs	4,000	8,640	7,600,194	9,717	7,996	6,240	4,448	2,883	1,844	983	165	9,203,730
Materials & Contracts	4,350,000	3,882,785	3,112,568	3,116,133	3,228,856	3,185,051	3,242,212	3,276,919	3,416,147	3,372,258	3,413,122	3,425,444
Depreciation & Amortisation	4,147,000	4,868,650	4,898,007	4,927,888	4,958,307	4,989,272	5,020,794	5,052,883	5,085,549	5,118,804	5,118,804	5,118,804
Impairment of investments	4,147,000	4,000,000	4,030,007	4,327,000	4,330,307	4,303,272	3,020,734	3,032,003	5,005,545	3,110,004	3,110,004	3,110,004
Impairment of receivables	6.000	6,120	6,120	6.120	6.120	6.120	6.120	6.120	6.120	6,120	6.120	6,120
Other Expenses	414.000	325,920	332.063	338,327	344,715	351,229	357,872	364.645	371,551	378,593	378,593	378.593
Interest & Investment Losses	-114,000	020,020	-	-	-	-	-	-	-	-	-	-
Net Losses from the Disposal of Assets	_		_	_	_	_	_	_	_	_	_	
Revaluation decrement/impairment of IPPE			_	_	_	_	_	_	_	_	_	_
Fair value decrement on investment properties			_	_	_	_	_	_	_	_	_	_
Joint Ventures & Associated Entities - Loss				_	_	-	-	_	_		_	
Total Expenses from Continuing Operations	16,310,000	16,701,505	16,162,616	16,362,248	16,656,924	16,812,759	17,059,330	17,301,547	17,638,763	17,804,076	18,018,526	18,212,717
Operating Result from Continuing Operations	8,922,000	9,018,756	916,003	696,719	557,227	686,489	701,205	769,088	748,424	906,237	880,045	882,667
Discontinued Operations - Profit/(Loss)												
Net Profit/(Loss) from Discontinued Operations												
Net From (Loss) from Discontinued Operations	•	•	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	8,922,000	9,018,756	916,003	696,719	557,227	686,489	701,205	769,088	748,424	906,237	880,045	882,667
Net Operating Result before Grants and Contributions provided for Capital Purposes	968,000	(2,692,615)	131,503	309,219	282,227	423,989	481,205	549,088	528,424	686,237	660,045	662,667

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2021

Income & expenses - Water Fund

Income & expenses - water Fund	Original	Δnn	roved Chan	nes	Revised	Variations		Projected	Actual
(\$000's)	budget		Other than	Sep	budget	for this	Notes	vear end	YTD
(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr		result	figures
Income			•						J
Rates and annual charges	794	-	-	2	796	-		796	794
User charges and fees	1,464	-	-	-	1,464	-		1,464	428
Other revenues	-	-	-	-	-	-		-	-
Grants and contributions - operating	-	-	-	-	-	-		-	-
Grants and contributions - capital	10	98	-	113	221	-		221	16
Interest and investment revenue	65	-	-	-	65	-		65	10
Net gain from disposal of assets	-	-	-	-	-	-		-	-
Fair value increment on investment properties	-	-	-	-	-	-		-	-
Reversal of revaluation decrements on IPPE									
previously expensed	-	-	-	-	-	-		-	-
Reversal of impairment losses on receivables	-	-	-	-	-	-		-	-
Rental income	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total income from continuing operations	2,333	98	-	115	2,546	-		2,546	1,248
Expenses									
Employee benefits and on-costs	342	-	-	(3)	339	5		344	168
Borrowing costs	_	_	_	-	-	_			_
Materials and services	1,261	-	-	33	1,294	(5)		1,289	639
Depreciation and amortisation	521	_	-	-	521	-		521	261
Impairment of receivables	-	-	-	-	-	-		-	-
Legal costs	-	-	-	-	-	-		-	-
Consultants	-	-	-	-	-	-		-	-
Other expenses	-	-	-	-	-	-		-	-
Interest & investment losses	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
Revaluation decrement/impairment of IPPE	-	-	-	-	-	-		-	-
Fair value decrement on investment properties	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total expenses from continuing operations	2,124	-	-	30	2,154	-		2,154	1,068
Net operating result from continuing operations	209	98	-	85	392	-		392	180
Discontinued operations - surplus/(deficit)					-			-	
Net operating result from all operations	209	98	-	85	392	-	•	392	180
Net Operating Result before Capital Items	199	-	-	(28)	171	-		171	164

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Water Fund Income Statement

for the period ending 31 December 2021

	Original	Dec Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	794	796	794
User charges and fees	1,464	1,464	428
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	10	221	16
Interest and investment revenue	65	65	10
Rental income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	2,333	2,546	1,248
Expenses from continuing operations			
Employee benefits and on-costs	342	344	168
Materials and services	1,261	1,289	639
Borrowing costs	-	-	-
Depreciation and amortisation	521	521	261
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	2,124	2,154	1,068
Operating result from continuing operations	209	392	181
Operating result from discontinued operations	_	_	_
Net operating result for the year attributable to Council	209	392	181
_			
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	199	171	165

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Narrandera Shire Council 10 Year Financial Plan for the Years ending 30 June 2032												
INCOME STATEMENT - WATER FUND								.,				
	Actuals	Current Year					Projected					
Scenario: 2021-2031 Incl. WTP with 7.5% Yrs 1-3, 2.0% Yr 4-10	2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$	2026/27 \$	2027/28 \$	2028/29 \$	2029/30 \$	2030/31 \$	2031/32 \$
Income from Continuing Operations	ų.	,	Ψ	Ψ	<u> </u>							
Revenue:												
Rates & Annual Charges	774,000	795,806	853,688	918,568	988,363	1,009,082	1,030,215	1,051,771	1,073,758	1,096,184	1,118,107	1,140,470
User Charges & Fees	1,257,000	1,464,500	1,574,338	1,692,413	1,819,344	1,864,827	1,911,448	1,959,235	2,008,215	2,058,420	2,109,881	2,162,628
Other Revenues			-	-	-	-	-	-	-	-	-	-
Grants & Contributions provided for Operating Purposes			-	-	-	-	-	-	-	-	-	-
Grants & Contributions provided for Capital Purposes	4,000	220,580	5,635,000	5,635,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Interest & Investment Revenue	87,000	65,533	70,155	60,755	68,833	69,888	78,920	78,190	78,000	78,000	78,000	78,000
Other Income:												
Net Gains from the Disposal of Assets			-	-	-	-	-	-	-	-	-	-
Fair value increment on investment properties			-	-	-	-	-	-	-	-	-	-
Reversal of revaluation decrements on IPPE previously expensed		-	-	-	-	-	-	-	-	-	-	-
Reversal of impairment losses on receivables			-	-	-	-	-	-	-	-	-	-
Rental Income			-	-	-	-	-	-	-	-	-	-
Joint Ventures & Associated Entities - Gain			-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	2,122,000	2,546,419	8,133,181	8,306,736	2,886,540	2,953,797	3,030,583	3,099,196	3,169,973	3,242,604	3,315,988	3,391,098
Expenses from Continuing Operations												
Employee Benefits & On-Costs	379,000	343,670	348,281	355,147	362,149	369,293	376,578	384,009	391,589	399,321	407,207	415,352
Borrowing Costs	-		-	-	-	-	-	-	-	-	-	-
Materials & Contracts	1,142,000	1,289,616	1,282,013	1,301,324	1,320,947	1,340,886	1,361,147	1,381,735	1,402,658	1,423,920	1,440,337	1,458,051
Depreciation & Amortisation	503,000	520,919	830,959	847,200	863,766	880,663	897,898	915,478	933,409	951,699	951,699	951,699
Impairment of investments	-		-	-	-	-	-	-	-	-	-	-
Impairment of receivables			-	-	-	-	-	-	-	-	-	-
Other Expenses					_			-	-	-		
Interest & Investment Losses			-	-	-	-	-	-	-	-	-	-
Net Losses from the Disposal of Assets	46,000		-	-	-	-	-	-	-	-	-	-
Revaluation decrement/impairment of IPPE	-		-	-	-	-	-	-	-	-	-	-
Fair value decrement on investment properties			-	-	-	-	-	-	-	-	-	-
Joint Ventures & Associated Entities - Loss			-	-	-	-	-	-	-	-	-	-
Total Expenses from Continuing Operations	2,070,000	2,154,205	2,461,253	2,503,671	2,546,862	2,590,842	2,635,623	2,681,222	2,727,656	2,774,940	2,799,243	2,825,102
Operating Result from Continuing Operations	52,000	392,214	5,671,928	5,803,065	339,678	362,955	394,960	417,974	442,317	467,664	516,745	565,996
Discontinued Operations - Profit/(Loss)			_									
Net Profit/(Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	52,000	392,214	5,671,928	5,803,065	339,678	362,955	394,960	417,974	442,317	467,664	516,745	565,996
Net Operating Result before Grants and Contributions provided for Capital Purposes	48,000	171,634	36,928	168,065	329,678	352,955	384,960	407,974	432,317	457,664	506,745	555,996

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Income & expenses budget review statement

Budget review for the quarter ended 31 December 2021

Income & expenses - Sewer Fund

	Original Approved Changes Revised Variations Project					ted			
(\$000's)	budget	Carry	Other than	Sep	budget	for this	Notes year	end	YTD
	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr	re	sult	figures
Income									
Rates and annual charges	1,458	-	-	2	1,460	-	1,	460	1,461
User charges and fees	162	-	-	-	162	-		162	66
Other revenues	-	-	-	-	-	-		-	-
Grants and contributions - operating	-	-	-	-	-	-		-	-
Grants and contributions - capital	1,673	83	-	-	1,756	-	1.	756	(40)
Interest and investment revenue	10	-	-	-	10	-		10	4
Net gain from disposal of assets	-	-	-	-	-	-		-	-
Fair value increment on investment properties	-	-	-	-	-	-		-	-
Reversal of revaluation decrements on IPPE									
previously expensed	-	-	-	-	-	-		-	-
Reversal of impairment losses on receivables	-	-	-	-	-	-		-	-
Rental income	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total income from continuing operations	3,303	83	-	2	3,388	-	3	388	1,491
Expenses									
Employee benefits and on-costs	295	_	-	20	315	_		315	157
Borrowing costs	-	-	_	_	-	_		-	-
Materials and services	693	_	_	10	703	_		703	313
Depreciation and amortisation	315	_	-	-	315	-		315	158
Impairment of receivables	-	_	-	-	-	-		-	-
Legal costs	-	_	-	-	-	-		-	-
Consultants	-	-	-	-	-	-		-	-
Other expenses	-	-	-	-	-	-		-	-
Interest & investment losses	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-		-	-
Revaluation decrement/impairment of IPPE	-	-	-	-	-	-		-	-
Fair value decrement on investment properties	-	-	-	-	-	-		-	-
Share of interests in joint ventures	-	-	-	-	-	-		-	-
Total expenses from continuing operations	1,303	-	-	30	1,333	-	1,	333	628
Net operating result from continuing operations	2,000	83	-	(28)	2,055	_	2	055	863
	_,			()	_,				
Discontinued operations - surplus/(deficit)					-			-	
Net operating result from all operations	2,000	83	-	(28)	2,055	-	2	055	863
Net Operating Result before Capital Items	327	-	-	(28)	299	-		299	903

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Sewer Fund Income Statement

for the period ending 31 December 2021

	Original	Dec Revised	Actua
	Budget	Budget	YTD
ncome from continuing operations			
Rates and annual charges	1,458	1,460	1,461
User charges and fees	162	162	66
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	1,673	1,756	(40)
Interest and investment revenue	10	10	4
Rental income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	3,303	3,388	1,491
Expenses from continuing operations			
Employee benefits and on-costs	295	315	157
Materials and services	693	703	313
Borrowing costs	-	-	-
Depreciation and amortisation	315	315	158
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	1,303	1,333	628
Operating result from continuing operations	2,000	2,055	864
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	2,000	2,055	864
	<u> </u>	· · · · · · · · · · · · · · · · · · ·	
Net operating result for the year before grants and contributions provided for capital purposes	327	299	904

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Narrandera Shire Council												
10 Year Financial Plan for the Years ending 30 June 2032								.,				
INCOME STATEMENT - SEWER FUND	Actuals	Current Year					Projected					
Scenario: 2021-2031 2.5% yr 1, 2% yrs 3-10	2020/21 \$	2021/22	2022/23 \$	2023/24 \$	2024/25 \$	2025/26 \$	2026/27 \$	2027/28 \$	2028/29 \$	2029/30 \$	2030/31 \$	2031/32
Income from Continuing Operations	a a	a a	ð	•	a a	•	•	a a	a a	a a	•	\$
Revenue:												
Rates & Annual Charges	1,389,000	1,460,112	1,487,574	1,518,045	1,549,126	1,580,828	1,613,165	1,735,128	1,770,550	1,806,681	1,842,815	1,879,671
User Charges & Fees	163,000	162,025	166,076	1,516,045	1,549,126	178,846	183,317	187,900	1,770,550	197,412	202,347	207,405
Other Revenues	103,000	102,025	100,076	170,220	174,404	170,040	103,317	107,500	192,397	197,412	202,347	207,405
Grants & Contributions provided for Operating Purposes		•	-	-	-	-	-	-	-	-	-	-
Grants & Contributions provided for Capital Purposes	49,000	1,755,667	3,023,000	8.000	258,000	508.000	508,000	8,000	8,000	8,000	8.000	8,000
Interest & Investment Revenue	16,000	10,200	15,360	25,600	25,600	28.800	27,200	32,000	35,200	38,400	38.400	38,400
Other Income:	10,000	10,200	15,300	25,000	25,000	20,000	27,200	32,000	33,200	30,400	36,400	30,400
Net Gains from the Disposal of Assets												
		•	-	-	-	-	-	-	-	-	-	-
Fair value increment on investment properties			-	-	-	-	-	-	-	-	-	-
Reversal of revaluation decrements on IPPE previously expensed		•	-	-	-	-	-	-	-	-	-	-
Reversal of impairment losses on receivables		-	-	-	-	-	-	-	-	-	-	-
Rental Income			-	-	-	-	-	-	-	-	-	-
Joint Ventures & Associated Entities - Gain												
Total Income from Continuing Operations	1,617,000	3,388,004	4,692,010	1,721,873	2,007,210	2,296,474	2,331,682	1,963,028	2,006,347	2,050,493	2,091,562	2,133,476
Expenses from Continuing Operations												
Employee Benefits & On-Costs	298,000	315,000	300,900	306,918	313,057	319,318	325,704	332,218	338,863	345,641	352,554	359,605
Borrowing Costs	200,000	-	28,521	26,801	25,049	23,265	21,449	19,600	17,718	15,801	13,850	11,863
Materials & Contracts	683,000	702,684	703,855	715,208	726,749	738,479	750,402	762,518	774,835	787,356	796,423	805,625
Depreciation & Amortisation	308,000	315,527	403,727	411,691	419,814	428,100	436,551	484,121	493,693	503,456	503,456	503,456
Impairment of investments	000,000	010,027	400,727	411,001	+10,01+	420,100	400,001		+50,000	500,400	500,400	500,450
Impairment of receivables				_	_	_	_	_	_			_
Other Expenses				_	_	_	_	_	_			_
Interest & Investment Losses												
Net Losses from the Disposal of Assets	2.000											
Revaluation decrement/impairment of IPPE	2,000											
Fair value decrement on investment properties		-	_	_	_	_	_	_	_	_	_	_
Joint Ventures & Associated Entities - Loss				-	-	-	-	-	-	-	-	•
Total Expenses from Continuing Operations	1,291,000	1,333,211	1,437,003	1,460,618	1,484,669	1,509,162	1,534,106	1,598,457	1,625,109	1,652,254	1,666,283	1,680,549
	1,201,000	1,000,211	1,121,222	.,,	1,101,000	-,,	1,001,100	1,000,101	-,,	-,,	.,,	1,000,010
Operating Result from Continuing Operations	326,000	2,054,793	3,255,007	261,255	522,541	787,312	797,576	364,571	381,238	398,239	425,279	452,927
Discontinued Operations - Profit/(Loss)			_	-	-	-	-	-	-	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-	•	-			-	-	-	-	-
Net Operating Result for the Year	326,000	2,054,793	3,255,007	261,255	522,541	787,312	797,576	364,571	381,238	398,239	425,279	452,927
Net Operating Result before Grants and Contributions provided for												
Capital Purposes	277,000	299,126	232,007	253,255	264,541	279,312	289,576	356,571	373,238	390,239	417,279	444,927
oupitui i uiposes	211,000	233,120	232,007	200,200	204,541	213,312	209,570	550,571	0.0,200	550,259	411,219	777,521
-												

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Capital budget review statement

Budget review for the quarter ended 31 December 2021

Capital budget - Council Consolidated

	Original	App	Revised	Variations		Actual			
(\$000's)	budget	,	Other than	Sep	budget	for this	Notes	year end	YTD
	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr		result	figures
Capital expenditure									
New assets									
- Plant & Equipment	1,503	-	-	-	1,503	-		1,503	49
- Land & Buildings	100	4,104	-	21	4,225	-		4,225	780
- Office Equipment	25	54	-	-	79	-		79	24
- Other Structures	1,966	1,012	-	-	2,978	75		3,053	242
- Roads Bridges & Footpaths	336	98	-	121	555	-		555	103
- Recreational	2,082	421	-	-	2,503	-		2,503	72
- Drainage	60	11	-	-	71	-		71	30
- Water	420	284	-	248	952	-		952	156
- Sewer	2,315	268	-	-	2,583	1,065		3,648	144
- Pool	60	-	-	-	60	-		60	-
Renewal assets (replacement)									
- Land & Buildings	166	1,024	-	(6)	1,184	-		1,184	988
- Roads, Bridges, Footpaths	4,145	1,340	-	(454)	5,031	941		5,972	1,444
- Office Equipment	143	18	-	23	184	-		184	40
- Other Structures	175	695	-	69	939	-		939	379
- Library Books	31	4	-	-	35	-		35	6
- Recreational	95	5	_	_	100	_		100	_
- Drainage	28	-	_	-	28	_		28	1
- Water	715	404	753	-	1,872	_		1,872	1,077
- Sewer	490	8	_	-	498	_		498	291
- Pool	136	_	_	_	136	_		136	38
Loan repayments (principal)	52	_	_	_	52	_		52	26
Total capital expenditure	15,043	9,750	753	22	25,568	2,081		27,649	5,890
	-,	-,			-,	,		,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Capital funding									
Rates & other untied funding	3,187	460	-	86	3,733	-		3,733	784
Capital grants & contributions	6,711	7,257	_	(220)	13,748	1,016		14,764	2,829
Reserves:	2,1 1 1	. ,		(===)	,	1,010		,	_,=_=
- External resrtictions/reserves	1,915	1,075	753	135	3,878	_		3,878	1,577
- Internal restrictions/reserves	2,675	935	-	21	3,631	_		3,631	665
New loans	555	23	_		578	1,065		1,643	35
Receipts from sale of assets					0.0	1,000		.,0.0	00
- Plant & equipment	-	_	-		_	_		_	
- Land & buildings		_	_		_	_		_	
Total capital funding	15,043	9,750	753	22	25,568	2,081		27,649	5,890
		2,. 30	. 30			_,,,,,		,	2,230
Net capital funding - surplus/(deficit)	_	-	-	-	-	-		-	-
						•			

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Cash & investments budget review statement

Budget review for the quarter ended 31 December 2021 Cash & investments - Council Consolidated

		Original		roved chang		Revised	Variations		Projected	Actual
(\$000's)	Balance	budget	-	Other than	Sep	budget		Notes	year end	YTD
(1)	30-Jun-21	2021/22	forwards	by QBRS	QBRS	2021/22	Dec Qtr		result	figures
Externally restricted (1)										
Developer Contributions	183	391	-	-	-	574	-		574	429
Specific Purpose Unexpended Grants	2,658	84	(1,816)	-	3	929	-		929	2,597
Water Suplies	7,667	(370)	(590)	(753)	(163)	5,791	-		5,791	6,678
Sewerage Service	835	65	(193)	-	(28)	679	-		679	2,353
Domestic Waste Management	1,276	94	(150)	-	-	1,220	(30)		1,190	1,535
Stormwater Management	566	(16)	(11)	-	-	539	-		539	561
Crown Lands	263	62	(155)	-	-	170	(3)		167	288
Unspent Internal Loans	-	-	-	-	-	-	-		-	-
Total externally restricted	13,448	310	(2,915)	(753)	(188)	9,902	(33)		9,869	14,441
(1) Funds that must be spent for a specific purpose										
Internally restricted (2)										
Employee Leave Entitlements	1,230	-	-	-	-	1,230	-		1,230	1,230
Replacement - Plant & Vehicles	1,564	(365)	-	-	(21)	1,178	-		1,178	2,052
Carried Over Works	510	-	(510)	-	-	-	-		-	371
Information Technology Replacement	376	89	(46)	151	-	570	-		570	541
Cemetery Perpetual	372	(20)	-	-	-	352	-		352	372
Other	172	(122)	-	-	-	50	-		50	167
Council Committees	56	-	-	-	-	56	-		56	56
Property Development	200	-	(175)	-	-	25	62		87	123
Organisational Service Assets & Projects	5,639	(847)	(714)	-	278	4,356	-		4,356	5,580
Quarry Rehabilitation	4	15	-	-	-	19	-		19	14
Financial Assistance Grant	2,629	-	(2,629)	-	-	-	-		-	-
Bonds, Retentions & Trusts	242	-	-	-	-	242	-		242	242
Total internally restricted	12,994	(1,250)	(4,074)	151	257	8,078	62		8,140	10,748
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (ie. available after the above Restriction	254	-	-	-	-	254	-		254	255
Total Cash & investments	26,696	(940)	(6,989)	(602)	69	18,234	29		18,263	25,444

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Cash & investments budget review statement

Comment on cash & investments position

Not applicable

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$25,443,936

This Cash at Bank amount has been reconciled to Council's physical Bank Statements. The date of completion of this bank reconciliation is 31/12/21

Reconciliation status

The YTD cash & investment figure reconciles to the actual	al balances held as follows:	\$ 000's
Cash at bank (as per bank statements) Investments on hand		543 24,950
less: unpresented cheques add: undeposited funds	(Timing Difference) (Timing Difference)	49
less: identified deposits (not yet accounted in ledger) add: identified outflows (not yet accounted in ledger)	(Require Actioning) (Require Actioning)	-
less: unidentified deposits (not yet actioned) add: unidentified outflows (not yet actioned)	(Require Investigation) (Require Investigation)	- -
Reconciled cash at bank & investments		25,444
Balance as per QBRS review statement:		25,444
Difference:		-

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Contracts budget review statement

Budget review for the quarter ended 31 December 2021

Part A - Contracts listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract value (GST inc.)	Start date	Duration of contract	Budgeted (Y/N)	Notes
PCR Building Services	Visitor Information Centre - Demolition	49,684	25/10/21	3 months	Υ	

Notes:

- 1. Minimum reporting level is 1% of estimated iincome from continuing operations of Council or \$50,000 whatever is the lesser.
- 2. Contracts listed are thoseentered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
- 3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/21 and should be read in conjuction with the total QBRS report

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Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

Consultancy & legal expenses budget review statement

Consultancy & legal expenses overview

Expense	YTD expenditure (actual dollars)	Bugeted (Y/N)
Consultancies	115,425	Υ
Legal Fees	53,974	Υ

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a concultant from other contractors.

Comments

Expenditure included in the above YTD figure includes:

Details

Legal Fees		
Debt Recovery Legal Fees		\$ 18,807.00
Canaral Lagal Evnances		 25 167 00
General Legal Expenses		\$ 35,167.00
Lease & License Agreements		\$ -
Other Legal Expenses		\$ -
Consultancies		
Local Government NSW	GM Performance Review	\$ 3,000.00
John Stuart & Associates	Finance Consultant	\$ 13,412.00
Noel Thomson Architecture P/L	Heritage Advisor Services	\$ 9,800.00
National Audits Group	Internal Audit	\$ 13,195.00
Kim Biggs Consulting	Museum Advisor	\$ 2,800.00
Peter Meredith	Survey and Design	\$ 8,250.00
Xeros Piccolo Consulting Engineers	Design	\$ 41,636.82
Mr Maskell & Associates	Plant Inspections	\$ 1,074.00
TJ Hinchcliffe & Associates Pty Ltd	Surveying	\$ 10,165.55

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CASH - RESERVE BALANCES 31-DEC-2021

CASIT - RESERVE DALANCES ST	DEC LULI	Dudget													
CLASS OF RESERVE	Balance 30 Jun 2021	Budget Movement	Other	Carry over	Sept	Dec	Interest	Tra	Net ensfer 21/22	Balance 30 Jun 2022	Grant Commitments	22/23 Budget Movement	Balance 30 Jun 2023	23/24 Budget Movement	Balance 30 Jun 2024
GENERAL FUND - DETAILS		21/22													
Employee's Leave Entitlement															
Employee's Leave Entitlement	\$ 1,229,888.00							\$	_ (5 1,229,888.00			\$ 1,229,888.00		\$ 1,229,888.00
Plant & Vehicle Replacement	7 1,223,000.00							7	7	7 1,223,000.00			ÿ 1,223,000.00		ÿ 1,225,000.00
Plant & Vehicle Replacement	\$ 1,563,767.68	-\$ 364,875.00			\$ 21,000.00			-\$	385,875.00	5 1,177,892.68		\$ 53.732.00	\$ 1,231,624.68	\$ 100 1// 00	\$ 1,430,768.68
Information Technology Replacement	7 1,303,707.00	ÿ 30+,073.00			7 21,000.00			7	303,073.00	7 1,177,032.00		ÿ 33,732.00	ÿ 1,231,024.00	7 155,144.00	ÿ 1,430,700.00
Office Furniture & Equipment	\$ 56,746.00	-\$ 56,746.00						-\$	56,746.00	<u>.</u>			¢ -		\$ -
Street Camera Replacement	\$ 1,000.00							-\$	1,000.00				¢ _		\$ -
Computer Replacement			\$ 150 554 00	-\$ 45,803.64				Ś	251,221.36			-\$ 250,000.00	\$ 320,324.40		\$ 320,324.40
Carry Over Works	\$ 313,103.04	ÿ 140,471.00	7 130,334.00	7 -5,005.04				۲ ا	231,221.30	7 370,324.40		2 250,000.00	ÿ 320,324.40		ÿ 320,32 1.10
Carry Over Operating Program	\$ 50,623.81			-\$ 50,623.81				-\$	50,623.81	\$ -			¢ -		\$ -
Carry Over Capital Program	\$ 459,524.43			-\$ 459,524.43				-\$	459,524.43				\$ -		\$ -
Organisational service assets and projects	ÿ +33,32+.+3	l		ÿ +33,32+.+3				7	455,524.45	?	=		Y		7
Contribution Narrandera Sportsground clubrooms	\$ 263,000.00			-\$ 263,000.00				-\$	263,000.00	<u>.</u>			¢ -		\$ -
Public Art & Festive Tree Maintenance	\$ 20,000.00	\$ 20,000.00		Ç 203,000.00				Ś	20,000.00			\$ 20,000.00	\$ 60,000.00	\$ 20,000.00	\$ 80,000.00
Infrastructure Replacement & Renewal		-\$ 575,000.00		-\$ 162,017.39	\$ 278,166.00			-\$	458,851.39		-\$ 650,000.00			-\$ 15,000.00	
Narrandera Business Centre Master Plan	\$ 2,005,287.03	373,000.00		ÿ 102,017.33	Ç 270,100.00			Ś		2,005,287.03	Ç 030,000.00	7 140,000.00	\$ 2,005,287.03	3 15,000.00	\$ 2,005,287.03
Delivery of Aged strategies		-\$ 136,000.00		-\$ 52,000.00				-\$	188,000.00	180,896.45			\$ 180,896.45		\$ 180,896.45
Shire Property Renewal & Cyclical Maintenance		-\$ 134,187.00		ÿ 32,000.00				خ	134,187.00	603,523.00		-\$ 96,412.00			\$ 507,111.00
Visitor Centre Building Replacement	\$ 237,379.00	-5 154,187.00		-\$ 237,379.00				-\$ -\$	237,379.00			-5 50,412.00	\$ 507,111.00		\$ 507,111.00
Narrandera Park Landscape		-\$ 21,804.00		Ç 257,575.00				-\$	21,804.00				ς -		\$ -
Other Internal Reserves	ÿ 21,004.00	ÿ 21,004.00						7	21,004.00	,			7		7
Promotion, Marketing & Events	\$ 49,378.00							\$	- 3	\$ 49,378.00			\$ 49,378.00		\$ 49,378.00
Election & Integrated Planning Exp		-\$ 122,500.00						ċ	122,500.00				¢ 43,378.00		\$ 45,578.00
Financial Assistance Grant	\$ 122,300.00	-5 122,300.00						-٦	122,300.00	-			y -		٠ -
Financial Assistance Grant	\$ 2,629,336.00			-\$ 2,629,336.00				_¢	2,629,336.00	\$ -			\$ -		\$ -
Council Committees	\$ 2,029,330.00			-5 2,029,330.00				-ک	2,029,330.00				٠ -		· -
355 Committee - Barellan Museum	\$ 3,616.87							Ś	- 5	3,616.87			\$ 3,616.87		\$ 3,616.87
355 Committee - Koala Committee	\$ 17,667.21							Ġ	_ [17,667.21			\$ 17,667.21		\$ 17,667.21
355 Committee - Railway Station Commitment	\$ 9,074.38							ç		9,074.38			\$ 9,074.38		\$ 9,074.38
355 Committee - Parkside Museum	\$ 3,133.00							Ġ	_ [3,133.00			\$ 3,133.00		\$ 3,133.00
355 Committee - Barellan Hall	\$ 21,252.69							Ś		21,252.69			\$ 21,252.69		\$ 21,252.69
355 Committee - Grong Grong Community Hall	\$ 1,023.65							Ġ	_				\$ 1,023.65		\$ 1,023.65
Domestic Violence Committee	\$ 1,025.05							Ś		186.90			\$ 1,025.05		\$ 1,025.05
Cemetery Perpetual	7 100.50							7	7	7 100.50			ý 100.50		ý 100.50
N'dra Cemetery - Perpetual mtnce all	\$ 372,143.28	-\$ 20,000.00						-\$	20,000.00	\$ 352,143.28			\$ 352,143.28		\$ 352,143.28
Property Development	ÿ 372,143.20	\$ 20,000.00						۲ ا	20,000.00	332,143.20			ÿ 332,143.20		ÿ 332,1 + 3.20
Property Development (Red Hill)	\$ 200,169.00			-\$ 175,000.00		\$ 61,653.0	n I	-\$	113,347.00	86,822.00			\$ 86,822.00		\$ 86,822.00
Quarry Rehabilitation	\$ 200,103.00			7 173,000.00	·	Ç 01,055.0	<u> ۲</u>	7	113,547.00	00,022.00			\$ 00,022.00		ÿ 00,022.00
Quarry Rehabilitation	\$ 4,002.45	\$ 15,000.00						Ś	15,000.00	\$ 19,002.45		\$ 15,000.00	\$ 34,002.45	\$ 15,000.00	\$ 49,002.45
Domestic Waste Management	7 1,002.13	7 13,000.00						7	15,000.00	7 13,002.13		Ψ 13,000.00	φ 31,002.13	7 13,000.00	ψ 15,002.15
Narrandera Waste Depot	\$ 469,805.82	\$ 180,658.00		-\$ 149,963.91		\$ 29,908.0	n I	\$	786.09	\$ 470,591.91		\$ 183,589.00	\$ 654,180.91	\$ 186,623.00	\$ 840,803.91
Narrandera Waste Depot - Excavation	\$ 104,704.00	3 100,030.00		ÿ 145,505.51	•	25,500.0		Ś	700.05	5 104,704.00		7 103,303.00	\$ 104,704.00	J 100,025.00	\$ 104,704.00
Narrandera Waste Depot - Excavation Narrandera Waste Depot - Rehabilitation	\$ 368,644.00							¢		368,644.00			\$ 368,644.00		\$ 368,644.00
Barellan Waste Depot	\$ 120,278.00	-\$ 87,000.00						-\$	87,000.00				\$ 33,278.00		\$ 33,278.00
Barellan Waste Depot - Excavation	\$ 120,278.00	٠,000.00						¢	67,000.00	36,592.00			\$ 36,592.00		\$ 36,592.00
Barellan Waste Depot - Excavation Barellan Waste Depot - Rehabilitation	\$ 53,429.00							¢					\$ 53,429.00		\$ 53,429.00
Narrandera Depot Compactor Expenses	\$ 48,379.00							¢		\$ 48,379.00			\$ 48,379.00		\$ 48,379.00
Grong Grong Waste Depot Rehabilitation	\$ 48,379.00							¢		73,876.00			\$ 48,379.00		\$ 73,876.00
Grong Grong waste behot Kenabilitation	73,070.00	l						٦		/3,670.00			7 73,070.00		γ /3,670.00

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CASH - RESERVE BALANCES 31-DEC-2021

		Balance	Budget						Net	Balance	Grant	22/23 Budget	Balance	23/24 Budget	Balance
CLASS OF RESERVE		30 Jun 2021	Movement	Other	Carry over	Sept	Dec	Interest	Transfer 21/22	30 Jun 2022	Commitments	Movement	30 Jun 2023	Movement	30 Jun 2024
Crown Reserves			21/22						·						
Lake Talbot Tourist Park	\$	263,346.20	61,760.00	-\$	154,861.00 -	\$ 83.00 -\$	3,050.00		-\$ 96,234.00	\$ 167,112.20		\$ 81,515.00	\$ 248,627.20	\$ 81,266.00	\$ 329,893.20
Stormwater	7	203,340.20	01,700.00	Y	154,001.00	φ 05.00 φ	3,030.00		y 30,234.00	7 107,112.20		φ 01,313.00	φ 2 4 0,027.20	ÿ 01,200.00	ϕ 323,033.20
Narrandera Stormwater Reserve	\$	558,407.90 -\$	24,475.00		10,936.99 -	\$ 450.00			-\$ 35,861.99	\$ 522,545.91		\$ 63,525.00	\$ 586,070.91	\$ 63,525.00	\$ 649,595.91
Barellan Stormwater Reserve	Ś	8,071.64	8,850.00	-4	10,550.55	۶ 450.00			\$ 8,850.00	\$ 16,921.64		\$ 8,850.00		\$ 8,850.00	\$ 34,621.64
Unspent Internal Loans	ې	8,071.04	5 8,850.00						\$ 8,850.00	7 10,921.04		\$ 6,650.00	\$ 25,771.04	0,650.00	3 34,021.04
Developer Contributions															
Section 7.11	\$	183,499.30	391,000.00						\$ 391,000.00	\$ 574,499.30		\$ 315,000.00	\$ 889,499.30	\$ 65,000.00	\$ 954,499.30
Bonds, Retentions & Trusts	ې	103,433.30	391,000.00						\$ 391,000.00	\$ 374,433.30		\$ 313,000.00	\$ 665,455.30	\$ 05,000.00	Ş 354,433.30
Kaniva Quarry	¢	30,000.00							ċ	\$ 30,000.00			\$ 30,000.00		\$ 30,000.00
Tourist Trust	ç	32,402.36							ç -	\$ 32,402.36			\$ 32,402.36		\$ 32,402.36
	<u>ې</u>	*							\$ - c	\$ 53,153.58					
Arts Centre Trust Sale of Land	<u>خ</u>	53,153.58 4,778.15							\$ - c	\$ 33,133.38			\$ 53,153.58 \$ 4,778.15		\$ 53,153.58 \$ 4,778.15
	<u>ې</u>	· · · · · · · · · · · · · · · · · · ·							\$ - 6						
Slide Replacement Retention	\$	114,619.41							\$ -	\$ 114,619.41			\$ 114,619.41		\$ 114,619.41
Funds held in Trust	\$	3,181.06							\$ -	\$ 3,181.06			\$ 3,181.06		\$ 3,181.06
Brln Pool Retention	\$	3,491.50							-	\$ 3,491.50			\$ 3,491.50		\$ 3,491.50
External Restrictions (Note 6 order)															
Water Fund				 		 	1		T 4		1	Ι.			
Asset Replacement	\$	6,751,937.68	•	\$ 753,000.00 \$		\$ 163,082.00 \$	-		-\$ 1,295,781.00	\$ 5,456,156.68		-\$ 2,360,812.00	\$ 3,095,344.68	-\$ 2,217,509.00	\$ 877,835.68
Carry Over Works	\$	589,858.74		\$\$	589,858.74	\$ - \$	-		-\$ 589,858.74	\$ -			\$ -		\$ -
Retention - Pine Hill Construction	\$	- \$	F	\$ - \$	- :	\$ - \$	-		\$ -	\$ -			\$ -		\$ -
Section 64	\$	325,542.37	5 10,000.00	\$ - \$	- !	\$ - \$	-		\$ 10,000.00	\$ 335,542.37		\$ 10,000.00	\$ 345,542.37	\$ 10,000.00	\$ 355,542.37
Sewer Fund															
Asset Replacement	\$	563,567.63	•	\$ - \$		\$ 27,588.00 \$	-		\$ 29,653.00			\$ 188,750.00	\$ 781,970.63	\$ 214,147.00	\$ 996,117.63
Carry Over Works	\$	193,574.29	-	\$\$	193,574.29	\$ - \$	-		-\$ 193,574.29	-\$ 0.00			-\$ 0.00		-\$ 0.00
Section 64	\$	77,771.90	\$ 8,000.00	\$ - \$	- !	\$ - \$	-		\$ 8,000.00	\$ 85,771.90		\$ 8,000.00	\$ 93,771.90	\$ 8,000.00	\$ 101,771.90
General Fund - External Restrictions															
Specific Purpose Unexpended Grants (from separate sheet	t) \$	949,024.31	84,398.00	\$\$	107,635.09	\$ 2,615.00 \$	-		-\$ 20,622.09	\$ 928,402.22		\$ 49,843.00	\$ 978,245.22	\$ 55,503.00	\$ 1,033,748.22
Other Contributions	\$	111,145.00	-	\$\$	111,145.00	\$ - \$	-		-\$ 111,145.00	\$ -			\$ -		\$ -
Unspent grant & contributions Liability	\$	1,596,961.10	-	\$\$	1,596,961.10	\$ - \$	-		-\$ 1,596,961.10	\$ -			\$ -		\$ -
Developer Contributions	\$	183,499.30	391,000.00	\$ - \$	- :	\$ - \$	-		\$ 391,000.00	\$ 574,499.30		\$ 315,000.00	\$ 889,499.30	\$ 65,000.00	\$ 954,499.30
Domestic Waste Management	\$	1,275,707.82	93,658.00	\$\$	149,963.91	\$\$	29,908.00		-\$ 86,213.91	\$ 1,189,493.91		\$ 183,589.00	\$ 1,373,082.91	\$ 186,623.00	\$ 1,559,705.91
Stormwater	\$	566,479.54 -\$	5 15,625.00	\$\$	10,936.99 -	\$ 450.00 \$	-		-\$ 27,011.99	\$ 539,467.55		\$ 72,375.00	\$ 611,842.55	\$ 72,375.00	\$ 684,217.55
Crown Reserves	\$	263,346.20	61,760.00	\$\$	154,861.00 -	\$ 83.00 -\$	3,050.00		-\$ 96,234.00	\$ 167,112.20		\$ 81,515.00	\$ 248,627.20	\$ 81,266.00	\$ 329,893.20
Total External Restrictions	\$	13,448,415.88 \$	310,733.00 -	\$ 753,000.00 -\$	2,914,936.12	\$ 188,588.00 -\$	32,958.00		-\$ 3,578,749.12	\$ 9,869,666.76	\$ -	-\$ 1,451,740.00	\$ 8,417,926.76	\$ 1,524,595.00	\$ 6,893,331.76
Internal Restrictions (Note 6 order)															
Plant & vehicle replacement	Ġ	1,563,767.68	364,875.00	\$ - \$		\$ 21,000.00 \$	- 1		-\$ 385,875.00	\$ 1,177,892.68	1	\$ 53,732.00	\$ 1,231,624.68	\$ 199,144.00	\$ 1,430,768.68
Employee Leave Entitlements	\$	1,229,888.00	5 304,873.00	\$ - \$	•		_		\$ 363,673.00	\$ 1,229,888.00		\$ 33,732.00	\$ 1,229,888.00	\$ 133,144.00	\$ 1,229,888.00
Carry over works	ċ	510,148.24	-	\$\$	•	Υ Υ	-		-\$ 510,148.24	\$ 1,225,686.00		\$ -	¢ 1,223,888.00	· ·	¢ 1,223,000.00
Other Internal	¢	171,878.00	F	,, , ,	310,146.24	, - , ;				\$ 49,378.00		- د	\$ 49,378.00	- د	\$ 49,378.00
	ې خ	372,143.28	122,500.00	\$ - \$	-	\$ - \$	-		-\$ 122,500.00 -\$ 20,000.00	\$ 49,578.00		\$ -	\$ 352,143.28	\$ -	\$ 352,143.28
Cemetery Perpetual	<u>ې</u>		20,000.00	\$ - \$	-	\$ - \$	-		-\$ 20,000.00			\$ -		\$ -	
Council Committees	<u>خ</u>	55,954.70		\$ - \$	 45 002 C4	\$ - \$ ¢ ¢	-		\$ - 6 102.47F.26	\$ 55,954.70		\$ - \$ 250,000,00	\$ 55,954.70	\$ -	\$ 55,954.70
Information Technology Replacement	\$	376,849.04		\$ 150,554.00 -\$			-		\$ 193,475.36			-\$ 250,000.00		•	\$ 320,324.40
Property Development	\$	200,169.00		\$\$	-		61,653.00			\$ 86,822.00		\$ - \$ 245,442.00	\$ 86,822.00	•	\$ 86,822.00
Organisational service assets and projects	\$	5,638,403.70 -\$	846,991.00			\$ 278,166.00 \$	-		-\$ 1,283,221.39				\$ 4,138,770.31		\$ 4,143,770.31
Quarry Rehabilitation	\$	4,002.45	15,000.00		- !		-		\$ 15,000.00	\$ 19,002.45		\$ 15,000.00	\$ 34,002.45	\$ 15,000.00	\$ 49,002.45
Financial Assistance Grant	\$	2,629,336.00			2,629,336.00	\$ - \$	-		-\$ 2,629,336.00	-		\$ -	\$ -	Ş -	-
Bonds, Retentions & Trusts	\$	241,626.06		\$ - \$		\$ - \$	-		\$ -	\$ 241,626.06	L	\$ -	\$ 241,626.06	Ş -	\$ 241,626.06
Total Internal Restrictions	\$	12,994,166.15 -\$	\$ 1,250,641.00	\$ 150,554.00 -\$	4,074,684.27	\$ 257,166.00 \$	61,653.00	\$ -	-\$ 4,855,952.27	\$ 8,138,213.88	\$ -	-\$ 397,680.00	\$ 7,740,533.88	\$ 219,144.00	\$ 7,959,677.88
Total Restrictions	\$	26,442,582.03 -\$	939,908.00 -	-\$ 602,446.00 - \$	6,989,620.39	\$ 68,578.00 \$	28,695.00		-\$ 8,434,701.39	\$ 18,007,880.64	\$ -	-\$ 1,849,420.00	\$ 16,158,460.64	-\$ 1,305,451.00	\$ 14,853,009.64

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20.3 JANUARY INCOME STATEMENT

Document ID: 596039

Author: Finance Manager

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. January 2022 Income Statement 4

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2022.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 31 January 2022.

SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

BACKGROUND

Adopted Budget

The original budget was adopted by Council on 27 May 2021. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

Rates & Annual Charges

Rates & Charges are reported as fully received because revenue is accounted for once the rates levy has been run. Rates notices for 2021/2022 were issued on 2 July 2021.

Depreciation

Depreciation is run on a quarterly basis and has been calculated to December.

Major Variations to Budget

There are no major variations to budget evident.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2022.

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Consolidated Income Statement

for the period ending 31 January 2022

	Original	Sep Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	8,371	8,367	8,373
User charges and fees	3,362	3,368	1,980
Other revenues	509	857	621
Grants and contributions provided for operating purposes	6,966	4,600	1,930
Grants and contributions provided for capital purposes	7,199	12,655	3,195
Interest and investment revenue	214	214	46
Rental income	228	231	117
Net gain from the disposal of assets	91	91	267
Total income from continuing operations	26,940	30,383	16,529
Expenses from continuing operations			
Employee benefits and on-costs	8,278	8,332	4,381
Materials and services	5,147	5,528	3,498
Borrowing costs	9	9	4
Depreciation and amortisation	5,704	5,704	2,852
Impairment of receivables	6	6	2,002
Other expenses	326	326	186
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	19,470	19,905	10,923
Operating result from continuing operations	7,470	10,478	5,606
	,	·	· · ·
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	7,470	10,478	5,606
_			_
Net operating result for the year before grants and	074	(0.477)	0.444
contributions provided for capital purposes	271	(2,177)	2,411

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General Fund Income Statement

for the period ending 31 January 2022

	Original	Sep Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	6,119	6,111	6,118
User charges and fees	1,736	1,742	1,151
Other revenues	509	857	621
Grants and contributions provided for operating purposes	6,966	4,600	1,930
Grants and contributions provided for capital purposes	5,516	10,678	3,219
Interest and investment revenue	139	139	28
Rental Income	228	231	117
Net gain from the disposal of assets	91	91	267
Total income from continuing operations	21,304	24,449	13,451
Expenses from continuing operations			
Employee benefits and on-costs	7,641	7,678	4,004
Materials and services	3,193	3,531	2,488
Borrowing costs	9	9	4
Depreciation and amortisation	4,868	4,868	2,434
Impairment of receivables	6	6	2
Other expenses	326	326	186
Net loss from the disposal of assets	-	-	_
· —	16,043	16,418	9,118
Operating result from continuing operations	5,261	8,031	4,333
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	5,261	8,031	4,333
Total expenses from continuing operations Operating result from continuing operations Operating result from discontinued operations Net operating result for the year attributable to Council	5,261	-	8,031
ing result for the year before grants and one provided for capital purposes	(255)	(2,647)	1,114

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Water Fund Income Statement

for the period ending 31 January 2022

	Original	Sep Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	794	796	794
User charges and fees	1,464	1,464	733
Other revenues	-	· -	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	10	221	16
Interest and investment revenue	65	65	12
Rental income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	2,333	2,546	1,555
Expenses from continuing operations			
Employee benefits and on-costs	342	339	197
Materials and services	1,261	1,294	675
Borrowing costs	· -	-	-
Depreciation and amortisation	521	521	261
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	2,124	2,154	1,133
Operating result from continuing operations	209	392	423
Operating result from disceptinged energtions			
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	209	392	423
Net Operating Result for the year before Grants and	100	474	407
Contributions provided for Capital Purposes	199	171	407

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Sewer Fund Income Statement

for the period ending 31 January 2022

	Original	Sep Revised	Actua
	Budget	Budget	YTD
ncome from continuing operations			
Rates and annual charges	1,458	1,460	1,461
User charges and fees	162	162	96
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	1,673	1,756	(40)
Interest and investment revenue	10	10	6
Rental income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	3,303	3,388	1,523
Expenses from continuing operations			
Employee benefits and on-costs	295	315	180
Materials and services	693	703	335
Borrowing costs	-	-	-
Depreciation and amortisation	315	315	158
Impairment of receivables	-	-	_
Other expenses	_	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	1,303	1,333	673
Operating result from continuing operations	2,000	2,055	851
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	2,000	2,055	851
=	2,000	2,000	001
Net operating result for the year before grants and			
contributions provided for capital purposes	327	299	891

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20.4 JANUARY STATEMENT OF INVESTMENTS

Document ID: 596276

Author: Senior Finance Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

- 1. Receives and notes the report indicating Council's Fund Management position.
- 2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted as at 31 January 2022.

PURPOSE

To report the balance of investments held as at 31 January 2022.

SUMMARY

	Fund Balance (GL)
General	15,150,683.87
Water	6,336,556.98
Sewerage	2,376,808.23
Trust	85,725.48
	23,949,774.56

BACKGROUND

The actual interest income received to 31 January 2022 is \$84,557 and compares unfavourably with the budget of \$96,483 for the month. This is due to the accrual process and accounting for interest in the relevant year. The investment returns exceeded the respective benchmarks for the month.

Included in this report are the following items that highlight Council's investment portfolio performance for the month and an update on the investment environment

- a. Council's Investment for the month
- b. Application of Investment Funds
- c. Investment Portfolio Performance
- d. Investment Commentary
- e. Responsible Officer Certification

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a. Council Investments

	Council Term Deposits									
Borrower	Value	%	Yield	Rating	Maturity					
Elders Rural Bank	1,000,000.00	4.19%	0.40%	A-2	1 Jul 2022					
Bendigo Bank	1,000,000.00	4.19%	0.30%	A-2	16 May 2022					
Bendigo Bank	750,000.00	3.14%	0.30%	A-2	11 Aug 2022					
Bendigo Bank	1,000,000.00	4.19%	0.55%	A-2	2 Dec 2022					
National Australia Bank (On call)	1,364,049.08	5.72%	0.10%	A-1+	31 Jan 2022					
National Australia Bank	1,000,000.00	4.19%	0.35%	A-1+	19 Apr 2022					
National Australia Bank	1,000,000.00	4.19%	0.35%	A-1+	9 Aug 2022					
National Australia Bank	1,000,000.00	4.19%	0.35%	A-1+	30 Sep 2022					
National Australia Bank	1,000,000.00	4.19%	0.62%	A-1+	5 Oct 2022					
National Australia Bank	1,000,000.00	4.19%	0.65%	A-1+	5 Dec 2022					
St George Bank	1,000,000.00	4.19%	0.37%	A-1+	18 Jun 2022					
St George Bank	1,000,000.00	4.19%	0.37%	A-1+	14 Jul 2022					
St George Bank	1,000,000.00	4.19%	0.37%	A-1+	10 Sep 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.42%	A-1+	24 Feb 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.42%	A-1+	24 Feb 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.38%	A-1+	14 Mar 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.42%	A-1+	16 Mar 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.38%	A-1+	14 Apr 2022					
Commonwealth Bank	1,000,000.00	4.19%	0.40%	A-1+	8 Jun 2022					
Westpac Bank	1,000,000.00	4.19%	0.34%	A-1+	26 May 2022					
Westpac Bank	1,000,000.00	4.19%	0.31%	A-1+	1 Sep 2022					
Westpac Bank	750,000.00	3.14%	0.48%	A-1+	10 Oct 2022					
Westpac Bank	1,000,000.00	4.19%	0.56%	A-1+	22 Nov 2022					
Westpac Bank	1,000,000.00	4.19%	0.60%	A-1+	25 Nov 2022					
Total Council Funds	23,864,049.08	100%								
Trust Term Deposits										
Borrower	Value	%	Yield	Rating	Maturity					
National Australia Bank (Art)	53,323.12	67.62%	0.35%	A-1+	2 Aug 2022					
Bendigo Bank (Tourist)	32,402.36	32.38%	0.30%	A-2	21 Mar 2022					
Total Trust Funds	85,725.48	100%								

Individual Limits								
Institution	R	ating	Valu	ıe	Council %			
Bendigo Bank	BBB+	A2	\$	2,782,402.36	11.6%	Max 10%		
Elders Rural Bank	BBB+	A2	\$	1,000,000.00	4.2%	Max 10%		
IMB	BBB	A3	\$	-	0.0%	Max 10%		
NAB	AA-	A1+	\$	6,417,372.20	26.8%	Max 35%		
Suncorp	A+	A1	\$	-	0.0%	Max 25%		
StGeorge	AA	A1+	\$	3,000,000.00	12.5%	Max 35%		
Macquarie Bank	A+	A1	\$	-	0.0%	Max 25%		
Commonwealth Bank	AA-	A1+	\$	6,000,000.00	25.1%	Max 35%		
Westpac	AA-	A1+	\$	4,750,000.00	19.8%	Max 35%		

\$ 23,949,774.56 100%

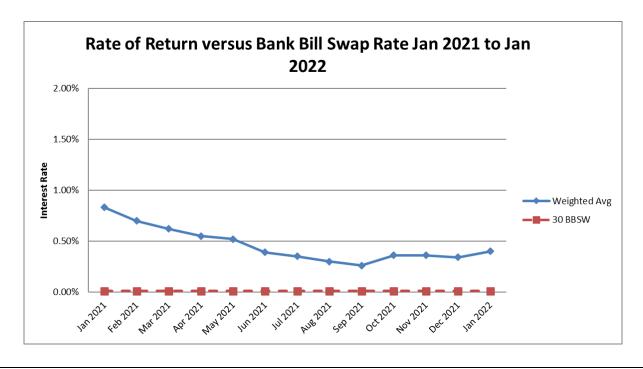
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b. Application of Investment Funds

Application of Restricted Funds						
Allocation	Value					
External Restrictions	Water Supply	\$	6,336,556.98			
	Sewer Supply	\$	2,376,808.23			
	Developer Contributions	\$	848,976.77			
	Domestic Waste	\$	1,597,614.60			
	Unexpended Grants	\$	2,297,685.53			
	Stormwater	\$	563,911.26			
	Crown Land	\$	243,187.00			
Internally Restricted	Discretion of Council	\$	9,454,611.82			
Unrestricted	Allocated to current budget	\$	230,422.37			
Tota	\$	23,949,774.56				

c. Investment Portfolio Performance

Monthly Investment Performance							
Period Ending	Investments	Weighted	BBSW 30	Variance			
Period Ending	investments	Average	day rate	variance			
Jan 2021	24,259,702.13	0.83%	0.010%	0.82%			
Feb 2021	24,659,709.71	0.70%	0.010%	0.69%			
Mar 2021	23,659,720.19	0.62%	0.010%	0.61%			
Apr 2021	23,668,951.65	0.55%	0.010%	0.54%			
May 2021	22,418,960.75	0.52%	0.010%	0.51%			
Jun 2021	25,718,971.87	0.39%	0.010%	0.38%			
Jul 2021	23,864,049.08	0.35%	0.010%	0.34%			
Aug 2021	24,159,715.34	0.30%	0.010%	0.29%			
Sep 2021	25,189,731.21	0.26%	0.010%	0.25%			
Oct 2021	24,539,746.09	0.36%	0.010%	0.35%			
Nov 2021	22,989,760.92	0.36%	0.010%	0.35%			
Dec 2021	24,949,769.83	0.34%	0.010%	0.33%			
Jan 2022	23,949,774.56	0.40%	0.010%	0.39%			



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d. Investment Commentary

The investment portfolio decreased by \$1m for the month. The decrease was for cash flow purposes with the next investment to reach maturity on 24 February 2022. The January period reported income received totalling \$3.39m while payments to suppliers and staff costs amounted to \$2.85m

The investment portfolio is diversified across a range of borrowers to minimise credit risk and reviewed on a regular basis to maximise investment performance. The range of investment types that Council holds includes term deposits and an on-call account.

The Reserve Bank had announced interest rates are anticipated to remain low for two years. Central banks and the market are at odds regarding projected interest rates. It appears the cash rate may be increased throughout 2022. Increasing rates will have a positive impact on returns from Council's portfolio. Changes in the market are based on predictions of continuation of increases in the core inflation rate.

e. Responsible Officer Certification

I hereby certify that the investments listed above have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy number POL025.

Council's Investment Policy has been reviewed and a report prepared for Council's February 2022 meeting.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS/STUDIES

NIL

ISSUES AND IMPLICATIONS

Policy

POL025 Investment Policy

Financial

N/A

Legal / Statutory

Compliance with Clause 212 Local Government Regulation 2021

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

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RECOMMENDATION

That Council:

- 1. Receives and notes the report indicating Council's Fund Management position.
- 2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted as at 31 January 2022.

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20.5 JANUARY CAPITAL WORKS PROGRAM

Document ID: 596295

Author: Senior Finance Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. January 2022 Capital Works Program J

2. January 2022 Capital Expenditure J.

3. January 2022 Operational Expenditure \downarrow

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as of 31 January 2022.

PURPOSE

The purpose of this report is to enable Council to track the progress of capital works programs. This report is for the period ending 31 January 2022.

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2021/2022 year. Key operational expenses are also included in this report and have been highlighted separately.

PROGRESS TO DATE IN EACH AREA

Administration

Administration projects are scheduled as follows:

- IT Review and Software Licencing will be reviewed throughout the year.
- IT is migrating software to the new SQL 2019 server for the SQL Server Software Licenses project.
- The implementation is complete for the SSA implementation project.
- Software Licencing will be reviewed throughout the year.
- The grant submission for the main street CCTV system has been reviewed; awaiting outcome prior to project commencement.
- Current plans are being reviewed for the Disaster Recovery Firewall before organising the consultant.
- Mobile Device Management is currently being implemented.
- Investigation into an Integrated Software System has commenced and will continue through the financial year.
- Quotes are being organised for the Replacement of Firewall project and Secure Wireless Network.

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- GIS Imagery acquisition will commence in February.
- Replacement of Network Switches will commence in February.
- Replacement of Desktops and Laptops will commence in May.
- Migration of the Multi-Factor Authentication for the Azure Premium P1 Implementation is complete.
- The MagiQ Publishing Portal implementation and the Councillor iPad project are complete.

Public Order & Safety

- Quotations for the purchase and installation of a gatekeeper's shelter for the Waste Depot Improvement Works at Barellan Landfill are currently being sought.
- Construction of the cattery structure is complete for the Pound Cattery Holding system.
- Rural Fire Service is arranging works for the Barellan RFS Station Amenities.

Environment

- Narrandera West Drainage Improvements are subject to an easement over the existing basin; currently awaiting Land Council's approval.
- Works to provide erosion protection for Padman stop are to commence in March, for the Larmer Street Flood Mitigation Works - Stage 2.
- Awaiting on the design for the retaining wall to be completed prior to completing the roadworks for the Narrandera Landfill Masterplan improvement works.
- The pipes and gabions are on site for the Drainage Improvements at Driscoll Road.
 Construction is to commence late February.
- Scope and quotation specifications are currently being developed for the Cemetery Management Plans and Mapping software, as per the cemetery service review.
 Quotations are to commence in March.

Housing & Community Amenities

- Additional furniture to be ordered in February for the Narrandera and Grong Grong Cemetery.
- Quotes are being sought again due to contractor unavailability for the Barellan Cemetery entrance gate.

Recreation & Culture

- Project scope is being defined for the removal of pipes and plant room as part of the Lake Talbot Pool Remediation works. A meeting is scheduled with Murrumbidgee Irrigation to discuss bank rehabilitation requirements.
- Currently awaiting the proposal for the design and construction for the Lake Talbot Pool installation of shade structures and seating.
- The scope and timeframe for delivery is being determined for the Narrandera Park Oval Grandstand upgrade. An external contractor is being engaged.

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- The new Narrandera Sportsground Clubrooms have been handed over to the Narrandera Imperial Football and Netball club, with external works to be undertaken by Council.
- The Outdoor Court Furniture and shelters are expected to be completed in March 2022.
- The Narrandera Sportsground drainages and soak works are scheduled for February.
- OSR New Shed design is under review and ready for procurement.
- Signs have been installed at Grong Grong Earth Park and Henry Mathieson Oval for the Remote Signage Project. A sign will be made for Brewery Flats.
- A meeting has taken place with representatives for the Marie Bashir Park Irrigation Management System. Quotation specifications to be developed in February.
- Marie Bashir Park drinking fountains/bottle fillers will be ordered in March.
- Procurement is expected in February for the Narrandera Playgrounds Upgrades.
- Soft fall has been installed for the Narrandera Adventure Playground Upgrades; however, it has been damaged by flood events.
- Other Town Park upgrades landscaping is scheduled for February.
- Procurement issues have been experienced for the Barellan Playground Upgrades and festive decorations project.
- The Tree Audit is 98% complete; all data is being reviewed. Any savings will be contributed towards the irrigation management system.
- IT is ensuring the Biosecurity Mapping Systems are compatible with Council's document management system.
- Purchase options for a boat are being explored.
- Scope of works are currently being developed for the Lake Talbot Recreation toilet block landscaping; works are planned to commence in March.
- The scope of works is to be developed for the Lake Talbot seating and shelter revamp project.
- Book & Resources annual replacement purchasing is on target.
- Parkside Museum renewal works have commenced. Kitchen cabinets are now complete. Procurement of external painting is underway and is scheduled to be completed in February.
- Project is being scoped for the Adventure Playground inclusive Spaces.
- Lake Talbot Tourist Park repairs of damaged units are complete.

Drought Community Funding (Round 2)

Narrandera Stadium Upgrade works are complete.

Stronger Country Communities (Round 3)

- The Creating Future Farmers project has been delayed due to COVID-19. It is anticipated that the workshops will commence in Term 1 2022, pending the availability of Tocal Agricultural College.
- The Youth Food Van project is complete.

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Stronger Country Communities (Round 4)

- Project is being scoped for the Narrandera Sportsground changeroom facilities to upgrade existing amenities to meet women in sport requirements.
- Additional grant has been received for the Barellan Netball Courts upgrade; scope is being prepared.
- Project is being scoped for the installation of insulated lining panels at the Narrandera Sports Stadium for approved acoustics and thermal comfort.
- Procurement is complete for the Entrance upgrade and fencing at the Lake Talbot Water Park.
- Project is being scoped for the Water Refill Stations along the walk/cycle paths in five locations.

Playground on the Murrumbidgee

- Tender has been awarded for the build of the Destination and Discovery Hub.
 Construction is to start in March.
- The project is being scoped for the Extension of the Bike and Hike Trails, with the aim to be completed by April.
- Construction of the new building is underway at the Lake Talbot Tourist Park Amenity Block and Camp Kitchen. Works are scheduled to be completed in February.
- The footpath is installed for the Northbank Walking Track project, with minor works to be undertaken. The remaining funds are to be used for the access to the canal bridge.
- Tender has been awarded for the Northbank Pedestrian Bridge, with construction to start in April.
- Materials have been ordered for the Lake Talbot Tourist Park playground; construction commenced in late October. Over expenditure is to be funded from amenities upgrade savings.
- A survey and detailed design have commenced for the Elevated Walk and Platform Deck, prior to the design and construction tender.
- Lake Talbot deepening works are grant dependent.

Local Roads and Community Infrastructure Round 1

- Planter boxes and painting are now complete for the Kiesling Lane Beautification project; planting is finalised with decorative screen to be procured.
- Audit requirement costs are to be covered by LRCI program.
- Completed projects include Weir Park and Ridgeview Roads, Brewery Flat Improvements, Art Centre Storage, Water Tower Surrounds, Tree planting – all towns, and Melbourne Street kerb and gutter works.

Local Roads and Community Infrastructure Round 2

- Pump track modular units have been ordered for the Barellan Pump Track; delivery is expected in April.
- The construction of the shed has commenced for the Grong Grong Village storage facility and toilet with works. The final fit out to commence in March.

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- Revised plans have been developed for the Wiradjuri Memorial Wall stage 1 with detailed engineering being finalised prior to tender.
- Works are well underway for the Barellan Cemetery installation of unisex toilet and sewerage management system. The procurement of a modular toilet structure has been committed, anticipated delivery in March. Water and septic contracted works have commenced, and the slab has been poured.
- Fabrication is underway for the Narrandera Sportsground disabled spectator access areas.
- Design and procurement are complete for a digital scoreboard with video capability at the Narrandera Sportsground, with installation to occur in February.
- Design options are being considered for the Narrandera Flora and Fauna Reserve.

Community Building Partnership

 Artwork commenced on 31 January 2022 for the Stage 2 Art on the Water Tower project. Scheduled to be completed early February.

Crown Lands Infrastructure

 The construction of drainage and sealing of the remaining access road at Rocky Water Hole project is now complete.

Fixing Local Roads Round 1

- Design is complete for the Brewarrana Bridge Retrofitting. Works are to be scheduled when water levels drop. Necessary approvals are currently being obtained.
- Completed works are Paintings Bridge Road.

Fixing Local Roads Round 2

Works are complete for the FCR - Sandigo Kywong School Bus Route.

Fixing Local Roads Round 3

- Roads Resheeting (Unsealed Rural Roads Resheeting) is co-contribution to match Fixing Local Roads Round 3 grant application.
- Narrandera Bus route rural road reseals; works have commenced for Pamandi and Cowabbie Roads; works scheduled for Brookong; works still to be scheduled for Mejum Park Road.
- Completed works are HSVPP Kamarah, Boree, Red Hill and Bassetts Roads.

Fixing Country Bridges

 The tender has been awarded for Mollys Bridge and Somerset Bridge. Survey, Geotech, review of environmental factors and design have been completed.

Transport & Communication

Works to be scheduled are: Urban Laneways Upgrade – Additional, Culvert/Bridge assessment works and Urban reseals including Bendee, Bolton, Boundary, Dalgetty, Douglas, Mallee, Shady, Wilga Streets and Victoria Avenue. Innovation for Rural Infrastructure Management, Urban Laneway Upgrade – Arthur and Willans Lanes, Urban Kerb and Gutter Replacement, Urban Footpath Replacement, Active transport – Walking, and PAMP – Urban Footpath Cadell Street (Twynam and Audley Streets). and Barellan Stormwater Design.

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- Urban Roads Construction Laneways: Peters and Arthur Lanes King to Whitton Street projects have been deferred due to lack of funding. Works are to be scheduled for Arthur Lane – Victoria to Bolton Streets.
- Procurement has commenced for the Improvement of Water Haulage project.
- The Urban Footpath to railway overpass project is awaiting the grant funding announcement.
- Rural Sealed Roads Construction works are yet to be scheduled for Euratha Road.
- Roads to Recovery resheeting projects works to be scheduled include Holloway, Birrego, Baldwins and The Gap Roads. Merribee Road works have commenced. McDonalds Road project has been cancelled.
- Reseal Works to be scheduled include Strontian, Federal Park and Sandy Creek Roads.
- Regional Roads Capital component of block grant include MR243, MR370, MR596 and MR7608, which will be completed as required. Barellan Road works to be completed in the third quarter.
- School Zone Infrastructure Program (SZI) Larmer, Adams and Douglas Streets are in design phase.
- Poles have been installed for the Banner Poles Leeton Road project, with the banners to be ordered.
- Emergency Drainage works are being undertaken with a report to be put in the February Council meeting.
- A detailed stormwater design and analysis is being undertaken for the Narrandera Business Centre Master Plan, prior to final design and construction.
- Completed works include: Arthur, Baylis, Box Streets; Rosedale, Druces, Pethers, Galore Park, Bogolong, Pinehope, Galore Forest, Donaldsons, Jackson, Driscoll Roads. Roads to Recovery projects; culvert Manderlay Road 7.78km, culvert McKenzies Road, Anzac/Kiesling Drive intersection, East/Larmer Streets Intersection, Red Gum and Adams Streets heavy patching and LED Street Lighting replacement project.

Economic Affairs

- Red Hill Signage and Gateway Entrance Signs are under review, funds are to be reallocated.
- Council Chambers cleanout of storage facility works activities have been delayed due to COVID-19 restrictions.
- Building Renewal and Upgrades annual program have been identified and scoped.
 Barellan Street Stall is now complete. Various building fixtures and renewal activities have been committed or purchased.
- Scope is now being prepared for the Solar Panels.
- Works are underway and on track for the Workshop Vehicle Wash Bay. Shed is complete, with wash equipment and filtration yet to be installed.

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- Works are nearing completion for the Runway, Taxiway and Apron resealing and remark project and the Installation (3) of the Apron Flood lights.
- Quotes are currently being sought to undertake works for the Security and Wildlife Perimeter fencing.
- Scope is being developed for Light Vehicles, Trucks and Trailers, Heavy Plant Sales and Other Plant Capital.

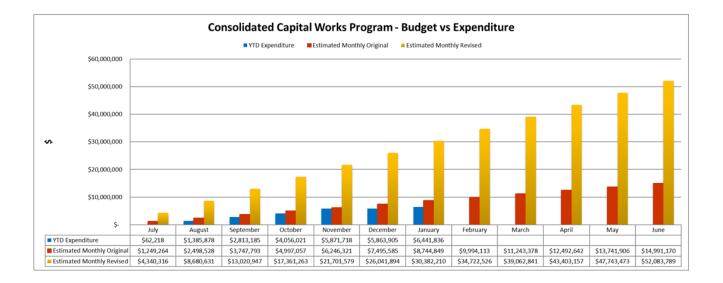
Water Supplies

- Hydrant and Valve replacements program is being developed. Works are to begin early 2022.
- Service replacements will commence as required.
- Hydraulic model is complete for the North Zone Pressure Pump low pressure issues. Specifications are being developed.
- Grosvenor, Adams, and King Streets Water Main replacements have commenced.
- Scoping Study for the Water Treatment Plant (WTP) filter/Upgrade design is currently being prepared.
- Pine Hill Reservoir Upgrade construction is complete. Final commissioning is underway.
- Pine Hill Reservoir fencing project to commence upon completion of the new Reservoir.
- The Pine Hill Pumps Replacement to be programmed after the Reservoir construction is complete.
- Program is being developed for the cul-de-sac ring mains; works to commence upon completion of the watermain replacements.
- Gordon Street fencing procurement is underway.
- Department of Planning Industry and Environment (DPIE) concurrence for Groundwater Study has been provided for the Integrated Water Cycle Management (IWCM) Additional works; consultant has been engaged and study is underway. Expected completion in early 2022.
- Taggle Software and implementation is underway. Expected to be operational for the next billing cycle.
- The third batch of filter installations is underway for the Household Filter Project. 68 filters have been installed, with 30 pending.
- Telemetry Software Upgrade and Hardware Upgrade specifications are complete; procurement to commence early 2022.
- Quotes have been received for the Valve Exerciser and Non-destructive digger; review is being undertaken.
- Solar Panel scope is being prepared with additional grant funding being sought.
- Lake Talbot Tourist Park Fire Service Water Main is underway and is expected to be completed in February.
- Completed projects: Reservoir cleaning and structural assessments and Water Main replacement at Sawmill Road Extension.

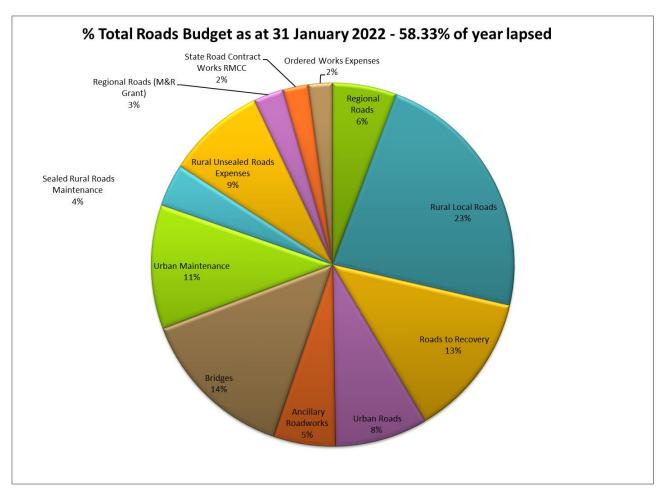
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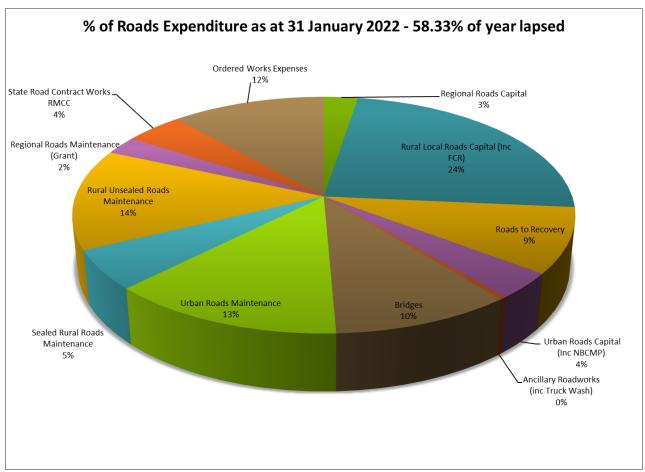
Sewerage Supplies

- The Barellan Sewer design tender has been awarded and is underway with anticipated completion early 2022.
- The design has been updated for the Primary Filter EPA (Environment Protection Authority) with procurement underway.
- Manhole and Sewer Service Replacements will be performed as required.
- Quotes have been received for the Flow Meters for Sewer Pump Stations 2, 3 and 4 with a review to be undertaken.
- Public consultation to be undertaken in February for the Narrandera West Sewer Extension with draft report reviewed by DPIE (Department of Planning Industry and Environment) in January.
- Scope is being prepared for the Solar Panel project; additional grant funding is being sought.
- Telemetry Software Upgrade and Hardware Upgrade specifications are complete, Procurement to commence in early 2022.
- Completed works: Sewer Main Relines.

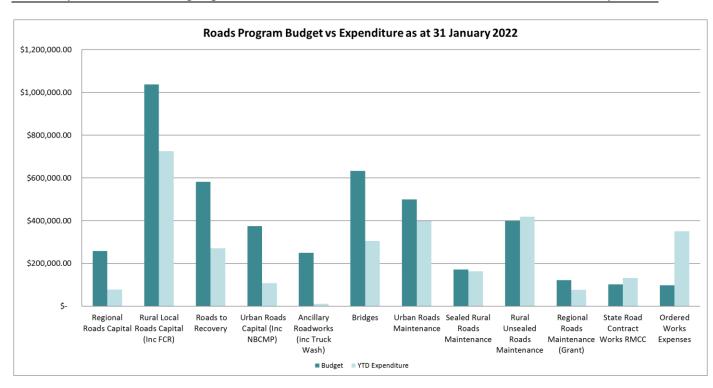


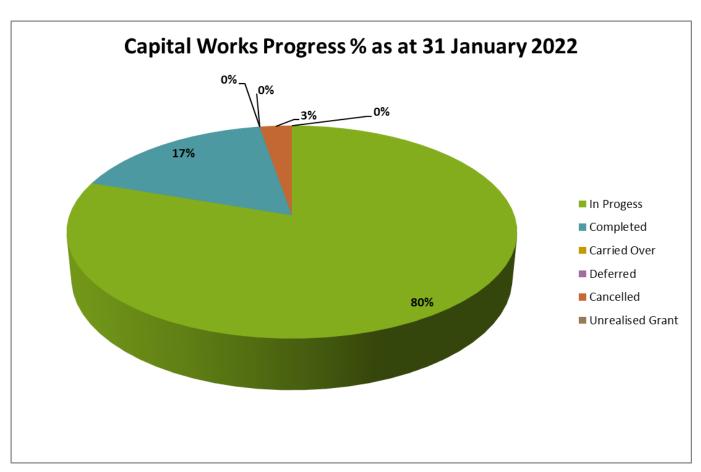
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TERMINOLOGY

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

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Ledger Number - This is a reference number for staff to link the report to Council's accounting records.

Capital works are funded from several sources. Codes that denote revenue sources are:

- **Revenue** Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- Reserve Jobs funded from Council's reserves and unspent grants.
- Grant & Contributions Funding from other Government departments, Councils or organisations.

Budget – This is the total allocation to complete the project.

YTD Exp — Total expenditure allocated to project as of report date, including commitments.

Balance – Amount of unspent funds for each program at reporting date.

Graph – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

Our Infrastructure

Goal

To have an improved and adequately maintained road network

Strategy

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

Action

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

Advises Council of the status of the Capital Works Program.

Legal / Statutory

N/A

Community Engagement / Communication

N/A

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Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as of 31 January 2022.

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KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

Complete	Complete Unrealised Grant	
Carryover	Key Operational	Deferred

58.33%

Project	Adopted . Budget .	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
1 IT Review	-		\$2,453.00	\$0.00	\$2,453.00	0% Will review throughout the year.
2 SQL Server Software Licenses	-		\$17,530.00	\$5,915.00	\$11,615.00	34% Migrating software to new SQL 2019 server as time allows.
3 Azure Premium P1 Implementation	-	\$41.18	\$12,220.00	\$7,881.00	\$4,297.82	64% MFA migration completed.
4 GDA and SSA Implementation	-		\$16,053.64	\$15,681.00	\$372.64	98% SSA Implementation completed.
5 Replace Desktops/Laptops	20,000	\$208.00	\$30,410.00	\$15,576.50	\$14,625.50	51% Will commence in May.
6 Software Licencing	20,000		\$20,000.00	\$2,700.00	\$17,300.00	14% Will review throughout the year.
7 Councillor iPad Project	5,000		\$5,000.00	\$5,192.47	-\$192.47	104% All iPads have now been delivered.
8 Replace Firewall	35,000		\$35,000.00	\$0.00	\$35,000.00	0% Organising Quotes.
9 Secure Wireless Network	15,000	\$3,430.00	\$15,000.00	\$1,540.00	\$10,030.00	10% Organising Quotes.
10 Replace Network Switches	25,000		\$25,000.00	\$0.00	\$25,000.00	0% Will commence in February.
11 Disaster Recovery Planning	5,000		\$5,000.00	\$0.00	\$5,000.00	0% Organising DR Firewall before organising consulting.
12 Mobile Device Management	10,000	\$6,960.00	\$10,000.00	\$0.00	\$3,040.00	0% Currently implementing.
13 Integrated Software System	20,000		\$20,000.00	\$0.00	\$20,000.00	0% Have commenced and continue through the financial year.
14 GIS Imagery	10,000		\$10,000.00	\$0.00	\$10,000.00	0% Will commence in February.
15 MagiQ Publishing Portal	- 1		\$12,500.00	\$12,570.00	-\$70.00	101% Implementation Completed.
16 Pound: Cattery Holding System	- 1	\$1,772.73	\$3,120.07		\$735.08	20% Construction of the cattery structure is complete.
					·	Completed a review of the public CCTV systems for Grant submission. Now awaiting
17 CCTV system for the Main Street	60,000		\$60,000.00	\$5,134.00	\$54,866.00	9% outcome of Grant submission before starting.
18 Barellan RFS Station Amenities	- 1		\$28,739.54	\$0.00	\$28,739.54	0% RFS arranging works.
19 Ndra Landfill Masterplan improvement works	- 1		\$149,963.91	\$13,660.00	\$136,303.91	9% Waiting for design of retaining wall to be considered.
			. ,	. ,	. ,	Quotations for the purchase and installation of a gatekeepers shelter are currently
20 Waste Depot Improvement Works Barellan	87,000		\$87,000.00	\$0.00	\$87,000.00	0% being sought for the Barellan Landfill.
21 Larmer St Flood Mitigation Works - Stage 2	-	\$3,575.45			\$548.86	22% Works to provide Erosion Protection for Padman Stop to commence in March .
22 Narrandera West Drainage Improvements	28,000	. ,	\$28,000.00	\$517.00	\$27,483.00	2% Subject to an easement over existing basin awaiting Land Councils approval.
23 Drainage Improvements Driscoll Road	60,000	\$344.91	\$65,627.24	\$30,468.86	\$34,813.47	46% Pipes and Gabions on site. Construction to start late February.
24 Book & Resources annual replacement	30,896	, -	\$34,613.91		\$28,845.63	17% Purchasing on target.
25 Replacement of Computer Seating	3,000		\$3,000.00	\$0.00	\$3,000.00	0% Funds to be reallocated.
			. ,		. ,	Project scope is being defined for the removal of pipes and plant room. A meeting is
26 LT Pool Remediation Works	136,000		\$136,000.00	\$52,287.29	\$83,712.71	38% sheduled with M.I discuss bank rehabilitation requirements.
27 LT Pool Install shade structures and seating located on Plant Room	60,000		\$60,000.00	\$0.00	\$60,000.00	0% Currently awaiting propsal for design and construction.
28 Narrandera Sportsground Drainages & Soak	95,000		\$100,000.00	\$0.00	\$100,000.00	0% Works schedules for February 2022.
29 Ndra Sportsground Clubrooms	_	\$263.64			\$40,402.76	New facility handed over to NIENC with external works to be undertaken by Council
30 Outdoor Courts Furniture/Shelters	- 1		\$15,000.00	\$0.00	\$15,000.00	0% expected completion March 2022.
			. ,	·	· ,	Councils Carpenter is providing a scope and timeframe for delivery. Engaging
32 Ndra Park Oval Grandstand upgrade	20,000		\$20,000.00	\$1,062.58	\$18,937.42	5% external contractor.
			φ=0,000.00	¥ =/00=:00	+	Meeting has taken place with representatives, quotation spec to be developed
33 MBP Irrigation management system	125,000		\$125,000.00	\$0.00	\$125,000.00	0% February.
34 OSR New Shed	125,000	\$77,513.64		\$31,210.91	\$16,275.45	25% Design under review and ready for procurement.
35 Narrandera Playgrounds Upgrades	10,000	7,7,513.04	\$10,000.00	\$0.00	\$10,000.00	0% Procurement expected February.
36 Narrandera Adventure Playground Upgrades	25,000		\$25,000.00	\$0.00	\$25,000.00	0% Softfall installed however damaged by flood events.
37 Brin Playground Upgrades and festive decorations	10,000		\$10,000.00	\$0.00	\$10,000.00	0% Procurement issues being experienced.
38 MBP Drinking fountains/ bottle fillers	10,000		\$8,000.00	\$0.00	\$8,000.00	0% Priocal enterit issues being experienced. 0% Drink station to be ordered March.
39 DCF/LRCI - Narrandera Stadium Upgrade	-		\$56,289.50		\$3,820.42	93% Completed Completed
40 SCCF - Youth Food Van Project	-		\$9,161.78	\$10,053.28	-\$891.50	110%

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

58.33%

Project .	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
						Creating future farmers has been delayed due to COVID. It is anticipated that the
41 SCCF3A - 0009- Creating Future Farmer	-		\$19,950.00	\$0.00	\$19,950.00	0% workshops will commence in Term 1, 2022 pending availability of Tocal.
SCCF4 - Narrandera Sportsground - Changeroom Facilities (Upgrade existing						Project being Scoped.
42 changeroom amenities to meet women in sport requirements)	-		\$160,000.00	\$0.00	\$160,000.00	0%
43 SCCF4 - Barellan Netball Courts	-		\$273,500.00	\$0.00	\$273,500.00	0% Additional grant received scope being prepared.
SCCF4 - Narrandera Sports Stadium - Line internal walls of Stadium with 44 insulated lining panels for improved acousitcs and thermal comfort.	-		\$65,000.00	\$0.00	\$65,000.00	O% Project being scoped.
45 SCCF4 - Lake Talbot Water Park - Entrance upgrade / Fencing	-		\$60,000.00	\$0.00	\$60,000.00	0% Procurement completed.
46 SCCF4 - Water Refill Stations along walk/cycle paths (5 locations)	-		\$50,000.00	\$0.00	\$50,000.00	0% Project being scoped.
47 POM - Destination & Discovery Hub	-	\$39,173.00	\$3,061,303.30	\$202,625.68	\$2,819,504.62	7% Tender awarded. Construction to start March.
48 POM - Extension of Bike & Hike Trails	61,967		\$61,967.00	\$156.64	\$61,810.36	0% Project being scoped with aim to complete by April.
49 POM - Lattice Railway Bridge	822,000		\$10,545.16	\$9,779.17	\$765.99	93% Cancelled
50 POM - LTTP Upgrades to Amenity block & Camp Kitchen	-	\$81,677.88	\$833,690.72	\$540,573.25	\$211,439.59	65% Construction underway. Scheduled completion February 2022.
						Materials ordered, construction commenced late October. Over expenditure to be
51 POM - LTTP New Playground	60,741		\$60,741.00	\$54,148.06	\$6,592.94	89% funded from amenities upgrade savings.
						Footpath complete. Minor works to be undertaken, remaining funds to be used for
52 POM - Northbank Walking Track		\$122,435.70	\$382,648.58	\$54,887.56	\$205,325.32	14% access to canal bridge.
53 POM - Northbank Pedestrian Bridge	283,639		\$302,181.07	\$33,080.37	\$269,100.70	11% Tender awarded with construction to start April.
54 Other Town Park upgrades	-		\$20,000.00	\$800.00	\$19,200.00	4% Landscaping scheduled for February.
						98% complete, reviewing all data. Any savings to contribute towards management
55 2020-25 Tree Audit	-	\$8,575.75	\$38,000.00	\$21,500.00	\$7,924.25	57% system.
						IT review systems to ensure they are compatable with Councils document
56 Biosecurity Mapping System	-		\$23,060.00	\$0.00	\$23,060.00	0% management system
						Signs have been installed at Grong Grong Earth Park and Henry Mathieson Oval. A
57 Remote Signage	7,500		\$15,000.00	\$12,000.00	\$3,000.00	80% sign wil be made for Brewery Flats.
58 POM - Elevated Walk, Platform deck		\$9,013.64	\$821,000.00	\$0.00	\$811,986.36	0% Survey and detailed design commenced prior to design and construct tender.
59 LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	-		\$3,147.55	\$1,295.07	\$1,852.48	41% Complete
60 LRCI - Art Centre Storage - Deck and Storage at the rear of the Art centre	-		\$5,012.22	\$2,256.61	\$2,755.61	45% Complete, funds to be used for other LRCI projects.
						Planter boxes complete, painting complete. Planting finalised. Decorative Screen to
61 LRCI - Kiesling Lane Beautification	-	\$115.00	\$19,620.00	\$11,761.35	\$7,743.65	60% be procured.
LRCI - Water Tower Surrounds - Tidy up and make usable (Gardens, paths, 62 seating)	-		\$7,926.46	\$4,731.09	\$3,195.37	60% Complete - Awaiting invoice.
63 LRCI - Tree planting - All towns (Subject to consultation)	-		\$856.01	\$11,086.58	-\$10,230.57	1295% Complete
64 LRCI - Melbourne Street - Kerb & Gutter works,	-	\$8,146.71	\$54,587.88	\$114,118.18	-\$67,677.01	209% Works completed. Overspend to be covered from carryover from 8-1018-0
65 LRCI - Laneway Upgrade - Drain and seal a selected laneway.	-		\$7,974.66		\$7,974.66	0%
66 LRCI - Arthur Lane	-			\$0.00		Works to be scheduled
67 LRCI - Willans Lane	-			\$0.00		Works to be scheduled
68 LRCI - Drainage Works (Various) - New Culverts and causeways	-		\$12,058.35		\$9,540.38	21%
69 LRCI - Ridgeview Road	-			\$2,517.97		Complete
70 LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	-		\$2,982.51	\$1,350.00	\$1,632.51	45% Complete
71 Art on the Water Tower Stage 2	-	\$6,615.45	\$25,859.90	\$0.00	\$19,244.45	0% Artwork commenced 31 January, scheduled to be complete early February.
72 LRCI R2 - Barellan Pump Track	-	\$49,700.00	\$160,000.00	\$52,529.53	\$57,770.47	33% Pump Track modular units order committed expected to arrive April 2022.
LRCI R2 - Grong Grong Village - Storage facility, toilet, and associated			,	,		Construction of Shed has commenced early February. Final fit out to commence
73 equipment	_	\$75,942.73	\$108,200.00	\$26,688.91	\$5,568.36	25% March.
		\$55,500.00		\$9,116.29	\$215,347.71	3% Revised plan developed with detailed engineering being finalised prior to tender.
74 LRCI R2 - Wiradjuri Memorial Wall Stage 1	- 1	733,300.00	7273,304.00			370 Nevised plan developed with detailed engineering being infansed bride to tender.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

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58.33%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
7	LRCI R2 - Ndra Sportsground - Installation of a digital scoreboard, with video capability.	-	\$35,144.94	\$120,000.00	\$85,590.00	-\$734.94	Design and procuremnt complete, installation to occur in February.
							Works well underway - Procurement of modular Toilet structure committed due to
_	LRCI R2 - BrIn Cemetery - Install unisex toilet & sewerage management		¢20.750.00	ć7F 000 00	¢0.000.50	¢25 202 44	be delivered March. Water and Septic contracted works have commenced. Slab has
	system. LRCI R2 - Ndra Flora and Fauna reserve - Upgrade carpark & entrance	-	\$29,750.98	\$75,000.00 \$54,975.00	\$9,866.58 \$0.00	\$35,382.44 \$54,975.00	13% been poured.
	LRCI Audit Requirements	-		\$34,975.00	\$4,000.00		0% Design options being considered #DIV/0! Costs to be covered by LRCI program.
	CRIF - Construct drainage and seal the remaining access road at Rocky Water	-		\$0.00	\$4,000.00	-34,000.00	
	Hole	-		\$86,435.90	\$85,189.35	\$1,246.55	99% Works completed.
	Adventure Playground inclusive spaces (ECP)	-		\$0.00	\$0.00		#DIV/0! Project being scoped.
	LT Rec Seating and Shelter Revamp	-		\$10,000.00	\$0.00	\$10,000.00	0% Scope of works to be developed
	LT Deepening Works	2,000,000		\$2,000,000.00	\$0.00	\$2,000,000.00	0% Grant dependent
	LT Rec Toilet block landscaping	20,000		\$20,000.00	\$0.00	\$20,000.00	0% Developing scope of works landscaping planned for March.
	Boat Purchase	10,000		\$10,000.00	\$0.00	\$10,000.00	0% Purchase options being explored.
	LED Street Lighting Replacement	350,000	\$398,868.36	\$350,000.00	\$0.00	-\$48,868.36	0% Complete - invoice pending.
	Barellan Cemetery Entrance gate	-		\$8,000.00	\$0.00	\$8,000.00	0% Seeking quotes again due to contractor unavailability
	GG Cemetery Furniture	-		\$3,834.00	\$0.00	\$3,834.00	0% Additional furniture to be ordered February.
8	Furniture - Narrandera Cemetery	5,000		\$5,000.00	\$0.00	\$5,000.00	0% Furniture will be ordered February.
	Cemetery management plans, master planning, management and mapping						Scope and quotation specification currently being developed. Specification
9	software - as per cemetery service review	70,000		\$70,000.00	\$0.00	\$70,000.00	0% developed October. Quotations to commence March.
							Emergency drainage works being undertaken with a report to be put in the February
	Emergency Drainage Works	-		\$0.00	\$688.14	-\$688.14	#DIV/0! Council meeting.
9	Barellan Stormwater Design	-		\$0.00	\$386.53	-\$386.53	#DIV/0!
							Detailed storm water design and analysis being undertaken prior to final design and
9	Narrandera Business Centre Master Plan	-		\$0.00	\$6,359.14	-\$6,359.14	construction.
9	Bolton Street	-		\$0.00	\$6,359.14	-\$6,359.14	
9	East St between Twynam & Bolton	-		\$0.00	\$0.00	\$0.00	
9	Urban Roads Construction	131,381		\$141,709.37		\$116,751.70	18%
9	Arthur St (Victoria to Audley) Extend to kerb				\$8,113.71		Works complete
9	7 7				\$14,346.46		Works Complete
9	,				\$0.00		Completed
10	10				\$2,497.50		
	Culvert/bridge assessment works	-		\$15,683.00	\$0.00	\$15,683.00	0% Works to be scheduled
10	Urban Roads Construction - Laneways	40,922		\$40,922.00		-\$11,563.96	128%
10	Audley Lane				\$0.00		
10	Peters Lane				\$0.00		project deferred due to lack of funding
10					\$52,485.96		
10					\$0.00		Works to be scheduled
10	5				\$0.00		project deferred due to lack of funding
10		120,612		\$120,612.00		\$120,612.00	0%
10					\$0.00		Works to be scheduled
11					\$0.00		Works to be scheduled
11	Boundary Road				\$0.00		Works to be scheduled
11					\$0.00		Works to be scheduled
11	_				\$0.00		Works to be scheduled
11	Mallee Street				\$0.00		Works to be scheduled

Ordinary Council Meeting Agenda

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

Complete	Unrealised Grant	Cancelled
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	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
115	Shady Street				\$0.00		Works to be scheduled
116	Victoria Avenue				\$0.00		Works to be scheduled
117	Wilga Street				\$0.00		Works to be scheduled
118	Urban Pavement Rehabilitation	132,458		\$132,458.00		\$116,761.57	12%
119	Anzac/ Keisling intersection Heavy Patch				\$3,468.17		Works complete
120	East/ Larmer Intersection Heavy Patch				\$4,399.25		Works complete
121	Red Gum Street Heavy Patch				\$4,362.84		Works complete
122	Adams Street Heavy Patch				\$3,466.17		Works complete
123	Urban Laneways Upgrade - additional				\$0.00		Works to be scheduled
124	Urban K&G Replacement	15,759		\$51,593.11	\$270.61	\$51,322.50	1% Works to be scheduled
125	mprovement of water haulage	-		\$15,000.00	\$0.00	\$15,000.00	0% Procurement commenced.
126	nnovation for Rural infrastructure Mgmnt	-		\$11,995.00	\$0.00	\$11,995.00	0% Works to be scheduled
127	Urban Footpath Replacement	10,506	\$25.27	\$10,506.00	\$53.41	\$10,427.32	1% Works to be scheduled
128	Urban Footpath Add. Funds requested - To railway overpass	100,000		\$100,000.00	\$0.00	\$100,000.00	0% Awaiting Grant Funding announcement
129	Roads to Recovery	997,362		\$997,362.00		\$708,734.61	27%
130	Merribee Rd				\$10,622.05	,	works commenced
131	Rosedale				\$14,788.80		Works Complete
132	Strontian Road - Reseal				\$408.24		Works to be scheduled
133	Federal Park Road - Reseal				\$0.00		Works to be scheduled
134	Sandy Creek Road - Reseal				\$0.00		Works to be scheduled
135	Druces Road (4.35 to 5.35) Resheeting				\$22,185.13		completed
136	Pethers Road (0.0 to 0.3) Resheeting				\$7,890.59		completed
137	Galore Park Road (0.0 to 1.3) Resheeting				\$35,768.40		Works Complete
138	Mcdonalds Road (0.0 to 1.97) Resheeting				\$0.00		project cancelled
139	Bogolong Road (6.94 to 9.8) Resheeting		\$18,181.82		\$44,486.74		completed
140	Pinehope Road (1.69 to 2.69) Resheeting		ψ 10/101/0 1		\$25,310.79		completed
141	Baldwins Road (0.0 to 0.75) Resheeting				\$2,927.06		Works to be scheduled
142	Holloway Road (2.5 to 4.0) Resheeting				\$2,836.88		Works to be scheduled
143	Galore Forest Rd (0.0 to 1.97) Resheeting				\$25,326.52		Works Complete
144	Birrego Rd (7.7 to 9.7) Resheeting				\$0.00		Works complete
145	Jackson Rd (1.0 to 1.67) Resheeting				\$17,655.90		Works Complete
146	The Gap Rd (6.55 to 9.55) Resheeting				\$0.00		works complete
147	Donaldsons Rd (0.5 to 2.6) Resheeting				\$60,238.47		Works Complete
	Rural Sealed Roads Construction	206,620		\$206,620.00	\$00,230. 4 7	\$188,359.60	9%
149	Euratha Road	200,020		\$200,020.00	\$18,260.40	7100,555.00	570
	Culvert Manderlay Road 7.78 km			\$8,440.00	\$1,914.26	\$6,525.74	23% completed
	Culvert Manueriay Road 7.78 km			\$6,255.00	\$0.00	\$6,255.00	0% completed
	FLR R1 - Paintings Bridge			\$29,387.34	\$0.00	\$29,387.34	0% Completed
	Driscoll Road			\$175,000.00	\$149,057.34	\$25,942.66	85% Works complete
	FLR R3 - Narrandera Bus Route		\$240 140 06		Ç143,037.34	-\$252,019.42	-674%
154	Pamandi Rd]	\$248,148.86	\$57,555.81	\$33,454.16	-9232,013.42	
156	Cowabbie Rd]					works commenced
		-			\$0.00		works commenced
157	Brookong St	-			\$0.00		Works scheduled
158	Mejum Park Rd	-			\$0.00		Warla Caranlata
159	Boree Rd	207.200		6207.200.00	\$7,812.21	ć244 00C EE	Works Complete
100	Roads Resheeting - (Unsealed rural roads resheeting)	297,368		\$297,368.00		\$241,896.55	19% Co contribution to match Fixing Local Roads Road 3 grant application

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

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	Project	Adopted Budget .	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
161	HVSPP Kamarah Road				\$23,593.00		Completed
162	Red Hill Road				\$15,808.95		Completed
163	Bassetts Road				\$16,069.50		Completed
							design complete works to be scheduled when water levels drop. Current in process
164	FLR R1 - Brewarrana Bridge Retrofitting	-	\$7,878.79	\$415,586.23	\$17,768.23	\$389,939.21	4% to obtain necessary approvals.
165	FCR - Sandigo Kywong school bus route	454,440	\$3,745.45	\$446,907.03	\$440,648.57	\$2,513.01	99% Works Complete
166	Rural Roads Reseals	153,995		\$153,995.00		\$153,995.00	0%
167	FLR 3 - Kamarah Road Heavy vehicle				\$0.00		Grant Unsuccessful. Project cancelled.
168	FLR 3 - Erigolia Road Heavy Vehicle				\$0.00		Grant Unsuccessful. Project cancelled.
169	FLR 3 - Cowabbie Road Northern bus route				\$0.00		Grant Unsuccessful. Project cancelled.
170	Fixing Country Bridges	1,083,532		\$1,083,532.00		\$512,918.76	28%
							Tender awarded. Survey completed, Geotech completed, REF completed, design
171	FCB - Molly's Bridge		\$140,150.00		\$160,185.49		complete
							Tender awarded. Survey completed, Geotech completed, REF completed, design
172	FCB - Somerset Bridge		\$125,300.00		\$144,977.75		complete
173	Regional Roads Capital Works	441,400		\$441,400.00		\$363,967.15	18%
174	MR243 - Canola Way to (GG, Gainain, Matong & Coolamon)				\$18,653.85		As required.
175	MR370 - To Lockhart				\$20,031.99		As required.
176	MR596 - Back Yamma Road (south-west of Morundah)				\$0.00		As required.
177	MR7608 - Barellan Road				\$38,747.01		Barellan Road works to be completed third quarter
178	Active Transport - Walking	270,000		\$273,727.79	\$452.51	\$273,275.28	0% Works to be scheduled
179	Banner Poles Leeton Road	-		\$8,276.04	\$1,657.39	\$6,618.65	20% Poles complete, banners to be ordered
180	PAMP - Urban Footpath Cadell st (Tywnam and Audley Sts)	25,000		\$25,000.00	\$0.00	\$25,000.00	0% Works to be scheduled
181	School Zone Infrastructure Program (SZI) - Larmer Street	-		\$6,400.00	\$0.00	\$6,400.00	0% Design phase
182	School Zone Infrastructure Program (SZI) - Adams and Douglas Street	-		\$115,000.00	\$8,640.00	\$106,360.00	8% Design phase
183	Red Hill Signage	-		\$3,700.00	\$0.00	\$3,700.00	0% Under review, funds to be reallocated
184	Gateway/Entrance signs	-	\$2,000.00	\$4,183.52	\$0.00	\$2,183.52	0% Under review, funds to be reallocated
185	LTTP Unit 5 & 6 Damage Repairs	-		\$69,176.00	\$67,809.65	\$1,366.35	98% Completed
186	Light Vehicles	462,509		\$462,509.00	\$45,454.54	\$417,054.46	10% Scope being developed
187	Trucks & Trailers	517,600		\$517,600.00	\$0.00	\$517,600.00	0% Scope being developed
188	Heavy Plant Sales	492,963		\$492,963.00	\$0.00	\$492,963.00	0% Scope being developed
189	Other Plant Capital	20,000		\$20,000.00	\$3,510.00	\$16,490.00	18% Scope being developed
							Annual program has been identified scoped and procurement underway. Barellan
							Street stall is complete, Various building fixture and renewal procurement activities
190	Building renewal and upgrades in portfolio of Manager of Works	146,000	\$17,415.77	\$157,354.84	\$76,456.11	\$63,482.96	49% have been committed.
							Replacement of kitchen cabinets has been completed. Procurement of external
191	Museum - Ext. paint, disabled ramp, public toilets	-	\$6,868.18	\$25,939.83	\$14,576.17	\$4,495.48	56% painting and is scheduled to be completed by February.
	Council Chambers Cleanout of Storage Facility	-	•	\$5,709.14	\$0.00	\$5,709.14	0% Works activities delayed due to Covid restrictions.
	Solar Panels	100,000		\$100,000.00		\$100,000.00	0% Scope is now being prepared.
	Workshop vehicle washbay	100,000	\$2,812.45		\$121,033.94	-\$2,846.39	100% Shed complete. wash equipment and filtration yet to be installed.
	Building Flood Damage works			\$0.00	\$0.00	\$0.00	
196	Library	_		\$0.00			
197	Sports Stadium	-		\$0.00			
198	Changerooms under Grandstand	_		\$0.00			
199	Chambers - Electrical Cable Damage	_		\$0.00			
	Runway, Taxiway & Apron resealing & re-mark		\$79.40				

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201 Installation (3) Apron Flood Lights	-	\$2,327.85	\$27,479.29	\$24,199.15	\$952.29	88% Works nearing completion
202 Security & Wildlife Perimeter fencing	-	\$2,091.00	\$409,657.73	\$17,317.76	\$390,248.97	4% currently seeking quotes to undertake works.
203 Airport Taxiway	-		\$0.00	\$35,316.00	-\$35,316.00	#DIV/0!
204 Services Replacements	20,000	\$4,370.65	\$20,000.00	\$12,804.65	\$2,824.70	64% As required.
205 Reservoir cleaning and structural assessment	-		\$11,559.60	\$25,696.33	-\$14,136.73	222% Complete
206 WTP filter/Upgrade design	-	\$2,272.73	\$41,912.00	\$0.00	\$39,639.27	0% Scoping study being prepared.
207 North Zone Pressure Pump - low pressure issues	40,000		\$40,000.00	\$496.14	\$39,503.86	1% Hydraulic model complete, specification being developed.
208 Water Main Replacements	300,000	\$14,572.02	\$300,000.00		\$127,211.10	58%
209 Sawmill Road Extension	-			\$2,551.75		Complete
210 Adams St watermain replacement	-			\$37,328.22		Works commenced
211 King St Watermain Replacement	-			\$85,119.35		Works commenced
212 Grosvenor St Watermain Replace	-			\$47,789.58		Works commenced
213 Hydrant and Valve replacements	65,000		\$65,000.00	\$7,848.01	\$57,151.99	12% Program for 2021/22 being developed. Works to begin early 2022.
214 Pine Hill reservoir upgrade	-	\$132,261.20	\$1,145,576.88	\$949,940.45	\$63,375.23	83% Construction complete. Final commissioning underway.
215 Pine Hill reservoir fencing/ demolition	50,000		\$50,000.00		\$50,000.00	0% Project will start once new reservoirs are complete.
216 Solar	95,000		\$100,000.00	\$0.00	\$100,000.00	0% Scope being prepared, additional grant funding being sought.
						DPIE concurrence for Groundwater Study provided, consultants engaged. Study
217 IWCM additional works	-		\$130,774.00	\$0.00	\$130,774.00	0% completion early 2022.
218 Taggle Software and implementation	-	\$3,600.00	\$59,217.91	\$41,361.84	\$14,256.07	70% Project well underway - Operational for next billing cycle.
219 Household Filter Project	-	\$2,727.27	\$46,898.85	\$25,467.89	\$18,703.69	Third batch of filter installations underway. 68 filters already installed, 30 pending.
220 Gordon St fencing	50,000		\$50,000.00	\$11,449.73	\$38,550.27	23% Procurement underway
221 Cul-de-sac ring mains	140,000		\$140,000.00	\$0.00	\$140,000.00	Program for 2021/22 being developed. To start once watermain replacements are 0% complete.
222 Valve Exerciser + Non destructive digger	135,000	\$2,564.00	\$135,000.00	\$6,051.40	\$126,384.60	4% Quotes received, review being undertaken.
223 Telemetry software upgrade	40,000		\$40,000.00	\$972.73	\$39,027.27	2% Specifications complete, procurement to be programmed early 2022.
224 Telemetry hardware upgrade	150,000		\$150,000.00	\$0.00	\$150,000.00	0% Specifications complete, procurement to be programmed early 2022.
225 Pine Hill Pumps Replacement	50,000		\$50,000.00	\$4,123.12	\$45,876.88	8% Still to be programmed after reservoir construction is complete.
226 LTTP Fire Service Watermain	-		\$98,000.00	\$86,576.51	\$11,423.49	88% Fire service watermain is underway - completion February.
227 WTP Scoping Study	-		\$150,000.00	\$0.00	\$150,000.00	0% Awaiting the draft deed from Restart prior to commencement.
228 Primary Filter EPA	-	\$725.09	\$117,459.12	\$4,220.24	\$112,513.79	4% Design updated with procurement underway.
229 Manhole replacements	-		\$8,103.95	\$914.03	\$7,189.92	11% As required.
230 Flowmeters for sewer pump stations 2,3 and 4	-		\$35,455.78		\$35,455.78	0% Quotes received, review being undertaken.
231 Sewer Service Replacements	-	\$1,347.23	\$0.00	\$54,864.70	-\$56,211.93	#DIV/0! As required.
232 Barellan Sewer	2,220,000	\$90,907.28	\$2,313,710.02	\$161,768.69	\$2,061,034.05	7% Design tender awarded and design underway. Design to be complete by early 2022.
200 11 11 11 15 5 1			4	4	* • • • • •	Public consultation to be undertaken in February, with draft report reviewed by
233 Narrandera West Sewer Extension		4466	\$16,511.74		\$11,525.71	30% DPIE in November.
234 Sewer Main Relines	350,000	\$120,472.65		\$234,830.25	-\$5,302.90	67% Completed - awaiting final invoice.
235 Solar	95,000		\$100,000.00	\$166.38	\$99,833.62	0% Scope being prepared, additional grant funding being sought.
236 Telemetry hardware upgrade	100,000		\$100,000.00	\$0.00	\$100,000.00	0% Specifications complete, procurement to be programmed early 2022.
237 Telemetry software upgrade	40,000		\$40,000.00	\$0.00	\$40,000.00	0% Specifications complete, procurement to be programmed early 2022.
238 Mountain Bike Park Rocky Water	-		\$7,000.00	\$7,000.00	\$0.00	100% Ongoing operational costs
239 Grong Grong Earth Park - RMS	-		\$10,095.10	\$1,563.64	\$8,531.46	15% Ongoing operational costs
240 Newell Hwy Contribution Grong Grong Reseal	-		\$93,050.00	\$0.00	\$93,050.00	0% Ongoing operational costs
241 Newell Hwy Contribution Grong Grong town entrance signs	-1		\$8,000.00	\$0.00	\$8,000.00	0% Ongoing operational costs

Ordinary Council Meeting Agenda 15 February 2022

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at January 2022

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

58.33%

	Project .	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	% Comments
	Urban Roads Maintenance	\$755,502.00	\$15,426.36	\$755,502.00	\$398,257.01	\$341,818.63	53% Ongoing operational costs
	Sealed Rural Roads Maintenance	\$294,020.00	\$3,288.48	\$294,020.00	\$162,896.28	\$127,835.24	55% Ongoing operational costs.
	Rural Unsealed Roads Expenses	\$682,002.00	\$22,427.12	\$682,002.00	\$418,686.85	\$240,888.03	61% Ongoing operational costs
	Regional Roads (M&R Grant)	\$207,600.00		\$207,600.00	\$76,006.54	\$131,593.46	37% Ongoing operational costs
	State Road Contract Works RMCC	\$174,763.00	\$8,381.92	\$174,763.00	\$131,120.12	\$35,260.96	75% Ongoing operational costs
247	Ordered Works - MR80 Irrigation Way & MR84 Burley Griffin Way	\$168,100.00		\$168,100.00	\$349,486.75	-\$181,386.75	208% Awaiting final payment from TfNSW.
	Noxious Weeds Expenses	\$172,120.00		\$168,650.00	\$93,566.20	\$75,083.80	55% Ongoing operational costs
	Public Toilets Expenses	\$109,439.00		\$109,439.00	\$53,691.99	\$55,747.01	49% Ongoing operational costs
	Cemetery Expenses	\$137,645.00		\$135,910.00	\$78,909.79	\$57,000.21	58% Ongoing operational costs
	Sports Ground Expenses	\$249,118.00		\$247,383.00	\$90,902.59	\$156,480.41	37% Ongoing operational costs
	Parks Expenses	\$459,175.00		\$459,175.00	\$379,909.16	\$79,265.84	83% Ongoing operational costs
253	Lawn Areas	\$36,550.00	\$2,571.52	\$36,550.00	\$39,280.42	-\$5,301.94	107% Ongoing operational costs
	East Street - Street Scaping	\$17,255.00	\$203.90	\$17,255.00	\$6,558.79	\$10,492.31	38% Ongoing operational costs
255	Street Trees	\$228,120.00	\$15,694.67	\$224,650.00	\$207,629.46	\$1,325.87	92% Ongoing operational costs
256	Lake Talbot Expenses	\$24,360.00		\$24,360.00	\$516.00	\$23,844.00	2% Ongoing operational costs
257	Sports Stadium Expenses	\$118,520.00		\$118,520.00	\$41,491.18	\$77,028.82	35% Ongoing operational costs
258	Bores Expenses	\$44,410.00	\$57,202.44	\$44,410.00	\$63,111.35	-\$75,903.79	142% Ongoing operational costs
259	Pump Station Expenses	\$130,000.00	\$2,012.39	\$127,500.00	\$62,822.73	\$62,664.88	49% Ongoing operational costs
260	Mains Expenses	\$350,000.00	\$11,686.43	\$337,500.00	\$159,600.25	\$166,213.32	47% Ongoing operational costs
261	Recycled Water	\$49,800.00	\$70.00	\$49,800.00	\$44,140.90	\$5,589.10	89% Ongoing operational costs
262	Reservoirs Expenses	\$30,000.00	\$1,509.21	\$30,000.00	\$15,874.79	\$12,616.00	53% Ongoing operational costs
263	Water Supply Licence	\$31,750.00		\$31,750.00	\$18,119.94	\$13,630.06	57% Ongoing operational costs
264	Chlorine & Chemicals Expenses	\$25,000.00	\$3,305.90	\$25,000.00	\$10,669.94	\$11,024.16	43% Ongoing operational costs
							Ongoing operational costs to be rectified with the introduction of the taggle
265	Meter Reading Expenses	\$30,500.00	\$1,316.02	\$30,500.00	\$23,631.87	\$5,552.11	77% software.
266	Telemetry System Maintenance	\$9,000.00	\$10,768.18	\$9,000.00	\$7,739.01	-\$9,507.19	86% Ongoing operational costs
267	Hydrant Flushing Program	\$75,000.00		\$88,370.00	\$88,639.95	-\$269.95	100% Ongoing operational costs
268	Pump Stations Electricity Expenses	\$215,000.00		\$215,000.00	\$99,392.65	\$115,607.35	46% Ongoing operational costs
	Pump Station Expenses	\$92,000.00	\$5,280.16	\$89,500.00	\$50,342.09	\$33,877.75	56% Ongoing operational costs
270	Mains Expenses	\$182,000.00	\$8,774.63	\$204,500.00	\$122,876.58	\$72,848.79	60% Ongoing operational costs
271	Treatment Works Expenses	\$212,000.00	\$25,751.90	\$217,000.00	\$133,612.20	\$57,635.90	62% Ongoing operational costs
272	Sewer Heating & Electricity	\$143,100.00		\$127,484.00	\$39,040.00	\$88,444.00	31% Ongoing operational costs
273	Telemetry System Maintenance	\$2,000.00		\$2,000.00	\$0.00	\$2,000.00	0% Ongoing operational costs

Item 20.5- Attachment 1

Capital Expenditure as at 31 January 2022

	Sı	m of Adopted	Sı	um of Revised		Sum of YTD	Sı	um of Balance
		Budget		Budget		Expenditure		
Administration								
Information Technology	\$	225,000.00	\$	296,166.64	\$	72,189.97	\$	213,337.49
Environment					_		_	
Stormwater	\$	88,000.00	\$	98,936.99	\$	32,171.30	\$	62,845.3
Barellan Waste	\$	87,000.00	\$	87,000.00	\$	-	\$	87,000.0
Narrandera Landfill	\$	-	\$	149,963.91	\$	13,660.00	\$	136,303.9
Housing & Community Amenities								
Narrandera Cemetery	\$	75,000.00	\$	75,000.00	\$	-	\$	75,000.0
Street Lighting	\$	350,000.00	\$	350,000.00	\$	-	-\$	48,868.3
Barellan Cemetery	\$	-	\$	8,000.00	\$	-	\$	8,000.0
Grong Grong Cemetery	\$	-	\$	3,834.00	\$	-	\$	3,834.0
Local Roads Comm. & Infrastructure R2	\$	-	\$	183,200.00	\$	36,555.49	\$	40,950.8
Transport & Communication								
Ancillary Roadworks	\$	295,000.00	\$	428,403.83	\$	10,749.90	\$	417,653.9
Regional Roads	\$	441,400.00	\$	441,400.00	\$	77,432.85	\$	363,967.1
Rural Roads	\$	1,112,423.00	\$	1,776,954.41	\$	724,386.62	\$	792,794.6
Urban Roads	\$	551,638.00	\$	640,478.48	\$	107,257.03	\$	533,196.1
Roads to Recovery	\$	997,362.00	\$	997,362.00	\$	270,445.57	\$	708,734.6
Bridges	\$	1,083,532.00	\$	1,083,532.00	\$	305,163.24	\$	512,918.7
Local Roads Comm. & Infrastructure	\$	-	\$	77,603.40	\$	117,986.15	-\$	48,529.4
Crown Reserves Improvement Fund	Ť					•		
Program	\$	_	\$	86,435.90	\$	85,189.35	\$	1,246.5
Economic Affairs	1		•	23,122.22		,	•	_,
Airport	\$	_	\$	648,069.57	\$	285,874.39	\$	357,696.9
Buildings	\$	346,000.00	\$	384,063.98	\$	197,490.05	\$	166,345.7
Plant	\$	1,493,072.00	\$	1,493,072.00	\$	48,964.54	\$	1,444,107.4
Local Roads Comm. & Infrastructure R2	\$	-	\$	54,975.00	\$	4,000.00	\$	50,975.0
Economic Development	\$	<u> </u>	\$	7,883.52	\$	-,000.00	\$	5,883.5
Tourist Park	\$		\$	69,176.00	\$	67,809.65	\$	1,366.3
Recreation and Culture	٦	-	Ą	09,170.00	Ą	07,809.03	Ą	1,300.3
	ė		Ļ	25 020 02	Ļ	14 576 17	Ļ	4 405 4
Buildings Lake Talbot Pool	\$	106 000 00	\$	25,939.83	\$		\$	4,495.4
	\$	196,000.00	\$	196,000.00		•	\$	143,712.7
Lake Talbot Recreation Area	\$	2,030,000.00	\$	2,040,000.00		-	\$	2,040,000.0
Library	\$	33,896.00	\$	37,613.91		5,768.28	\$	31,845.6
Marie Bashir Park	\$	285,000.00	\$	293,000.00		31,210.91		184,275.4
Narrandera Sportsground	\$	115,000.00	\$	1,074,925.02	\$	900,321.20	\$	174,340.1
Barellan Park	\$	10,000.00	\$	10,000.00		-	\$	10,000.0
Playground on the Murrumbidgee	\$	1,167,606.00	\$	5,473,335.83		841,102.67	- 1	4,379,932.9
Narrandera Parks	\$	7,500.00	\$	73,000.00	\$	34,300.00	\$	30,124.2
Lake Talbot Tourist Park	\$	60,741.00	\$	60,741.00	\$	54,148.06		6,592.9
Stronger Country Community Funding	\$	-	\$	637,611.78	\$	10,053.28	\$	627,558.5
Noxious Weeds	\$	-	\$	23,060.00	\$	-	\$	23,060.0
Drought Community Funding	\$	-	\$	56,289.50	\$	52,469.08	\$	3,820.4
Local Roads Comm. & Infrastructure	\$	-	\$	36,562.24	\$	31,130.70	\$	5,316.5
Community Building Partnership	\$	-	\$	25,859.90	\$	-	\$	19,244.4
Local Roads Comm. & Infrastructure R2	\$	-	\$	599,404.18	\$	149,201.58	\$	251,590.3
Water Supply Network								
Water	\$	1,135,000.00	\$	2,823,939.24	\$	1,345,577.70	\$	1,330,565.6
Sewerage Network	Ė	•						-

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Capital Expenditure as at 31 January 2022

Sewer	\$	2,805,000.00	\$ 3,081,240.61	\$	461,750.32	\$ 2,406,038.04
Public Order and Safety						
Pound	\$	-	\$ 3,120.07	\$	612.26	\$ 735.08
Rural Fire Service	\$	-	\$ 28,739.54	\$	-	\$ 28,739.54
Grand Total	\$ 1	14,991,170.00	\$ 26,041,894.28	\$ (6,441,835.60	\$ 17,588,748.78

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Key Operational as at 31 January 2022

Row Labels	Sur	n of Adopted Budget	Sum of Revised Budget		Sum of YTD Expenditure		Sum of Balance	
Economic Affairs								
Economic Development	\$	-	\$	7,000.00	\$	7,000.00	\$	-
Housing & Community Amenities								
Noxious Weeds	\$	172,120.00	\$	168,650.00	\$	93,566.20	\$	75,083.80
Public Toilets	\$	109,439.00	\$	109,439.00	\$	53,691.99	\$	55,747.01
Cemetery Expenses	\$	137,645.00	\$	135,910.00	\$	78,909.79	\$	57,000.21
Transport & Communication								
Ordered Works	\$	168,100.00	\$	168,100.00	\$	349,486.75	-\$	181,386.75
Regional Roads	\$	207,600.00	\$	207,600.00	\$	76,006.54	\$	131,593.46
State Roads	\$	174,763.00	\$	174,763.00	\$	131,120.12	\$	35,260.96
Urban Roads	\$	755,502.00	\$	856,552.00	\$	398,257.01	\$	442,868.63
Sealed Rural Roads	\$	294,020.00	\$	294,020.00	\$	162,896.28	\$	127,835.24
Unsealed Rural Roads	\$	682,002.00	\$	682,002.00	\$	418,686.85	\$	240,888.03
Water Supplies								
Water	\$	990,460.00	\$	988,830.00	\$	593,743.38	\$	307,216.05
Sewer Supplies								
Sewer	\$	631,100.00	\$	640,484.00	\$	345,870.87	\$	254,806.44
Recreation and Culture								
Sports Ground Expenses	\$	249,118.00	\$	247,383.00	\$	90,902.59	\$	156,480.41
Parks Expenses	\$	459,175.00	\$	469,270.10	\$	381,472.80	\$	87,797.30
Lawn Areas	\$	36,550.00	\$	36,550.00	\$	39,280.42	-\$	5,301.94
Lake Talbot Expenses	\$	24,360.00	\$	24,360.00	\$	516.00	\$	23,844.00
Sports Stadium Expenses	\$	118,520.00	\$	118,520.00	\$	41,491.18	\$	77,028.82
Street Scaping	\$	17,255.00	\$	17,255.00	\$	6,558.79	\$	10,492.31
Street Trees	\$	228,120.00	\$	224,650.00	\$	207,629.46	\$	1,325.87
Grand Total	\$ 5	,455,849.00	\$!	5,571,338.10	\$ 3	3,477,087.02	\$:	1,898,579.85

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20.6 JANUARY STATEMENT OF BANK BALANCES

Document ID: 596338

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2021.

PURPOSE

The purpose of this report is to make Council aware of the amount of funds held in its operating account.

BACKGROUND

Opening Cashbook Balance	503,931.66
Plus Receipt	3,396,533.48
Less Payments	2,856,359.71
Current Cashbook Balance	1,044,105.43
Statement Summary	
Opening Statement Balance	455,411.67
Plus Receipts	3,370,772.43
Less Payments	2,856,412.39
Current Statement Balance	969,771.71
Plus Unpresented Receipts	74,489.38
Less Unpresented Payments	155.66
Reconciliation Balance	1,044,105.43
GL BALANCE	1,044,105.43
Unpaid Creditors	0.00
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

Item 20.6 Page 474 of 480

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2021.

Item 20.6 Page 475 of 480

20.7 JANUARY STATEMENT OF RATES AND RECEIPTS

Document ID: 596441

Author: Revenue Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 January 2022.

RATES & CHARGES

Arrears as at 01.07.2021	864,910.14
21/22 Rate levies & supplementary levies (excl. postponed amounts)	8,498,778.19
	9,363,688.33
Less Pensioner rebates	209,369.91
NET BALANCE	9,154,318.42
Less receipts to 31.01.2022	5,329,505.02
	3,824,813.40
Actual % Rate Collection to Net Balance as at 31.01.2022 =	<u>58.22%</u>
Comparative % Collection to Net Balance as at 31.01.2021 =	<u>56.48%</u>
Comparative % Collection to Net Balance as at 31.01.2020 =	<u>55.74%</u>
Anticipated % Collection Rate as at 30.06.2022 =	<u>94.00%</u>
WATER CONSUMPTION / SEWER USAGE CHARGES	
Arrears as at 01.07.2021	256,707.64
21/22 Water / Sewer usage charges, supplementary levies & interest	800,898.51
NET BALANCE	1,057,606.15
Less receipts to 31.01.2022	603,469.38
	454,136.77

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 31 January 2022.

SUMMARY

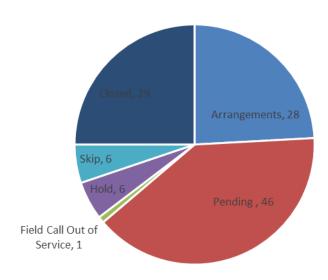
The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

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OVERDUE RATES AND CHARGES

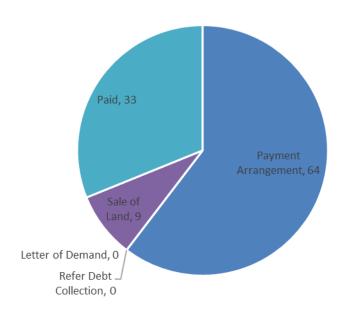
The table below provides information on the status of outstanding accounts under the management of Council's debt recovery agency.

Debt Recovery Agency



The table below displays overdue accounts under review by Council staff, with the potential to be referred to Council's debt recovery agency.

Narrandera Shire Council



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RECOMMENDATION

That Council:

 Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 January 2022.

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21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

PUBLIC MEETING CLOSES

At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.

22 CONFIDENTIAL BUSINESS PAPER REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

22.1 Major Land Sale - Red Hill Industrial Estate

This matter is considered to be confidential under Section 10A(2) - di, dii and diii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and information that would, if disclosed, reveal a trade secret.

22.2 Purchase of Land for Barellan Sewer Project

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

22.1 Mayoral Report - General Manager 2021/22 Six Month Review

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

22.2 Mayoral Report - General Manager Contract Renewal

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

RETURN TO PUBLIC MEETING

At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.