



ATTACHMENTS

UNDER SEPARATE COVER

Ordinary Council Meeting

23 August 2022



NARRABRI SHIRE
DISCOVER THE POTENTIAL

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FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 8 AUGUST 2022

**MINUTES OF NARRABRI SHIRE COUNCIL
FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON MONDAY, 8 AUGUST 2022 AT 10.30AM**

PRESENT: Community Member Delegate Jim Purcell, Cr Brett Dickinson, Cr Robert Browning, Cr John Clements (Chairperson), Cr Ron Campbell, SES Representative Anthony Battam, Community Member Delegate Jonathon Phelps.

IN ATTENDANCE: Donna Ausling (Director, Planning and Strategy), Michelle Henry (Strategic Planner), Vincent O'Connor (Graduate Strategic Planner), Eloise Chaplain (Director, Infrastructure), Shefali Chakrabarty (STANTEC Representative), Cate McMahon (WISEPOINT Representative), Matt Hollis, Claire Shultz and Michael Bloem (Constructive Solutions Representatives).

1 OPENING AND WELCOME

The Meeting opened, the time being 10:40am

2 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged the Traditional Owners of the land on which the Council met, the Gamilaroi people, and the Council paid its respects to Elders past, present and emerging.

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil

4 CONFIRMATION OF PREVIOUS MINUTES**RECOMMENDATION**

THAT THE MINUTES OF FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING OF THE NARRABRI SHIRE COUNCIL HELD ON 27 JUNE 2022 AS CIRCULARISED BE CONFIRMED.

4 REPORTS FOR INFORMATION

Nil reports.

5.1 BOGGABRI RISK MANAGEMENT STUDY AND PLAN**COMMITTEE RECOMMENDATION**

Moved: Cr Brett Dickinson Seconded: Community Member Delegate Jim Purcell

That the Committee note the update on the progress of the Boggabri Floodplain Risk Management

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 8 AUGUST 2022

Study and Plan.

In Favour: Robert Browning, John Clements, Ron Campbell, Anthony Battam and Jim Purcell

Against: Nil

CARRIED 7/0

5.2 UPDATE ON NARRABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

MINUTE FMAC-007/2022

Moved: Cr Ron Campbell Seconded: Cr Robert Browning

That the information be noted.

In Favour: Jim Purcell, Cr Brett Dickinson, Cr John Clements, Anthony Battam and Jonathon Phelps

Against: Nil

CARRIED 7/0

5.3 WEE WAA LEVEE UPGRADE COMMUNITY WORKSHOP

MINUTE FMAC-008/2022

Moved: Cr Brett Dickinson Seconded: SES Representative Anthony Battam

That

1. The Committee note the update on the Wee Waa Levee Technical Design workshop held 20 July 2022
2. The scope/location of the current and redundant assets be identified, including fibre optics.
3. Pedestrian access to the levee be maintained, in limited areas, specifically the area around the Wee Waa Lagoon and a draft plan showing location of the proposed access be submitted for further consideration and review of the Committee.
4. Specific locations required for stock and machinery crossings be identified in conjunction with community consultation
5. Current access agreements in relation to the levee, and any related instruments, be investigated/reviewed and the Property Services team be invited to present on this topic at an upcoming Committee Meeting.

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FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 8 AUGUST 2022

6. An up to date affected land holders list be provided to project consultants (Stantec).
7. The milestone report for the Wee Waa Levee project be revised in conjunction with the consultant and updated timelines be provided

In Favour: Crs Robert Browning, John Clements, Ron Campbell, Jim Purcell, and Jonathon Phelps

Against: Nil

CARRIED 7/0

5 ACTIONS

1. Committee members request a copy of the Wee Waa Levee Manual to review
2. Template docs to be amended to ensure Consistency in naming, i.e., Floodplain Risk Management Advisory Committee
3. Investigation of the levee bank near the aged care home where a vehicle has clearly been driven up the bank and continued along the levee including through gates

6 NEXT MEETING

September 2022 (date to be confirmed)

7 MEETING CLOSED

The Meeting closed at 11.52am.

The minutes of this meeting were confirmed at the Floodplain Management Advisory Committee Meeting held on .

.....
CHAIRPERSON



**CENTRAL NORTHERN REGIONAL LIBRARY (CNRL)
ANNUAL GENERAL MEETING
Wednesday 16 March 2022
Function Room, Level 4, Ray Walsh House
437 Peel Street Tamworth
Meeting to commence at 2.00pm**

MEETING MINUTES

Attendees:

Committee Councillors

- | | |
|--|---|
| <input type="checkbox"/> Cr Catherine Redding – Narrabri Shire Council | <input type="checkbox"/> Cr Catherine Egan – Gwydir Shire Council |
| <input type="checkbox"/> Cr Judy Coates – Tamworth Regional Council | <input type="checkbox"/> Cr Lone Petrov – Uralla Shire Council |
| <input type="checkbox"/> Cr Aurora Reilly – Walcha Council | |

Staff

- | | |
|--|--|
| <input type="checkbox"/> Kay Delahunt – Tamworth Regional Council | <input type="checkbox"/> Shiralee Franks – Tamworth Regional Council |
| <input type="checkbox"/> Narelle Lightfoot – Tamworth Regional Council | <input type="checkbox"/> Jonathan Stilts – Tamworth Regional Council |
| <input type="checkbox"/> Megan Pitt – Tamworth Regional Council | <input type="checkbox"/> Donna Garrad – Uralla Shire Council |
| <input type="checkbox"/> Christine Valencius – Uralla Shire Council | |

Minute Taker

- ☐ Lisa Boland – Tamworth Regional Council

Absent

- | | |
|---|--|
| <input type="checkbox"/> Gina Vereker – Tamworth Regional Council | <input type="checkbox"/> Cr. Yvonne Wynne – Liverpool Plains Shire Council |
| <input type="checkbox"/> Carmen Southwell – Gwydir Shire Council | <input type="checkbox"/> Ian George – Liverpool Plains Shire Council |
| <input type="checkbox"/> Naomi Radford – Narrabri Shire Council | <input type="checkbox"/> Karen Kermode – Walcha Council |

Visitors

- ☐ Bill Heazlett – Former Chairperson CNRL

Meeting Opened: 02:07pm

1. Acknowledgement of Country – Kay Delahunt

"I would like to acknowledge the Kamilaroi people, the Dhunghutti people and the Anaiwan people who are the Traditional Custodians of the lands on which Central Northern Regional Library operates. I would like to pay respect to Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander peoples living in and visiting our Region"

www.cnl.nsw.gov.au

Tamworth Regional Council • Walcha Council • Uralla Shire Council • Liverpool Plains Shire Council
• Narrabri Shire Council • Gwydir Shire Council

2. Apologies received

Scott Pollock – Narrabri Shire Council
Naomi Radford – Narrabri Shire Council
Carmen Southwell – Gwydir Shire Council

3. Minutes of Previous Meeting – 11 November 2020

Recommendation: That the minutes from the previous Annual General Meeting of the Central Northern Regional Library, dated 11 November 2020, be accepted as a true and accurate record.

Moved: Cr. C Redding

Seconded: Cr. C Egan

4. Business arising from previous Minutes

No matters raised

5. Election of Central Northern Regional Library Chairperson

Voting conducted by Tracey Carr, Tamworth Regional Council – Governance Coordinator

Call for Nominations: Cr. C Redding

Nominated by: Cr. J Coates

Seconded: Cr. C Egan

No further nominations received – nomination accepted.

6. Election of Central Northern Regional Library Deputy Chairperson

Call for Nominations: Cr. C Egan

Nominated by: Cr. C Redding

Seconded: Cr. A Reilly

No further nominations received – nomination accepted.

Chairperson Cr. C Redding left meeting

7. Presentation of the Central Northern Regional Library (CNRL) Annual Report 2020/21

Recommendation: That the CNRL Annual report of 2020/21 be received and noted.

Moved: Cr. A Reilly

Seconded: Cr. L Petrov

8. Annual Financial Statement 2020/21

Recommendation: That the Annual Financial Statement be received and noted.

Moved: Cr. L Petrov

Seconded: Cr. A Reilly

9. General Business

Bill Heazlett (previous Chairperson) was invited to speak to the newly formed Committee. Bill welcomed the new Councillors and gave an overview of his time with CNRL.

No further business.

Next AGM: November 2022 – date to be confirmed

Meeting closed: 02:34pm



**CENTRAL NORTHERN REGIONAL LIBRARY (CNRL)
ORDINARY MEETING
AGENDA Wednesday 16 March 2022
Function Room, Level 4, Ray Walsh House
437 Peel Street Tamworth
Meeting to commence immediately following the AGM**

Attendees:

Committee Councillors

- | | |
|--|---|
| <input type="checkbox"/> (Chairperson) Cr Catherine Redding – Narrabri Shire Council | <input type="checkbox"/> Cr Catherine Egan – Gwydir Shire Council |
| <input type="checkbox"/> Cr Judy Coates – Tamworth Regional Council | <input type="checkbox"/> Cr Lone Petrov – Uralla Shire Council |
| <input type="checkbox"/> Cr Aurora Reilly – Walcha Council | |

Staff

- | | |
|--|--|
| <input type="checkbox"/> Kay Delahunt – Tamworth Regional Council | <input type="checkbox"/> Shiralee Franks – Tamworth Regional Council |
| <input type="checkbox"/> Narelle Lightfoot – Tamworth Regional Council | <input type="checkbox"/> Jonathan Stilts – Tamworth Regional Council |
| <input type="checkbox"/> Megan Pitt – Tamworth Regional Council | <input type="checkbox"/> Donna Garrad – Uralla Shire Council |
| <input type="checkbox"/> Christine Valencius – Uralla Shire Council | |

Minute Taker

- ☐ Lisa Boland – Tamworth Regional Council

Absent

- | | |
|---|--|
| <input type="checkbox"/> Gina Vereker – Tamworth Regional Council | <input type="checkbox"/> Cr. Yvonne Wynne – Liverpool Plains Shire Council |
| <input type="checkbox"/> Carmen Southwell – Gwydir Shire Council | <input type="checkbox"/> Ian George – Liverpool Plains Shire Council |
| <input type="checkbox"/> Naomi Radford – Narrabri Shire Council | <input type="checkbox"/> Karen Kermode – Walcha Council |

Meeting Opened: 02:35pm

1. **Acknowledgment of Country** – presented at commencement of AGM immediately preceding this meeting
2. **Apologies** – given at AGM immediately preceding this meeting
3. **Minutes of previous Ordinary Meeting – 03 November 2021**

Recommendation: That the minutes from the previous Ordinary Meeting of the Central Northern Regional Library (CNRL) dated 03 November 2021, be accepted as a true and accurate record

Accepted by former Chairperson Bill Heazlett (before leaving the meeting)

www.cnl.nsw.gov.au

Tamworth Regional Council • Walcha Council • Uralla Shire Council • Liverpool Plains Shire Council
• Narrabri Shire Council • Gwydir Shire Council

4. Business arising from previous minutes

No matters raised.

5. CNRL contributions update and explanation – presented by Kay Delahunt

Council contributions remain at \$12.95 per capita. State subsidy for 2022-23 is at \$2.85 per capita, an increase from \$2.65 in 2021-22.

2022-23 will be the last year of the current funding model.

Recommendation: That the CNRL contributions be received and noted.

Moved: Cr. J Coates

Seconded: Cr. L Petrov

6. Library Services Co-ordinator's Report – presented by Shiralee Franks**6.1 Library Council of NSW**

Kay Delahunt, Manager Cultural and Community Services for Tamworth Regional Council, has been appointed to the Library Council of NSW. The Library Council is the governing body of the State Library. Its responsibilities relate to the promotion, provision and maintenance of library and information services for the people of NSW and advising the Minister and local authorities on matters of policy and administration relating to library services. Kay is also the new chair of the Public Libraries Consultative Committee.

6.2 Unvaccinated customers

Between 11 October 2021 and 15 December 2021 all libraries across CNRL (and the state) were unable to allow entry to customers who had not been double vaccinated for COVID. This was a very challenging time for all CNRL staff. Libraries are renowned for being places that have free, open access to everyone in the community. The restrictions caused angst amongst staff and frustration from customers. As always, CNRL staff rose to the challenge and still provided service to all of their communities as best they could. This included providing click and collect services for those not allowed to enter.

6.3 Australian Library and Information Association (ALIA)

Tamworth's Children's Services Officer Amy Rake has been nominated as the group convener for the Australian Library and Information Association (ALIA) Disability Group. This will involve being the first point of contact for the group, designing, and organising the meetings for the year, organising guest speakers and helping the group grow and develop.

Amy will also be presenting at the national ALIA conference in May. She will talk about disability inclusion in the library giving examples of programs that are run at the Tamworth Library with a local disability agency Sunnyfield. The programs include learning to read, STEAM activities and storytimes.

CNRL has been successful in gaining an ALIA grant to allow continued provision of online storytime sessions. Due to COVID restrictions and lockdowns some families have been unable to attend face-to-face storytimes. Online storytimes have been filmed by Children's Services staff and then uploaded onto the CNRL website. The \$500 grant can be used for anything to support the delivery of library online storytimes. The library has decided to purchase a proper digital camera that can be used to film the storytimes.

6.4 School Readiness Program

Tamworth's Children's Services Office Amy Rake will be starting a school readiness program this year at Tamworth Library – with the possibility of it being rolled out to other CNRL branches. The program involves storytimes that focus on early literacy, numeracy development, and STEAM designed for 4 to 5 year old's who are heading off to school the following year. The target group is the children that may not attend preschool, home-schooling children and low socio- economic target groups. The program is designed using the Early Years Framework and the Department of Education transition guides. Tamworth Library is the first library that will be running this sort of program within the state.

6.5 One Book One Region (OBOR)

CNRL has hosted five OBOR promotions which have been designed to have everyone in the region read and discuss the same book. 350 copies of the book are purchased and distributed amongst all CNRL branches. 100 books are put on the library catalogue and are available for borrowing. All member Councillors receive a copy and the rest are left around the local community for the general public to take, read and pass on. A short list of titles will be presented at the next CNRL committee meeting for the committee to decide which book they feel should be the 2022 OBOR read.

6.6 Library Lovers Day

Library Lovers Day was on 14 February and this year the theme was Show the Love. Library Lovers Day is an annual day to celebrate libraries.

It's a day to remember that our libraries are a place where we can get lost in an idea we are following, find an adventure we are seeking in a book, discover more about an issue we feel passionate about or get help from someone about something we want to know. These are all the reasons (and more) to celebrate the valuable roles libraries play in our lives and to re-engage with our libraries and 'show the love'.

www.alia.org.au/libraryloversday

Each CNRL branch celebrated in their own way. For example: Bingara Library asked people to tell them why they love their local library, Narrabri Shire encouraged a blind date with a book (borrowing a book that has been covered in brown paper) and Tamworth Libraries ran a colouring-in competition. A reading themed mural on the side of the Barraba Library building was also launched on Library Lovers Day. The project was led by the Tamworth Regional Gallery in partnership with the Barraba Public Art Committee. Artist Scott Nagy described the work...

"we were inspired to paint a narrative of somebody reading and their imagination spilling into the room they are sitting in, with colourful and dreamy narratives themed around the local flora and fauna."

<https://www.barrabacommunitynews.org.au/news/details/2022/02/01/a-new-mural-in-the-mall>

6.7 National Simultaneous Storytime (NSS)

National Simultaneous Storytime is held annually by the Australian Library and Information Association (ALIA). This year NSS is on 25 May and the book is "Family Tree" by Josh Pyke and Ronjoy Ghosh. Every year a picture book, written and illustrated by Australians is read simultaneously in libraries, schools, homes and children's facilities all over the country and the world. CNRL branches are encouraged to participate.

6.8 NSWPLA zone meeting

The NSWPLA North East Zone Managers Meeting was held on 10 March 2022. The Library Services co-ordinator and Manager Cultural and Community Services attended on behalf of CNRL. The meeting was originally scheduled to be held at Bingara however, due to COVID concerns, this was changed to Zoom. The NSWPLA North East Zone Full meeting (which individual library managers and Councillors may attend) will be held at the newly renovated Evans Head Library on 12 May 2022 (depending on COVID regulations).

6.9 Regional Training Day

A CNRL Regional Training Day was held on 17 February 2022. Staff from branches across the region attended the session which was presented by merchandising specialist Kevin Hennah. Staff were asked to send in photos of the layout at their respective branches. Kevin gave advice on how layout and presentation at the various libraries could be improved. He also spoke about change and the importance of staying relevant. He has encouraged libraries to move away from “aisles” and to embrace living room layouts. It was a lively presentation and feedback from staff after the session was positive. Some branch staff have already embraced Kevin’s ideas and are reporting back on the changes they are making.

<https://www.kevinhennah.com.au>

6.10 GLAM (Galleries, Libraries, Archives and Museums) conference

A number of Library, Gallery and Museums staff attended the GLAM conference in Lake Macquarie on the 2-4 March. The Wednesday program included a Masterclass in Indigenous Engagement which covered topics such as protocols, building engagement and collections, and self-determination and sovereignty. The Thursday and Friday programs covered GLAM topics such as social workers in libraries, digitisation of collections, accessibility, smart cities, digital placemaking and drag queen storytimes.

Recommendation: That the Library Services Co-ordinator’s Report be received and noted

Moved: Shiralee Franks

Seconded: Cr. J Coates

7. Quarterly report for December 2021 – presented by Shiralee Franks

Recommendation: That the CNRL Quarterly report for December 2021 be received and noted.

Moved: Shiralee Franks

Seconded: Cr. L Petrov

8. Social Media report – presented by Shiralee Franks

Recommendation: That the Social Media report be received and noted.

Moved: Shiralee Franks

Seconded: Cr. A Reilly

9. Resources report – presented by Megan Pitt

Recommendation: That the Resources report be received and noted.

Moved: Megan Pitt

Seconded: Cr. J Coates

10. General Business

1. **Kay Delahunt** – Lismore Library has been completely destroyed in the recent floods. The State Library has organised an on-line event fundraiser for 01 April 2022 at 6pm.

Kay also acknowledged the hard work being done by Megan Pitt

2. **Cr. Lone Petrov** – Uralla Shire Council update

- 1) Youth Week program in place
- 2) Storytime numbers recovering well, almost at capacity for the session
- 3) Tech Savvy seniors not as well supported as last year
- 4) Bundurra Sub-branch space has been refreshed and collections items exchanged. Storytime kits supplied for Bundurra Preschool via CWA
- 5) Librarian has been invited to do a presentation to the wider community at Bundurra CWA in May 2022. Presentation will feature online services available; access and use
- 6) Librarian attended a regional training day at the "Youthie"
- 7) Gallery space for "Artist of the Month" completely booked out for 2022, as is the Community Cabinet
- 8) Autumn break school holidays program is at draft stage
- 9) Uralla collection weeded to take advantage of increased display shelving

3. **Cr. Aurora Reilly** – Walcha Council update (details taken from Council report dated 16-02-2022)

- 1) Outreach and Promotion – Notice board in the library window regularly updated with library and community information and events
- 2) Social Media – Walcha Library Facebook and Instagram pages have seen a slight increase in followers and "likes"
- 3) Walcha Farmers Markets – Walcha Library took advantage of the outdoor venue, with Christmas storytime and Christmas Craft. A stand with the Walcha Library's CNRL Seed Library was taken to the markets and generated many enquiries.
- 4) Walcha Council 2021/2022 Summer School Holiday Program has been finalised
- 5) Housebound library services continued in December 2021 with volunteers delivering to residents of the Aspley Riverview Nursing Aged Care Facility as well as house-bound residents.

4. **Cr. Judy Coates** – Tamworth Regional Council

Councillor Coates attended the official unveiling of the new mural in Barraba

5. **Gwydir Shire Council** – read by Cr. Catherine Egan (Deputy Chairperson)

Gail Phillpott provided a brief introduction about the Gwydir Libraries for the benefit of the new Councillors on the Committee.

- 1) Gwydir Shire Council has two main branch libraries one in Bingara and one in Warialda
- 2) We have book exchanges in each of the Shire villages along with tourist information centres
- 3) Bingara Library relocated to the former Civic Centre which is in the centre of town. The refurbishment resulted from funding received from Adam Marshall MP building better communities, and the State Library of NSW
- 4) Warialda Library is in a lovely precinct in Hope Street. It is directly opposite the public school and near the CHSP and Pharmacy
- 5) Both libraries are vibrant busy spaces, places where people not only visit to borrow items but use the space for a variety of programs. Programs for adults include book club, craft, chess and games group, internet tutorials. Programs for children are hosted every afternoon, programs such as homework helper, book club, Lego, craft, digital skills and more.

-
-
- 6) Our library service offers outreach services to every village, Pre-school and school across the shire. Staff visit each village quarterly delivering storytime, books for the book exchange and craft for the children. Last year we offered internet tutorials which proved to be very handy during the covid lockdown as the majority were familiar with zoom and facetime.
 - 7) Like other branches we experienced a decline in borrowing due to Covid, we offered home delivery to everyone as well as click or call and collect services. The Librarians selected and delivered items daily.
 - 8) We are happy to be reintroducing group sessions and enticing people to visit their local library by promoting the resources and services available.
 - 9) A full promotion showcasing services and resources will begin in April, with information placed onto social media pages daily and added to the local newsletter monthly.

6. **Shiralee Franks** - distributed a copy of the CNRL Plans and Policies for the new Councillors

Actions from General Business:

1. Kay to forward details of fundraiser event link to Committee members

Next Meeting:

Ordinary Meeting to decide the title for One Book One Region (OBOR) - the meeting may take place via Zoom - April/May 2022 - date to be confirmed

Meeting closed: 03:25pm

**NSWPLA North East Full Zone Meeting
Inverell
12 May 2022
12:00 noon lunch
1:00 p.m. Meeting commencement**

MINUTES

Welcome: Mayor Paul Harmon- Inverell

1. Acknowledge of Country - Councillor Kate Dight - Inverell

2. Attendance:

Sonya Lange	Inverell Shire Library
Cr Kate Dight	Inverell Shire Council
Mayor Paul Harmon	Inverell Shire council
Gary Ellem	Richmond Upper Clarence Regional Library
Christiane Birkett	Gunnedah Shire Library
Cr Ann Luke	Gunnedah Shire Council
Joanne Beazley	Coffs Harbour Library
Shiralee Franks	Central Northern Regional Library
Chris Jones	MidCoast Libraries
Cr Dheera Smith	MidCoast Council
Naomi Radford	Narrabri Shire Council Library
Ellen Forsythe	State Library of NSW
Kathryn Breward	Clarene Regional Library
Cr Karen Toms	Clarence Valley Council
Jim Maguire	Port Macquarie Hastings Library
Cr Judy Coates	Tamworth Council

Apologies:

Angie Meers	Kempsey Shire Library
Lee Mathers	Tenterfield Shire Library
Lisa Greenwood	Mid coast Libraries
Donna Garrard	Uralla Shire Library
Wes McQuillan	Nambucca Heads Shire Library
Aimee Hutton	Armidale Regional Library
Elizabeth Thomas	Armidale Regional Library
Rowena Sierant	Bellingen Shire Library
Lucy Kingsley	Richmond Tweed Regional Library
Kerry Bryne	Glen Innes Severn Shire Library
Cr Sally Townley	Coffs Harbour Council
Cr Peter Johnstone	Clarence Valley Council

Cr David West MidCoast Council
Cr Cathy Redding Narrabri Shire council

3. Confirmation of previous minutes

- Sonya Lange
- Christiane Birkett

Adopted

4. AGM – Election Office Bearers

- Chair

Nominations – Cr Cathy Redding
Unopposed

- Deputy Chair

Nominations – Cr Karen Toms
Unopposed

- Secretary

Nominations – Kathryn Breward
Unopposed

- Assistant Secretary

Nominations – Sonya Lange
Unopposed

5. Guest speaker (approx. 2:00pm) – Peter Caddey – Manager Tourism for Inverell – development of a sound trail and heritage walk in Inverell CBD

- All about creating immersive experiences where audio and images enhance the real world. For example: soundtrails.com.au free app download that can be used in many locations across the state. Great for tourism.

6. PLNSW Executive Report – attached to these minutes

- Introduction to NSWPLA for new councillor delegates – sent to delegates via email
 - All delegates encouraged to consider nominating for the Executive Positions on the NSWPLA at the AGM in November
 - Discussion on the NSWPLA COVID-19 Survey results on the impact of COVID-19 on libraries in NSW & QLD. How had COVID-19 impacted the NE Zone libraries?
 - Clarence Regional Library: increased use of library YouTube Channel, programming back to normal with good numbers attending events. Flood emergency brought community back in numbers to get out of the rain/wet etc many wanted to debrief with library staff regarding their experiences during the emergency and also many used the libraries as a point of emergency updates. These people have

continued to visit. Nursing home and HLS visit mostly back to normal now, as is all our regular services.

- Inverell: Click and Collect has finished, no new COVID-19 issues
- Port Macquarie: Click & deliver still in operation, still with reduced seating and reduced PC availability. Exercise equipment not being loaned, zoom author talks working well. The bedtime Storytime via zoom event is still going with good attendance.
- MidCoast: click and collect still going, their “about a Book” zoom sessions still going, their stats have increased, noted that loans in 2021 are higher than pre-Covid-19 in 2018/19.
- Narrabri: back to pre-Covid-19 programming, increased demand for their eResources, HLS commenced during Covid-19 and is still ongoing. Their click and collect service was informal and remains on an as needs basis, noticed increased bookings for meeting rooms for Zoom meetings etc by community members.
- Tamworth: back to normal with Click and Collect continuing as a service, all programs are back but visits are increasing slowly.
- Gunnedah: their new Covid-19 normal in operation, Click and Collect continues demand. Numbers are back to pre Covid-19 or better.
- Richmond Upper Clarence Regional Library: Loans and visits are getting back to pre Covid-19, Click and Collect is slowing down, bulk loans to nursing homes still not happening, outreach activities is slow. Internet usage is still low, but increased demand for printing and scanning for Flood Recovery documents.
- Coffs harbour – back to pre Covid-19 operations
- Chris Jones asked whether the State Library could consider a state wide survey on user satisfaction as it has been a while since one of these has been undertaken? Ellen to ask Cameron whether this could be scheduled.

7. Public Libraries as an “Essential Service”

The NSWPLA has provided a brief summary of their efforts in moving Public Libraries to be considered an “Essential Service”, this is attached to the Minutes.

8. State Library Report – attached to the minutes

- Infrastructure Grants have been announced for this year, congratulations to all who were successful. Ellen reminded all that in order to be considered for a grant Councils needed to indicate what their contribution would be to the projects.
- local studies for small libraries training
 - 37 small libraries don’t have designated staff for their Local Studies services and collections, so this training is for them to assist them in providing these services in the normal course of their work. It is zoom based training and can be undertaken live or watched as a recording. Bourke and Cobar have had all their staff go through the training – takes 3x weeks with a recommend 1 module a week.

- state-wide reference excellence training – is being undertaken via wiki in modular units of work that is self paced, excellent for new staff or as a refresher.

9. Notices of Motion for the NSWPLA AGM

- Delegates were asked to consider ideas for this in preparation for the AGM in November.

10. Library News

Clarence Regional Library

Major Projects

- Yaegl refurbishment grant project management Maclean & Iluka Libraries
- Yamba library/ Community Centre precinct build

Program & events

Highlights from the last 5 months from our libraries include:

Our Blokes Business day on the 29 March for Seniors week where we targeted senior men to come along to an Author talk with International best-selling local author Peter Watt followed by a free BBQ Lunch with the Rotary men whilst taking in the expo of local clubs and associations in the Grafton library foyer followed by a 3D printer demonstration in the library upstairs.

The library also ran 3 Kokedama making workshops on the Mobile and in Grafton and Maclean libraries. A YouTube video of the Kokedama process was also created for the Regional Library YouTube channel for the community to refer to.

On the 7 April saw Live n Loud @your Library event kick off for another year as part of the Library's Youth Week celebrations. This year saw it back in the library carpark with 7 local bands and solo performers from our youth showcasing the considerable talent we have in the Clarence Valley. The evening ran from 4:00 – 8:00pm and was attended by over 300 people. In partnership with Rotary, free sausages and water were provided and a number of stall holders from the New School of Arts to the Country Universities Centre were present showcasing their services for Youth.

For the Plunge Festival the Library also provided No Sew books workshops, Packaging Portraits and Clip Snip & Roll recycling activities for kids, Vintage Film Club in Iluka and Grafton Libraries, Dirt Girl eco- innovate with Cate McQuillan sessions, "something in the air" Writing Workshop with local author Claire Aman.

On the 29 April in partnership with the new School of Arts and Grafton Library the first Changing Lanes Changing Lives Car Meet was held with outstanding success in the Grafton Library carpark. This is to be a monthly event and for our first session there were in excess of 40 cars and bikes with 100+ people in attendance.

Finally on the 3 May – over 240 school children were wowed by 2 sessions with internationally recognized children's author Ursula Dubosarsky who ran sessions on writing and puppet making

MidCoast Library

Wingham Library

After a series of challenges the Wingham Library extension is a happening thing. Thanks to a \$500,000 grant from the State Library the library will be expanded from 243 sqm to 442 sqm. The building is two storeys, heritage listed and a former literary institute. The expansion will increase the ground floor and make the upstairs floor accessible to the public for the first time in decades. As part of its design increased public event and relaxation space will be incorporated. It is hoped this will be completed by August.

Tea Gardens Library

Thanks to another grant of almost \$400,000 Tea Gardens Library will be extended to provide additional event space and afterhours access. The new design represents a major shift in the role of the library in the community and aligns with the evolving nature of library services. Patrons will be able to book the additional facilities for their own use and there will also be lockers in the extension for community group storage. In addition to this the existing facility will be renovated, and technology installed to allow 7-day usage, combining staffed and community access hours (the library is currently open three week days and Saturday morning). This is in the planning stage with plans to commence in the coming months.

Harrington Library Community Access Model

In 2021 MidCoast Libraries trialled a mix of staffed and community access hours at Harrington Library. Harrington was receiving low levels of patronage and a solution was sought in collaboration with the community. The upshot was reduced staffed hours alongside the provision of community access (through swipe cards and enhanced security monitoring). This has resulted in reduced costs for Council and increased community access for the public. The trial has now become permanent and we finalising the details

Forster Library

This is the gift that keeps on giving. In partnership with a developer Forster Library will be moving from its existing premises (780 sqm) to new state-of-the-art premises (2000 sqm), collocating with customer service and tourism. This major project, in the order of \$18 million (for the Council aspect only), has suffered regular setbacks. Originally planned for some time in 2020, it is now looking like early 2023. Having said this, work is happening steadily on the site (which will include, ultimately, several hundred units, shops, restaurants and a super market

Restructuring and diverse customer service options

MidCoast Council is an amalgamation of the former Gloucester, Greater Taree and Great Lakes Councils. This occurred in 2016. As we have come to terms with how the library best works in this environment and allowing for relevant award provisions, the library is now moving to a different, streamlined structure. There is now a Library Coordinator, with four teams, Collections, Community Outreach, Customer Service and Online Services. For the record, we still have 11 branches, which is a fair number for a single Council. Two are volunteer run, one is delivered by a Rural Transaction Centre and we effectively have two central libraries, along with six traditional branches (though two of these are combined with District Offices. Just to make it even more interesting two branches are moving towards 7-day mixed access

Gunnedah library

- The library has been operating at normal hours with all programmes running under Covid protocols until they lifted.
- Staff have the choice of wearing a mask if they feel more comfortable doing so
- We are running 14 programmes a week, with more during the school holidays
- Some programmes, such as Book Buddies, Junior Brain Games, Bookends Literacy Assist are having difficulties attracting participants – still a backlash from Covid with many parents with their children and children reluctant to come to such a public place
- However, door count figures are back to pre Covid levels although many people are using the library for purposes other than borrowing books, such distant education and social networking
- Our Facebook page (started April 2021, is going well with over 250 followers), with an entry each day – book review, reminders of that day's programme, information such as electronic resources, etc., being well received
- Book Bingo is our reading challenge of the year, with three levels – beginner, intermediate, and experienced, and can be done by adults and children. There are 32 interesting/fascinating/unusual categories to help people read widely. (If anyone is interested in this, I can scan and send a copy!)
 - There's a prize of a gift card of 40\$ for the local bookshop for the entry that gets drawn at the end of the year
- The library prepared brochures to be put into council bags for events such as the Gunnedah Show, Youth Expo, Multicultural March markets, etc.
- We are back to doing Outreach visits to preschools once a week, and also have preschools booked in to visit the library on a weekly basis
 - Three new preschools have been approved for Gunnedah and we will approach them re outreach visits or them visiting the library when they open
- Nursing homes still using restrictions, so we deliver their brain training programmes for them to run as they wish
- Our first guest speaker for the brain trainers/seniors was a visitor from Rural Fit who spoke about health for seniors during the cooler months, preventing and getting up from falls, good nutrition, etc. There were 17 participants
- Multicultural March was extremely successful, with ten visitors from the Multicultural Women's Association coming to the library each Book Buddies sessions and reading picture books in their own language. There was also music, singing and handicrafts.
 - The ladies enjoyed it so much they want to do it on a regular basis!
 - We had over 2,000 participants, including school visits

- At the moment preparing for a Superheros trivia afternoons for the next school holidays with quizzes, games and activities!

Narrabri Library

- Narrabri All pre COVID programs have resumed.

Storytime and library book deliveries continue to primary (weekly) and preschools (fortnightly) in Narrabri and Wee Waa.

Baby Rhyme Time and Storytime continue weekly at Narrabri Library, and monthly at Boggabri and Wee Waa Libraries.

The Open Access Adult Craft Group meets weekly at the Narrabri Library weekly. This is attended by three disability service providers.

Weekly visits to Narrabri Challenge Community Services to conduct Storytime and musical activities continue.

The Home Library Service is delivered monthly to Narrabri, Wee Waa and Boggabri residents.

Knitting Group and Brain Training Group continue to meet at Narrabri Library weekly.

Craft Group continue to meet weekly at the Wee Waa Library.

Book Club Groups continue to meet at the Narrabri and Boggabri Libraries once a month.

New programs.

Monthly outreach STEM and Storytime programs have commenced in the shire's small townships, Pilliga, Gwabegar Bellata and Fairfax primary Schools

Our major STEM activity has been presenting the Southern Skies David Malin

Astrophotography Awards Exhibition. We have held a number of programs for youth to coincide with this exhibition, such as, Smartphone photography workshops, Aurora Australis pastel chalk art workshops, and Aboriginal night sky astronomy presentations by Kamilaroi man, Len Waters.

Community Collaboration

Meeting has been arranged with the CSIRO Radio telescope facility (Narrabri) with the aim of initiating an astronomy club for youth with support from CSIRO outreach program.

2021 Infrastructure Grant update.

Narrabri Shire was successful in their grant application for \$141,000 Infrastructure Grant from NSW State Library to implement a Mobile Library service to the regions in the Shire. However, delivery of the vehicle has been pushed back again. ETA is now November 2022

Port Macquarie

- Our first Library Kiosk is up and running at Lake Cathie Community Hub
- Had a really successful Cosplay event - over 300 attendees

- We were successful with the Library Infrastructure Grant
- Had a showing of the Doco Regenerating Australia by Damon Gameau
- We are in discussions about the possibility of lending Air Quality Monitors

Central Northern Regional Library

- Held CNRL committee meeting in March. Four of the six delegates were new.
- Most CNRL branches closed from 9/8/21-11/9/21. Could not do Click and Collect so a number of branches did home delivery instead. Very popular.
- Unvaccinated people no entry into library 11/10/21-15/12/21. Very hard on library staff and customers. All library staff must now be double vaccinated – have not had any problems with this.
- Tamworth Library – new partnership with Tamworth Family Support Services (TFSS) to form a one-stop-shop Community Hub. The Hub provides assistance to members of the community with filling in forms and connecting with support services. Will also be occurring at some of our branches.
- The CNRL Speech Language Pathology Collection was launched at Bingara Library. The collection supports early speech and language development. Childrens Books are identified that target particular concerns and tip sheets are also provided. All searchable through the catalogue. <https://cnl.nsw.gov.au/cgi-bin/spydus.exe/MSGTRNGEN/WPAC/SLPC>.
- Kay Delahunt, Manager, Cultural and Community Services, has been appointed to the Library Council of NSW. Kay will also be the new chair of the Public Libraries Consultative Committee.
- Narrabri Shire Libraries launched the Dolly Parton Imagination Library at Narrabri Library. The program is being funded by the State Government for five years.
- A CNRL Regional Training Day was held in February and Kevin Hennah was the guest speaker. He gave a general talk to all CNRL staff then discussed photos of all branches giving recommendations. Kevin also physically visited Tamworth, South Tamworth, Nundle, Manilla and Barraba libraries.
- Walcha Library has launched a new jigsaw library. Very popular.
- Tamworth Library staff attended the Tamworth Regional Council Christmas Tree Lighting event. Library staff provided children's Christmas themed art, craft and literacy workshops including Letters to Santa. 581 people attended.
- A number of CNRL staff have participated in the Local Studies training through the State Library NSW.
- Tamworth's Children Services Officer Amy Rake has been nominated as the group convener for the Australian Library and Information Association (ALIA) Disability Group. This will involve being the first point of contact for the group, designing, and organising the meetings for the year, organising guest speakers and helping the group grow and

develop. Narrabri Shire Libraries Manager Naomi Radford has volunteered to be co-secretary.

- Tamworth Library is now providing patrons with mobile printing which allows them to print directly from their mobile phone. This technology is being investigated to see if it can be rolled out to other CNRL branches.
- Tech Savvy Seniors classes have been held at Quirindi, Walcha and Uralla Libraries. Tamworth Library collaborated with the Coledale Community Centre to hold Tech Savvy Seniors classes on their premises.
- The Walcha Council's Summer Holiday Program made use of the available \$10,000 funding from the NSW Governments Office for Regional Youth, Summer Break Program, in addition to the usual Youth budget. The program included 17 different activities held over the two months and attracted a total of 661 participants. Activities were designed to appeal to different interests, abilities and ages, with many of the programs run by library staff, using the library facilities and giving the library an opportunity to promote its facilities alongside the activity provided.
- Tamworth Regional Council received a \$170,792 Library Infrastructure Funding Grant (State Funding) for the fit-out of the new Kootingal Library. The grant also includes some new furniture for Barraba, Manilla and Nundle Libraries.
- A large book themed mural painted on the side of Barraba Library was officially launched on Library Lovers Day. A storytime was held in the mall in conjunction with the opening.



Richmond-Upper Clarence Regional Library

- Drafted a new Regional Library Agreement for 2022-2027. Hopefully both Councils are happy with it and sign by 30 June 2022
- We were lucky with the floods with no damage to our libraries and only lost \$3,800 worth of items damaged while on loan
- But Richmond Valley Council was affected quite badly with the small towns of Coraki, Woodburn and Broadwater severely damaged
- Our mobile library visited Woodburn and Broadwater weekly on a Tuesday – we are unsure on when we will visit them again – in the meantime we have started a new schedule on Tuesdays visiting schools that were affected. St Josephs School in Woodburn was severely damaged and unlikely to be available until 2023. In the meantime the mobile library will visit them at a temporary location at the Catholic School in Evans Head
- As you are aware this meeting was scheduled to be at Evans Heads so we could showcase our new library but Evans Head has very little accommodation available due to flood affected residents staying at rental properties etc. The Evans Head Library has been busy assisting many of the flood affected victims
- Manager seconded to Flood recovery work during March/April 2022
- Staff have been very busy scanning and printing documents for flood affected victims. Resilience NSW send them to the library
- New Library Technician appointed in January 2022
- Quilt Project – we have a group creating quilts using the library's sewing machine's which will be given to flood victims in our area
- We have donated 48 boxes of donated books, dvds and puzzles to Richmond-Tweed Regional Library to assist with the items they lost during the floods
- We are participating in the 3 Kevin Hennessey online workshops
- Gearing up for the Kyogle Writers Festival this weekend 13-15 May 2022. The Kyogle Library is the venue for a number of the sessions
- We are starting to get back to pre-covid levels of usage with loans and visitations. Programs have been re-introduced and will continually be increased. Outreach Program is a little slower in recovering
- Casino Library Courtyard Project has been delayed due to Covid and the weather
- We are in the process of establishing a relationship with the Evans Head Living museum and cataloguing their items
- Richmond Valley Council and Kyogle Council were selected to be part of the Dolly Parton Imagination program

Coffs Harbour Libraries

- All members of the Cultural Services Leadership Team are now in place (4 new service leaders and a team leader)
- No programs for Term 1 but reintroduced for Term 2. Most popular by far is 0-5 programs
- heavy recruitment schedule as we address casualization of workforce and increased staffing levels for new building

- have new website and updated newsletter
- have undertaken early and family literacy project that includes research, design and development of suite of 0-5 programs comprising staff training, new resource kits for staff that will ensure evidenced based, high quality, consistent program can be delivered
- Yarrila Place: new building is up to level 3 and it is already as high as the carpark next door. Image is from our first site visit on International Women's Day. Work is progressing on ensuring our collections are ready to move, as well as the preplanning involved in moving a library.

Uralla Library

Library continues to work with Uralla Neighbourhood Centre and the newly formed New England Family Support Service for holiday and Youth Week programs

Newly established connection with Uralla Central School through Aboriginal Liaison teacher to assist with participation rates for Youth Week (Aboriginal students)

Newly established connection with Headspace for future holiday and Youth Week activities and events

Library Lovers Week display – “Blind Date with a Book”

Youth Week Activities Included:

- Day Trip to Tamworth Paintball and Laser Tag
- Smartphone Photography Workshop
- RLNSW Community Lifesaver program – structured around water safety and first aid in regional areas e.g., dams, rivers, creeks, snake bite, treatment of breaks and open wounds, being a first responder or assisting a first responder in an isolated area.
- Barefoot Bowls (cancelled due to wet weather)
- Mayor's Youth Week Forum working Luncheon with local school representatives
- Youth Week surveys completed by 42 Youth Week activity participants 12-24Yrs
- Planned presentation of Participation Certificate at Bundarra Central School and Uralla Central School assemblies for RLNSW course and Laser Tag day trip

School Holiday Activities – Autumn

- Beginners Watercolour Workshop
- Innovation Studio Tamworth Earthquake Table STEAM
- Giant Games afternoon

Update and revitalisation of Bundarra CWA outreach library service

Application for Winter Holiday Break grant submitted & approved \$7000.00

Program events and activity numbers steadily increasing to pre COVID levels

Visitor WI FI usage increasing with no COVID restrictions for travellers

Law Week Legal Aid talk on 20th May – Navigating the System

Drug Info online training completed by Librarian

Librarian attended CNRL regional training day

Librarian, Delegate and Director Community Services attended CNRL AGM

Library staff continue to complete modules of Niche Training Academy – Libraries

Kempsey Library

Library Renovation project is completed with a few items still to be finalised.

We reopened the completed space on the 4th April after a seven month building program.

Youth Week programs were popular with a great response from the Young Adult clan.

Our creative Children and Youth services librarian presented a “Paint and Sip (Bubble Tea) program, Henna Tattoos and Meditation and Art and Embroidery.

School Holiday programs –

The school holidays programs were highly successful, and we were able to use our new deck area to deliver some sessions.



Mobile library VAN -

The mobile VAN has included Crescent Head on its schedule to the absolute delight of the residents of the village.



The official opening of the newly renovated library space was Friday 27th May which is the anniversary of its opening in 1982.

The evening event was attended by approximately 250 people to celebrate the occasion. The community really supported the event which was a highlight for our library team. The two meeting pods and larger meeting room are an immediate success with our patrons. The meeting spaces were top of the list in all our community surveys and is engaging new library users with our spaces.

The State Library Infrastructure grant was \$460,000 and the remainder of the funds were sourced from Council and Recovery grants.

Library trainee -

We welcomed our young trainee to the team, and she is progressing extremely well with the role. There is a delay with a commencement date of the TAFE online course, hopefully this will be remedied shortly.

11. General Business

- Dates and location for next Full zone meeting were considered
 - 8 September at Taree/Wingham library

Notes: Notes of the 37th Meeting of the Maules Creek Coal Community Consultative Committee
Held at the Boggabri Golf Club

Wednesday 25 May 2022

Members Present: Brett Dickinson (BD) – Narrabri Shire Council, Darren Swain (DS) – WHC, Elizabeth O’Hara (EOH) – Community Representative, Emma Bulkeley (EB) – WHC, Jack Warnock (JW) – Community Representative, Michelle Henry (MH) – Narrabri Shire Council, Robyn Grover (RG) – Community Representative, Steve Eather (SE) – Community Representative, Talan Breaden (TB) – WHC

Apologies: Libby Laird (LL) – Maules Creek Community Representative, Lyndell Crowley (LC) – Community Representative, Ros Druce (RD) – Community Representative (Alternate), Simone Moodie (SMo) – Community Aboriginal Representative

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Agenda Items	Who to Present
1. Apologies	DR
2. Declaration of pecuniary or other interests	DR
3. Confirmation of the Minutes of the previous meeting – Wednesday 25 May 2022	DR
4. Business arising from the previous minutes – Action List Distributed	DR
5. Company Report and Overview of Mine	WHC
6. General Business	DR
7. Next Meeting – Wednesday 24 August 2022	ALL

Agenda Item	Discussion	Action/By Whom
1.	Welcome and Apologies – DR welcomed everyone, particularly new members, to the meeting.	
2.	Declaration of pecuniary or other interests – DR is paid a fee as chair as is DC for typing the minutes. EOH has a small bundle of WHC shares. RG has a daughter at Maules Creek.	
3.	Confirmation of the Minutes of the previous meeting – The CCC endorsed the minutes from the previous meeting.	
4.	Business Arising from the previous minutes DR – Members have received responses to actions from the previous meeting.	
5.	<p>Company Reports and Overview of Activities</p> <p>Site Overview: Health and Safety TB discussed MCCM's efforts to increase health and safety through increased field leadership activities. These included: increased hazard reporting; maturing health and safety critical control programs; building capabilities for Health and Safety Team; improvement in injury management (e.g., increased coverage through roster changes / earlier interaction / increased field leadership and mentoring of supervisors).</p> <p>Site Overview: COVID-19 TB described MCCM's efforts to manage the risk of COVID. These include: early detection through Rapid Antigen Screening Program; and WHC Sponsored Clinic that attended the site in April / May 2022, delivering COVID-19 Booster Vaccine and Influenza Vaccines. COVID-19 related absenteeism continues to decline. Period from 1 January – 24 May 2022: 18,037 RATs conducted with 274 positive RAT confirmed cases.</p> <p>Environmental Monitoring – Air Quality Monitoring – All data in the Monitoring Report supplied.</p> <p><u>Depositional Dust</u> – The annual reporting period (12 monthly rolling annual average) remained below the relevant Project Approval (PA 10_0138) criteria 4g/m²/month for the respective monitoring points. <u>HVAS</u> – The HVAS monitor is located on 'Olivedene'. No exceedances recorded during the 24-hour average of 50 µg/m³. Rolling Annual Average was recorded at 9.4 µg/m³ which is below the Annual Average Guideline of 30µg/m³. <u>TEOM (PM10)</u> –Annual rolling average for TEOM1 is 5.9 µg/m³ at 31 March 2022 (criteria 30µg/m³).</p>	

<p><u>Mitigation measures</u> – Ongoing dust suppressant application across the operation, i.e., water carts, stockpile sprays and progressive overburden emplacement and bulk shaping on the northern dump.</p> <p>Environmental Monitoring – Groundwater. Emma went through the slides. JW – Currawidgen is only available up to January this year and no data from January to May. EB – We have the data. Will ask the team and find out.</p> <p>Biodiversity Management <u>Feral Animal Management</u> – Most recent routine WHC Biodiversity Feral Animal Control program (March 2022) was constrained due to flooding, the results included: 122 out of total 185 pigs trapped were from the Maules Offset properties. 426 out of total 1470 baits (1080) taken were from the Maules Offsets properties. DR – Asked for a property map to be included in the next presentation to assist new members. <u>Weed Control</u> – Spraying of Summer growing invasive grasses completed. Targeted seasonal weed control for Sweet Briar and Box Thorn completed. Maintenance of fire break tracks to control excessive vegetation growth ongoing given good seasonal conditions. <u>Fencing & Waste Maintenance</u> – Final removal of waste stockpiles from Wirradale, Bimbooria and Velyama completed derelict infrastructure removal program. Additional fencing constructed for Mt Lindesay and Bimbooria as well as new Heritage Site had demarcation fencing installed. <u>Threatened Flora</u> – Quarterly inspections of threatened species is ongoing, including surveillance of flowering <i>Tylophora</i> plants. Good survival of Pomaderris plantings from last year with some plants flowering. <u>Upcoming Works</u></p> <ul style="list-style-type: none"> • Quarterly Pest Animal Monitoring and Control Program in June 2022. • Continued seasonal Weed Control Programs. Annual Reveg Planning and Assessment Inspections. • Quarterly Threatened Flora Inspections and Programs. Execute for Annual Ecological Burn Program. • Continue Heritage & Ecology Due Diligence Assessments. Continued Fencing / Maintenance works. <p>SE – There are a lot of fencing issues at the moment due to all the flooding. EB – They use a different contractor for the offsets. DW to get Brent to give Steve a call about this.</p> <p>Community – 2 complaints. 11/01/22 for a blast and 22/02/22 for a bus.</p> <p>Community Donations – For January to March 2022 almost \$198,900. Highlights included over \$50,904 to Westpac Rescue Helicopter (matching employee donations), and \$10,000 to Country Education Foundation Namoi.</p>	<p>ACTION 1 – EB to get data for Currawidgen and provide to JW and CCC</p> <p>ACTION 2 – EB to include property map</p> <p>ACTION 3 – DS to call SE re fencing</p>
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	<p>BD – Do you get many requests? DS – This round just completed which was 1 April to 30 April we had about 25 applications. More advertising and word of mouth has helped increase this.</p> <p>AHS Project Works After the AHS system experienced delays through March and April by unforeseen controls that would not allow viable production, MCCM are now moving towards recommencement at the end of May and potential expansion by the end of 2022. Hitachi have released new enhancements that have provided genuine production benefits such as refining the topside loading process, enhanced Autonomous Haul Truck (AHT) Lidar detection logic at dumps, and reducing the AHT recovery.</p> <p>BD – Do they work with the driven vehicles. TB – No, they run very separately. SE – Do they do more damage to the road? EB – They need to do more roadworks but can do offsets. TB – The AHS tells you about the road, so it can be planned more efficiently. Always continuous improvement in this space.</p> <p>Approvals Update</p> <p><u>Blast Management Plan</u> – EB updated members, observing that the review comprises the following:</p> <ul style="list-style-type: none"> • Align BLMP and the BTM Strategy in relation to scheduling and delays between blasting activities across the BTM. • Update of the consultation process between the BTM mines and the community. • Formalise use of portable fume monitors when wind direction is between 90⁰ and 270⁰. <p>Members were invited to provide comments by the end of June 2022.</p> <p><u>Modification 9 – BOS and ETL</u> – EB provided an update on the Modification. No changes to the coal mining and processing rate, mining method, mine life or rail movements are proposed as part of the Modification. It is anticipated that the Modification application and Modification Report will be lodged in Q2 CY22 and subsequently placed on public exhibition for comment.</p>	<p>ACTION 4 – CCC to provide feedback on Blast Management Plan by end of June 2022</p> <p>ACTION 5 – EB to send DR link to Modification 9 when it is approved</p>
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	<p>Maules Creek CCC Briefing – Water – Enforceable Undertaking update</p> <ul style="list-style-type: none"> Water Management Plan to be resubmitted following consultation with regulators in May. Construction of the 4 highwall dams has been completed. Installation of stream monitoring equipment in June. Clean water system is operational; however, adequate water capture for commissioning has not occurred. 	
6.	<p>General Business</p> <p>JW – Do you have any feedback on the fine that was imposed on the creek. How did it happen and when did it occur? EB – Heavy rainfall from January 2020 with the 1 in 100-year storm events, so we received massive rainfall and saw slumping which blocked the drain and water overflowed over the drain and into the creek.</p> <p>EOH – In 2018, there were 229 tyres buried. Can a slide on tyres buried be included in these presentations please? DS – It is included in our Annual Report which will hold all that information.</p> <p>EOH – Can you provide information on the clearing of land that took place? EB – It occurred between 15 February and 30 April. It wasn't a large area, and it was on the eastern side. This is consistent with our approval.</p> <p>EOH – How many passengers are using the mine bus? DS – There was an approval for 90% but now it is 70%. That's operational staff under the Award. EB – It is available on the Annual Review which is on the WHC website.</p> <p>There was a discussion about the polystyrene beads-related fine. TB read out a briefing that was sent out to WHC staff but is for internal communications. TB and EB will get company approval from the Communications Department and send through a summary to be included in the Minutes. It was observed that the beads were tiny, and blower (sucker) vacuums were used as were men on foot cleaned it up. BD – Why is it in the blast material? EB – They help with the density of the product, so you don't need to use as much product in the hole and with the explosion. They were a product from a previous blast contractor. They use a different product completely now. EOH observed that Roz Druce should be commended for bringing up the issue in the first place.</p> <p>DR – Noted that the Namoi Regional Air Quality Advisory Committee has gone through its 2-year term. Due to a lack of interest, the EPA have decided to use targeted information meetings across the region in the latter half of the year.</p> <p>DR explained to MH and BD that members have been interested in where the VPA money is being used. MH – Mentioned the allocation of community projects. \$800,000 from Maules Creek on community projects around Boggabri which is done via an application process through Council. There were 4 projects approved like the</p>	<p>ACTION 6 – WHC to send link for the Annual Report for DR to circulate to CCC members</p> <p>ACTION 7 – WHC to provide a summary of the polystyrene beads</p>

	showground for approx. \$300,000. Local public school for \$22,00. Tractor shed for \$60,000 and \$120,000 was allocated to the CBD and business activation. There is still potential for more community projects. Go to Council website to apply. BD – There are certain rules of where the money goes. It is discussed at Council meetings. DS – There are certain projects that this was allocated to. \$13 million has been paid over 4- or 5-year period. It was paid about 2 or 3 years ago. Ongoing monthly payment. The mine pays a percentage (few cents per tonne).	ACTION 8 – MH to supply link for community projects and how people can apply
7.	Next meeting date– Next meeting will be a site visit on Wednesday 24 August 2022 at 2:00 pm.	

Meeting Closed: 3:20 pm

Appendix 1: Actions

Page No	Action No	Description	Date Raised
3	1	EM to get data for Currawidgen and provide to JW and CCC	25 May 2022
3	2	WHC to include property map	25 May 2022
3	3	DS to call SE re fencing	25 May 2022
4	4	CCC to provide feedback on Blast Management Plan by end of June 2022	25 May 2022
4	5	EB to send DR link to Modification 9 when it is approved	3 November 2021
5	6	WHC to send link for the Annual Report for DR to circulate to CCC members	25 May 2022
5	7	WHC to provide a summary of the polystyrene beads	25 May 2022
6	8	MH to supply link for community projects and how people can apply	25 May 2022



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 5 AUGUST 2022 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 8.31 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor
Armidale Regional Council, Mr James Roncon, General Manager
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr Aaron Jones, Acting General Manager
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Bellingen Shire Council, Cr Steve Allan, Mayor
Bellingen Shire Council, Ms Liz Jeremy, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Grant Baker, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Broken Hill City Council, Mr Jay Nankivell, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen McAtear, Deputy General Manager
Dubbo Regional Council, Mathew Dickerson, Mayor
Dubbo Regional Council, Mr Murray Wood, CEO
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Chris Roylance, Deputy Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Dennis McIntyre, Acting General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Griffith City Council, Cr John Doug Curran, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager

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Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Margaret Roles, Mayor
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Tony Reneker, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Greg Verdon, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Mr Mick Tobin, Acting General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Narromine Shire Council, Ms Jane Redden, General Manager
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Orange City Council, Cr Jason Hamling, Mayor
Parkes Shire Council, Cr Ken Keith, Mayor
Snowy Monaro Regional Council, Cr Narelle Davis, Mayor
Snowy Valleys Council, Cr Ian Chaffey, Mayor
Snowy Valleys Council, Mr Hamish McNulty, Interim General Manager
Tamworth Regional Council, Cr Russell Webb, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mrs Elizabeth Smith, Director of Administration and Finance
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor
Uralla Shire Council, Cr Robert Crouch, Deputy Mayor
Uralla Shire Council, Ms Kate Jessep, General Manager
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Wagga Wagga City Council, Mr Peter Thompson, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
Wingecarribee Shire Council, Mr Viv May, Interim Administrator
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
LGNSW, Cr Darriea Turley, President
LGNSW, Mr Scott Phillips, CEO
OLG Ally Dench, Executive Director
OLG Karen Purser
Mark Honey

APOLOGIES:

As submitted

SPECIAL GUESTS:

- (a) Darriea Turley, President, LGNSW
- (b) The Hon Anthony Roberts MP, Minister for Planning, Minister for Homes
- (c) Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce
- (d) Mr Justin Clancy MP, Parliamentary Secretary for Health
- (e) Mr Greg Warren MP, Shadow Minister for Local Government, Shadow Minister for Veterans and Shadow Minister for Western Sydney

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 27 May 2022 be accepted as a true and accurate record (Temora Shire Council / Gwydir Shire Council).

3. Matters Arising from the Minutes

NIL

4. CORRESPONDENCE

Outward

- (a) The Hon Jim Chambers MP, Treasurer, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
- (b) The Hon Anthony Albanese MP, Prime Minister, stressing that funding for Local Government should remain at the levels of the previous government and preferably at a higher level
- (c) Mr Chris Minns MP, Leader of the Opposition NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
- (d) The Hon Dominic Perrottet MP, Premier NSW, urging bi-partisan support to ensure all 44 recommendations of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW are adopted
- (e) The Hon Wendy Tuckermann MP, Minister for Local Government, seeking urgent amendment to clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- (f) The Hon Anthony Roberts MP, Minister for Planning and Minister for Homes, seeking urgent amendment to clause 34 subsection 2 of the Environmental

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Planning and Assessment (Development Certification and Fire Safety)
Regulation 2021

- (g) Ms Anna Bowden, Head of Social Impact, Royal Far West, thanking her for her presentation to the 27 May 2022 meeting
- (h) The Hon Kevin Anderson MP, Minister for Lands and Water, Minister for Hospitality and Racing, thanking him for his presentation to the 27 May 2022 meeting
- (i) The Hon Wendy Tuckermann MP, Minister for Local Government, thanking her for her presentation to the 27 May 2022 meeting
- (j) The Hon Paul Toole MP, Deputy Premier, Minister for Regional New South Wales, Minister for Police, thanking him for his presentation to the 27 May 2022 meeting
- (k) Adjunct Professor, Ruth Stewart, Commissioner, National Rural Health Commission, thanking her for her presentation to the Health Forum on the 26 May 2022
- (l) Mr Richard Colbran, Chief Executive officer, NSW Rural Doctors Network, thanking him for his presentation to the Health Forum on the 26 May 2022
- (m) Mr Ryan Park MP, Shadow Minister for Health, Shadow Minister for Mental Health, Shadow Minister for the Illawarra and South Coast, thanking him for his presentation to the Health Forum on the 26 May 2022
- (n) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, thanking her for her presentation to the Health Forum on the 26 May 2022
- (o) The Hon Bronnie Taylor MLC, Minister for Women, Minister for Regional Health and Minister for Mental Health, forwarding to her the list of participants suggestions to move forward with Regional and Rural Health
- (p) The Hon Dominic Perrotet MP, Premier NSW, inviting him to present to next meeting to be held on the 5 August 2022
- (q) The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, inviting her to present to next meeting to be held on the 5 August 2022
- (r) Mr Edward Cavanough, Executive Director and Director Policy, McKell Institute, thanking him for participating in the Executive Committee meeting held on the 9 June 2022 and inviting him to be a presenter at the Skills Forum on the 4 August 2022
- (s) The Hon Anthony Albanese MP, Prime Minister, regarding the deployment of overseas doctors
- (t) The Hon Mark Butler MP, Minister for Health and Aged Care regarding the deployment of overseas doctors
- (u) The Hon Catherine King MP, Minister for Infrastructure, Regional Development and Local Government regarding continuous funding for the Building Better Regions program
- (v) Cr Linda Scott, President ALGA, seeking support for the continuance of the Building Better Regions program
- (w) Cr Darriea Turley, President, LGNSW, seeking support for the continuance of the Building Better Regions program

Inward

- (a) Mr Marcus Ray, Group Deputy Secretary, Planning and Assessment regarding employment zones reform

- (b) Mr Brett Whitworth, Deputy Secretary, Planning Policy, regarding clause 34 subsection 2 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- (c) The Hon Dugald Sanders MP, Minister for Agriculture, Minister for Western NSW, regarding standards for breeding dogs
- (d) The Hon James Griffith MP, Minister for Environment and Heritage, regarding the NSW Biodiversity Offset Scheme
- (e) The Hon Dominic Perretot MP, Premier NSW, advising that the Government is currently considering the recommendation of the Legislative Council Inquiry into Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW
- (f) Leeton Shire Council, forwarding letter from LGNSW to the Treasurer, Minister Cooke MP, Auditor General, and Minister Tuckerman MP, regarding treatment of RFS assets
- (g) Letter from the Department of Planning and Environment to the Auditor General regarding the treatment of RFS assets
- (h) Riverina Joint Organisation regarding the proposal to introduce a Domestic Waste Charge peg

NOTED

5. President Cr Darriea Turley, LGNSW Update

Cr Turley provided a report on the work of LGNSW since the last meeting including Annual Conference 2022, Local Government Week and Awards Dinner, Emergency Services Levy and Rural Fire Service Assets, State Budget, Upper House Inquiry into floods, and advocacy into Parliamentary Inquiry into elections held under COVID 19 conditions, Domestic Waste Charges Review, addressing council staff shortages, ePlanning and NSW Planning Portal, rural and regional health and recent advocacy wins

6. Mr Tom O'Dea, Head of NBN Local NSW

There are 21 NBN professionals looking after Regional and rural shareholders. NBN is a Government Business Enterprise which sells to telecommunication providers and is accountable to the Federal Government. NBN has delivery partnerships with contractors and subcontractors. It is the provider that supplies the modems of varying quality. Householders often place the modems in their homes that are not efficient. NBN's purpose is to lift digital capability at a local level. On the ground NBN have Community Engagement Managers, business leads and community ambassadors. Part of their staff engagement is that staff have to live in the area they serve. The focus is delivering digital capability, developing regional infrastructure, supporting regional performance and integration within local communities. 12.1million homes are connected, 8.5million are connected to a plan and 76% have 50mbps wholesale speed. In regional Australia 3.4million premises are connected. \$750million is being invested in upgrading the fixed wireless network and extending the range of the fixed wireless network with benefits of extended coverage, faster speeds, improved busy home speeds, and enhanced data levels. NBN needs to get the message out and needs insights, opportunities and the voice of customers from councils.

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7. The Hon Anthony Roberts, Minister for Planning, Minister for Homes

The government is committed to having diversity of housing. Regional housing pressures have been caused through migration and more people are staying in the regions and the need for housing intensifies. The 2022 budget housing package includes \$500million to unlock land and \$174million to support key workers moving to the regions. The Housing Strategy 2041 has been developed and there are lessor assessment times. A regional Housing Taskforce has been set up to examine the barriers to the provision of housing and affordability in the regions and all their recommendations have been accepted. \$34million has been set aside over 4 years to implement the Taskforce recommendations. A Regional Housing Flying Squad has been created to assist regional councils. Under the next phase of the Accelerated Housing Infrastructure Fund \$120million has been set aside for high growth regional areas. The shortage of Planners in regional areas is being addressed by allowing councils to outsource the assessment of housing DA's to consultants. The Regional Housing Flying Squad program is be considered for a twelve month extension. Agritourism is a booming industry and the government is helping farmers to diversify their businesses. Certain agritourism activities will be listed as exempt or complying development. All of the nine Regional Plans are being reviewed responding to impacts and linked to other State strategies. Tribute was paid to the leaders of the flood affected areas and an Independent Inquiry report will be released soon. \$150million will be available to build and replace social houses and \$10million allocated to replace police homes. Money is being allocated to close the GAP. There is always going to be challenges with new technology such as the planning portal.

8. Financial Report

RESOLVED That the financial reports for the last quarter were tabled and accepted (Inverell Shire Council / Lachlan Shire Council)

9. Presentation of Emeritus Mayor Award by Cr Darriea Turley, President LGNSW

Cr Darriea Turley presented retired Mayor Mark Honey, Kiama Municipal Council, with his Emeritus Mayor certificate and pin

10. Introduction of the Country Mayors Lapel Badge

Cr Firman Executive member outlined the purpose of the lapel pins to promote the Country Mayors Association and to recognize the professionalism of its members. The lapel pins were handed out to attending Mayors. Those not attending will be given their pins at future meetings

11. Ms Amy Dumbrell, Acting Director, Biodiversity Offsets Scheme and Dr Louisa Mamouny, Acting Executive Director, Biodiversity Credit Supply Fund and Taskforce

The Biodiversity Offset Scheme has had a history since 1995 with a shift to method based in 2007 and in 2014 an offset policy for major projects became compulsory. In 2016 the Biodiversity Conservation Act was passed and in 2020 the Australian Government endorsed the scheme. In 2021 the Integrated Improvement and Assistance Program commenced and in 2022 the review of LMBC commences. The Biodiversity Scheme aims to avoid, minimize and offset the impacts of development on biodiversity consistent with the principles of ecological sustainable development. It is required under DA's. \$550million Biodiversity credits have been traded and 36,000 hectares of land protected. The scheme is being improved by refining it, and scaling up, through a strategy to increase credit supply, identifying pain points, a local government support program, additional assessors and a help desk. The Biodiversity Credits Supply Fund and Taskforce have identified that credits are too hard to attain and expensive and that buyers and sellers are hard to identify. Problems need to be resolved to make a significant difference in the coming months by fast tracking of Biodiversity credits, operate a credit supply fund and enhance conservation benefits. It can be made easier by targeting support, streamlining processes, provide upfront support, simplifying the BSA agreement, opportunities to connect, more information, addressing barriers and communication and engagement.

RESOLVED That the Country Mayors Association make representations to the NSW Government on the gross failings of the Biodiversity Scheme, the inadequacies of the review to address the real problems of the scheme, and the ongoing economic hardship and loss of development of regional NSW (Narromine Shire Council / Gilgandra Shire Council)

12. Mr Justin Clancy MP, Parliamentary Secretary for Health

Mr Clancy thanked CMA for its insights into regional and rural health and the wellbeing of our communities. There is no quick fix for regional and rural health but the 2022 State budget has provided a significant boost to operational and capital expenditure including the allocation of additional staff with \$883million over 4 years to attract regional and rural workers. Tailored programs are to be introduced to take up positions and increased training opportunities. The elective surgery waitlist will get additional funding over the next 2 years. Hospital and health facility upgrades have been important for health outcomes and in the next 4 years there will be \$3billion spent on capital infrastructure including staff accommodation in regional NSW. \$740million over 5 years will be spent on palliative care covering an extra 600 nurses and other staff, and social care is to have a virtual connection to provide equity and care and there will be virtual care access to health specialists. A virtual intensive care unit has been announced in Broken Hill for remote NSW. Travel and accommodation support has been expanded in the budget. A new Regional Health Division was established in April this year and will look at the recommendations of Legislative Council report and other issues. The new Advisory Panel will be working on the Regional Health Plan which has had 1,200 face to face meetings held to develop it. The draft plan will be available for comment in September this year.

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13. Mr Greg Warren MP, Shadow Minister for Local Government, Shadow Minister for Veterans, and Shadow Minister for Western Sydney

Mr Warren thanked Country Mayors for the opportunity to meet with members. He advised that he had written to the Emergency Services and Local Government Ministers regarding the treatment of RFS assets and advised there needs to be a legislative change. There needs to be changes made in respect to Joint Organisation funding and legislative requirements and that both issues were on labors radar.

14. Scholarship Sub Committee of the Executive Committee

RESOLVED that NSW Country Mayors Association adopt an Inprinciple position with implementing a suitable Scholarship program, to assist in addressing skills shortages in our communities and further
That the NSW CMA Executive be authorised to compile Criteria and Structure of Scholarship programme, to report back to NSW CMA for final endorsement.
(Gunnedah Shire Council / Temora Shire Council

15. Suggestions for positive change for Regional and Rural Health

- (1) Local Health Districts need to introduce measures to hold on to internees
- (2) Develop a system to get overseas doctors into are communities
- (3) Support UNE, CSU, and SCU to establish new medical schools
- (4) Investigate administration and boundaries of Health Districts
- (5) Have Primary Care nurses connected to hospitals
- (6) Indigenous Training of indigenous people for their communities
- (7) Advocacy approach and strategy to be developed by Country Mayors
- (8) Ensure the State Government reports on the progress of the Inquiry
- (9) The Commonwealth Government to explain what they are doing in respect of the Inquiry
- (10) Thank those that have worked hard under a difficult situation
- (11) Councils build health plans
- (12) The issue is workforce. Where is the workforce and where do you get it
- (13) Travel allowances to be simplified
- (14) Need bipartisan support of the 44 recommendations and continuation of Minister for Regional Health (Letters have been sent to the Premier and Leader of the Opposition)
- (15) Re-establish Hospital Boards

RESOLVED that the suggestions be left in the hands of the Executive to monitor and followup (Parkes Shire Council / Gunnedah Shire Council

16. Wakefield Park Development

Goulburn Mulwaree Council advised of Wakefield Park Raceway's appeal to NSW Land and Environment Court against consent conditions imposed. The appeal was upheld but the Court imposed stricter noise management conditions that impact on the definition of an event which could make the raceway unviable

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17. Demerger Proposal of Cootamundra-Gundagai Regional Council

RESOLVED that Country Mayors write a letter to the Boundaries Commission supporting their decision which recommends the demerger of the councils should proceed (Parkes Shire Council / Gunnedah Shire Council)

18. Next Meeting

The date of the next meeting is scheduled for Friday, 18 November 2022

NOTED

There being no further business the meeting closed at 12.40pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Ken Keith OAM
PO Box 337 Parkes NSW 2870
02 6861 2333
ABN 92 803 490 533

MINUTES

RURAL SKILLS FORUM

THURSDAY, 4 AUGUST 2022 AUDITORIUM, CLUB YORK, SYDNEY

The Forum opened at 12.50pm.

1. ATTENDANCE:

Ballina Shire Council, Cr Sharon Cadwallader, Mayor
Bathurst Regional Council, Cr Robert Taylor, Mayor
Bathurst Regional Council, Mr Aaron Jones, Acting General Manager
Bega Valley Shire Council, Mr Anthony McMahon, CEO
Blayney Shire Council, Cr Scott Ferguson, Mayor
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cootamundra-Gundagai Regional Council, Cr Charlie Sheahan, Mayor
Cootamundra-Gundagai Regional Council, Mr Glen Atear, Deputy General Manager
Dubbo Regional Council, Cr Mathew, Mayor
Dubbo Regional Council, Mr Murray Wood, CEO
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Doug Batten, Mayor
Glen Innes Shire Council, Cr Rod Banham, Mayor
Glen Innes Shire Council, Mr Dennis McIntyre, Acting General Manager
Goulburn Mulwaree Council, Cr Bob Peter Walker, Mayor
Goulburn Mulwaree Council, Mr Aaron Johansson, CEO
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Hilltops Council, Cr Margaret Roles, Mayor
Kiama Municipal Council, Cr Neil Reilly, Mayor
Kiama Municipal Council, Ms Jane Stroud, General Manager
Kyogle Council, Cr Kylie Thomas, Mayor
Lachlan Shire Council, Cr John Medcalf, Mayor
Lachlan Shire Council, Mr Greg Tory, General Manager
Leeton Shire Council, Cr Tony Reneker, Mayor
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor
Lockhart Shire Council, Cr Greg Verdon, Mayor

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Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Mark Johnson, Mayor
Moree Plains Shire Council, Mr Mike Tobin, Acting General Manager
Murray River Council, Mr Terry Dodds, General Manager
Narrabri Shire Council, Cr Ron Campbell, Mayor
Narrabri Shire Council, Cr Catherine Redding, Deputy Mayor
Narrabri Shire Council, Ms Gillian Goddard, Small Business Liason Officer
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Mark Kellam, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Snowy Monaro Regional Council, Cr Narelle Davis, Mayor
Tamworth Regional Council, Cr Russell Webb, Mayor
Tamworth Regional Council, Mr Paul Bennett, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mrs Elizabeth Smith, Director Administration and Finance
Uralla Shire Council, Cr Robert Crouch, Deputy Mayor
Wagga Wagga City Council, Cr Dallas Tout, Mayor
Wagga Wagga City Council, Mr Peter Thompson, General Manager
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Weddin Shire Council, Cr Craig Bembrick, Mayor
Weddin Shire Council, Ms Noreen Vu, General Manager
To attract skilled labour
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager
LGNSW, Cr Darriea Turley, President
LGNSW, Mr Scott Phillips, CEO
Cr Jacob Cass Country Universities Centre

APOLOGIES:

As submitted

Welcome and Introduction of proceedings Cr Ken Keith OAM, Chairman, Country Mayors Association of NSW

Today's Forum evolved out of the Association members review of priority issues. Australia has dropped the ball on education and skills over the past 10 years and have created huge issues for rural NSW. With rate pegging councils do not have the resources and are unable to increase wages to compete for staff. Added to that in Parkes staff are being poached by government and the mining industry. Parkes Shire is working with the regional growth Development Corporation to develop a strategy to attract and retain skilled labour. There has been a dramatic reduction in the development of TAFE courses over the past five years. Course enrollments since 2016 have decreased on average by 12.7% although post COVID there has been a modest recovery. Only 29% of people enrolled in courses in 2021 completed their course. One of the main problems is the lack of apprenticeships and traineeships in rural towns.

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Hon Fiona Nash, National Commissioner for Rural Education

The former government appointed her to the role of Commissioner last year and it is the first time there has been a national focus on Education and skills. As Commissioner she also looks at the workforce and how it is impacted. The role is diverse but is not involved in funding but giving advice to government on solutions to challenges. Solutions come from the ground up. There is a need to address workforce shortage on a local basis. Skills retention is a major focus and there hasn't been enough focus on how to grow workforces regionally. Access to education through schools and TAFE is very important. There needs to be better success to career advice. Access to childcare is a barrier. There is a disparity between the city and country across the board a country student is less likely to get a degree or complete higher education. There is a role for councils to connect with people leaving country communities and wanting to come back.

Hon Alister Henskens, Minister for Skills and Training

NSW has the most skilled workforce in Australia and delivered a major investment in fee free training. Delivery and opportunities are more than ever with \$3.1 billion provided in the budget for skills and training. The labour shortage is causing many problems. If you don't have people to train that is a major problem. There is provision in the budget for \$80 million over four years for additional fee for free places to be provided. There is a roll out of pathway programs in regional areas with programs in 144 schools throughout the state providing workplace placements as well as training at the high school level. The restriction that only one vocational subject could be a HSC subject has been removed. \$2 billion has been allocated for TAFE including a large capital investment. NSW is training 45% of all TAFE students in Australia and NSW has the largest take up in regional Australia. Councils across NSW will take time to rebuild flood affected areas and the Government is introducing flood specific courses at TAFE to increase skill needs. There is also other skills work with emergency services and with emergency management courses. Asbestos affected courses in flood areas are also being introduced.

Mr Tim Crakanthorp, Shadow Minister for Skills and TAFE, Shadow Minister for Tertiary Education

The economy is dependent on skilled migration which stopped due to COVID. TAFE enrollments have dropped. COVID had shortages but when it stopped job opportunities increased. Past cuts in skills and education budgets have caused downturn but increased budgets does not fix everything. The new Federal Government has a good skills and education policy. Now the 1 in 10 workers in construction has to be a cadet or trainee. Additional budget to skills and education has been promised. One aspect that has been overlooked is the formation of a national body that addresses skills and education needs throughout Australia. NSW Labor wants to revive the manufacturing sector which will create jobs. Completion rates at TAFE are not high. The purpose of educating is to get people into jobs but on-line education has pros and cons as connections are not good enough and many families do not have the technology. Courses have been reconstructed because of this. TAFE courses are being cancelled and rap around courses lost which is not logical. Courses have to be aligned. NSW Labor will ensure that 50% of railway

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stock is produced in the State and will increase tender wages. We will establish a Job First Commission and will be taking on the recommendations of the McKell Institute. Labor wants to get students into training and have a skilled workforce. TAFE needs to be rebuilt to provide courses that students want. Labor invites Country Mayors to provide input into their future plans and policies.

Mr Edward Cavanagh, Director of Policy, McKell Institute

The McKell Institute is a research body that works with Government and Business to generate skill changes in communities. Their current project involves data input to identify what problems are being experienced in retaining and attracting skills to regional and rural communities. Generally communities identify their own problem areas but they are rarely solved. The project is about providing jobs in country areas and looking at the broad structural issues that affect the skills shortage in country areas. Migration to rural NSW has created new problems. The Institute is working with the University of Wollongong detailing community market trends and then build up a Local Government area database. The Institute wants to analyse all of the issues highlighted and they need councils to take the statistical realities to government. Its local solutions for local problems. The Institute wants councils to add to it with powerful stories and they will visit those communities as part of their field work in October and November this year. The results can be used in the State election context.

Cr Jacob Cass, Centre Manager, Parkes Country Universities Centre

The Country Universities model is a wide one and started in Cooma in 2013 to create opportunities for youth and encourage local high value jobs. The model has grown throughout the State and is a study space that provides high speed internet shared with other students and connects students with technology. It has a people centric focus. It is community owned and governed and funded by the three levels of government. The centres have several partnerships including cornerstone universities and industry support. 1462 students are registered across three states and 48% of students are first in their families to study. Students can study through any university and in fact they study through 140 different institutions. Most students are in the 20-44 years age bracket. The centres support learning and have academic and administration assistance. Pathways include tertiary education, traineeships, and apprenticeships. Parkes Young Professionals is a network of young professionals who can share experiences. Partnerships include universities, government, local business, schools, industry and community and the Parkes Business Innovation Hub is a 20 seat meeting room with video conferencing.

Cr Rick Firman Chairman and Julie Briggs CEO Riverina Joint Organisation to outline Riverina's Development Skills Shortages Project

The Riverina Workforce Development project has focus areas and works towards a regional workforce and an employer of choice. Four strands of activities cover high school students and university students. The career journey is professional placements, connectivity, a graduate program and "Start Yourselves". "Start Yourselves" involves start

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your career here with work inspirational days, meetings between schools and council, resource materials, project officer support, work experience and a better understanding of councils. There are "Come and Try" days over a three day period. Come and try Civil Engineering, Civil Construction, Mapping/GIS, Horticulture and Town Planning and Building. There is professional placement with Charles Stuart University and Wollongong University, and credited placements and voluntary placements offered in any area of Councils operations. There is a student ambassador that showcases diversity at work. There are graduate programs aligned to specific purposes and a fast tracked pathway. That does not guarantee work. Challenges include council resourcing, finding enough placements, finding graduate placements, costs associated with "Come and Try" days, and the importance of partnerships like "Compact"

Suggestions for positive change

- Community service obligation allows for reduction in numbers in rural and remote LGA's based on the already established community service obligation that TAFE is committed to with flexibility of numbers for specific courses in communities
- That TAFE NSW specifically isolate metropolitan from regional, rural and remote in all areas like student courses, enrollments, completions, apprenticeships and traineeships and funding distribution
- TAFE NSW to deliver a more detailed and transparent annual report that highlights performance and outcomes for each LGA and when it distinguishes from metro and regionals to include industry profiles
- That the HECS debt mechanism be used as a catalyst to support and improve councils currently struggling to attract and retain skilled staff
- Identify what type of courses are undertaken in LGA's that involve face to face tuition
- More support and incentive for local business to train trainees
- Encourage the State Government to train their own trainees and apprentices
- Engage with the Minister and his advisors to promote and discuss problems facing regional and rural NSW
- Advocate for the aged workforce to return to the workforce and provide training and mentoring
- Reduce competition between the States for the skilled workforce
- The McKell Institute be supported by CMA in its endeavors to increase skills and to retain skills in country NSW

There being no further business the meeting closed at 5.05pm.

Cr Ken Keith OAM
Chairman Country Mayor's Association of NSW

**Narrabri Shire Council
CODE OF MEETING PRACTICE**

2022

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1 INTRODUCTION

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.

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.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
Dates: Fourth Tuesday of each month
Time: 1:00pm
Place: Council Chambers, 46-48 Maitland Street Narrabri NSW
- 3.2 [Deleted]

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 **not later than 12 noon on Monday in the week preceding the Council Meeting, or the business day before if that Monday falls on a NSW Public Holiday.**
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.
- 3.13A Councillors are limited to submitting up to two (2) notices of motion each per Council meeting.

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. Councillors are limited to submitting up to five (5) questions on notice each per Council meeting. Councillors may submit more than five (5) at the discretion of the General Manager.
- 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

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- 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 clause 3.29(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 and councillor workshops

- 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.
- 3.39 Council may hold monthly workshops with Councillors. Excepting the below, Council Workshops will operate according to 3.33 to 3.38 above as though they were pre-meeting briefing sessions.
- 3.40 Council Workshops may be held on the first Tuesday of each month, or on such other occasions as determined by the General Manager.
- 3.41 At workshops, the General Manager and staff will brief councillors on business to be considered at upcoming council meetings, but not necessarily the next council meeting.
- 3.42 Councillors may ask questions of the General Manager or other staff (with the General Manager's permission) at workshops. Questions may be answered at the time or taken on notice by the General Manager and/or staff.

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 or those within the scope of council's functions. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. Public forums do not form part of the meeting.
- 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 **5pm on the working day** before the date on which the public forum is to be held, and must identify the item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions) 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 **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 **three (3) speakers** are to be permitted to speak on each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions), or 'for' or 'against' each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions).
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business or otherwise within the scope of council's functions, 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 or otherwise within the scope of council's functions, 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 or council function.

- 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 **three (3) 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 **three (3) minutes** to address the council. This time is to be strictly enforced by the chairperson. The chairperson may, at their sole unfettered discretion, grant one extension up to a maximum of **two (2) minutes**.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting or otherwise within the scope of council's functions, 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 **three (3) 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 **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.

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

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

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

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

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using, and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 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-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.

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 audio-visual 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 *Local Government (General) Regulation 2021 (NSW)* reg 236.

- 5.39 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

- 5.40 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 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

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

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

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

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

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

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

Chairperson to have precedence

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

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname] or other salutation as applicable (ie Dr.).

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 Opening Prayer
 - 03 Acknowledgement of country
 - 04 Acknowledgement of Australian Servicepeople
 - 05 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 - 06 Confirmation of minutes
 - 07 Disclosures of interests
 - 08 Mayoral minute(s)
 - 09 Matters of great urgency
 - 10 Reports of committees
 - 11 Reports to council
 - 12 Notices of motions
 - 13 Questions with notice
 - 14 Confidential matters
 - 15 Conclusion of the meeting
- 8.2 [Deleted]
- 8.3 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.
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or 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.

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.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion

is to be suspended while the amendment to the original motion is being debated.

- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

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

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than **five (5) minutes** at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than **five (5) minutes** on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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

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.

11.4 **[Deleted]**

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 [Deleted]
- 11.7 [Deleted]
- 11.8 [Deleted]
- 11.9 [Deleted]
- 11.10 [Deleted]
- 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.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

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

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

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

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

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

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

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

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

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

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

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **Noon on the working 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 **3** 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 **three (3) speakers** to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **three (3) minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

Obligations of councillors attending meetings by audio-visual link

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

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.
- 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 *Local Government (General) Regulation 2021 (NSW)* reg 182.

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 *Local Government (General) Regulation 2021 (NSW)* reg 233.

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 [Deleted]

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.

15.16 Clause 15.15, 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 *Local Government (General) Regulation 2021 (NSW)* reg 233(2).

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

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

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

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

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link and/or turn off the councillor's video 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 first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

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

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.

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 **by 5:00pm two (2) working 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) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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

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

Recommitting resolutions to correct an error

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

- (a) to correct any error, ambiguity, or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

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

18 TIME LIMITS ON COUNCIL MEETINGS

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

19 AFTER THE MEETING

Minutes of meetings

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

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

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

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

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:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

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

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (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.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

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

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

23 APPENDIX A - The Role of Chairperson

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether they have made their view known.
3. The Chairperson shall receive and put to the meeting any lawful motion which is brought before the meeting.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson must rule out of order any motion or amendment to a motion that does not relate to the business before Council and any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
6. Before ruling out of order a motion or an amendment to a motion, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
7. Any motion, amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.
8. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the Regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements, and the imputation of improper motives.
10. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise.
11. The Chairperson of Council Meetings or Committees of Council whose members are all Councillors shall have the right to exercise a casting vote

24 APPENDIX B - Motions, Amendments and Foreshadowed Motions**Motions**

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Council or Committee of Council.
2. If that motion is passed it becomes a resolution of the Council or the Committee of Council (within the Committee's delegation).
3. The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.
4. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
5. If there is no objection to a motion before Council or Committee of Council, there shall be no right of reply, and the Chair shall put the motion.
6. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
7. A motion should be very specific in its intention, must be lawful and capable of being implemented.
8. If possible, a motion should be qualified by referring to a timetable, financial implications, person required to take the necessary action, etc.
9. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
10. A Councillor seconding the motion is in effect stating, "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
11. When a motion is complex in its wording and intent, to assist other Councillors of the Council/Committee of Council, a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting.
12. A motion should start with the word "THAT", for example "THAT the road be closed."

13. Motions should be written in a positive sense so that a “yes” vote indicates support for the action, and a “no” vote indicates that no action should be taken.
14. The mover of the motion has the right to speak first, and a general “right of reply” at the end of the debate. No new information or material should be argued during the “right of reply.”
15. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
16. At the end of the debate, the Chairperson puts the motion to the meeting for voting by Councillors.

Amendments

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. An amendment must be lawful and capable of being implemented.
3. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
4. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
5. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next.
6. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

Foreshadowed Motions/Amendments

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson cannot accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

25 APPENDIX C – Calling a Point of Order

1. A Point of Order may be called in the following circumstances:
 - (a) A matter is raised that does not relate to the subject being discussed.
 - (b) There is no quorum present in the Council Chamber.
 - (c) There has been a failure to comply with some rule, regulation, standing order, policy, or accepted rules of debate.
 - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
 - (e) A speaker has exceeded the time limit for speeches.
 - (f) An amendment under discussion has not been seconded.
 - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice. For example: "Under section 8.4 of the Code of Meeting Practice...."
4. No other Councillor may speak on the Point of Order.
5. The Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent.
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

26 APPENDIX D – Practice for Written Submissions from the Public

Written submissions from the Public at Meetings Guidelines

Aim:- To assist the decision-making process, Council has provided the opportunity to members of the public to submit written submissions to Council.

General Information: Written submissions can be completed and submitted online via Council's website. Members of the public are required to register their written submission by midday on the Friday prior to the meeting. All written submissions will be distributed to Councillors after the midday deadline on the Friday prior to the meeting.

Please note that there will be no opportunity for speakers to address Council or Committee of Council meetings in person, written submissions only will be accepted. Privacy

Note: Please be aware that:-

1. Council and Committee of Council meetings are webcast; and
2. Your personal information is collected for Council purposes and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the Government Information (Public Access) Act 2009.

Need more information? Any questions, please phone Narrabri Shire Council's Customer Service Team on 02 6759 6966.

27 APPENDIX E – Procedure For The Conduct Of Elections

Election of Mayor / Deputy Mayor and Chairperson / Deputy Chairperson of Committees of Council

Election of Mayor

1. Mayor to Vacate Seat

Following adoption of the Minutes of the previous Council Meeting and any Mayoral Minutes, the Mayor may make a comment on their Mayoral term and vacate the chair and hand over the Mayoral Chains to the General Manager. The General Manager is appointed Returning Officer by virtue of the Local Government Act and Council Resolution and will be assisted by nominated Staff.

2. Determination of Method of Voting

The Returning Officer will ask for Council to resolve the method of voting being either Ordinary Ballot, Preferential Ballot or Open Voting.

Clause 11.9 of Council's Code of Meeting Practice states as follows:

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Note: The *Local Government (General) Regulation 2021* provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

a. Ordinary Ballot

An Ordinary Ballot is a secret ballot where ballot papers are distributed to each Councillor and Councillors will vote for only one (1) candidate. If there are more than two (2) candidates, more than one (1) ballot will be required, if there is no majority arising from the first ballot.

b. Preferential Ballot

A Preferential Ballot is a secret ballot whereby all candidates are listed on the ballot paper and each Councillor is required to indicate their preference, from first to last, from the number of candidates listed on the ballot paper. This method eliminates the candidate with the lowest number of primary votes until one (1) candidate achieves a majority of votes.

c. Open Voting

An Open Voting method is done by show of hands or use of the electronic voting system to determine the number of votes for each candidate.

If required, a Ballot Form to determine the method of voting will be distributed to Councillors. The Returning Officer will declare the method of voting according to the results of the ballot.

Council Staff will conduct the election and will provide the results to the Returning Officer for validation. The Returning Officer will declare the outcome of each ballot.

Note: A majority of votes is achieved if a candidate receives half of the formal votes plus one (1) extra vote. i.e.: if 9 formal votes are received, a majority is 5 votes or higher; or if 8 formal votes are received, a majority is 5 votes or higher.

If any Councillor abstains from voting, their vote will be recorded as an Informal vote.

3. Confirmation of Nominations for Position of Mayor

The Returning Officer will inform the Council of nominations received for the position of Mayor. All nominations are to be received by the General Manager on the "Nomination Form for Election of Mayor" duly signed and completed, prior to the commencement of the Council Meeting at 6.00pm at which the election is to be conducted. The Returning Officer will also ask for further nominations at the meeting, prior to the election for the position of the Mayor.

Councillors can be nominated for both Mayor and Deputy Mayor and can withdraw either nomination prior to either election.

4. Election to be conducted

Under all methods of voting, the following general principles will apply in conducting the election –

a. One (1) Candidate

If only one (1) nomination is received, that Councillor will be declared elected unopposed as Mayor for the ensuing 2 years.

b. Two (2) Candidates

(i) If one (1) candidate receives a majority of formal votes, that candidate will be declared elected as Mayor for the ensuing 2 years.

(ii) If the two (2) candidates receive equal votes, then a draw by lot will be required to be undertaken by the Returning Officer.

The Returning Officer will organise for the names of both candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be declared elected as Mayor for the ensuing 2 years.**

c. Three (3) or more Candidates

(i) If there are three (3) or more candidates, a process of elimination will be undertaken until such time as either a majority of votes is achieved for one (1) candidate or the two (2) remaining candidates have equal votes and a draw by lot is undertaken in accordance with the method described in part (b) above.

(ii) In the scenario where three (3) or more candidates have equal votes, then a draw by lot will be required to be undertaken by the Returning Officer. The Returning Officer will organise for the names of all candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(iii) In the scenario where three (3) or more candidates have unequal votes, and a majority of votes is not achieved, the candidate with the lowest number of votes will be eliminated by the Returning Officer. A fresh ballot will then be conducted. See part (v) below.

Note: In the case of a Preferential Ballot, candidates are excluded until a majority of votes is achieved.

(iv) In the scenario where three (3) or more candidates have unequal votes but two (2) or more have equal lowest votes, then a draw by lot will be required to be undertaken by the Returning Officer to eliminate one of those candidates with equal lowest votes. The Returning Officer will organise for the names of these candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(v) The process of the ballot and elimination will continue until two (2) candidates remain and the result is determined in accordance with the method described in part (b) above.

5. Declaration of Mayor

Upon completing the election, the Returning Officer will declare the Mayor as elected, and the newly appointed Mayor will take his/her seat.

Election of Deputy Mayor

1. The process for Nomination of Deputy Mayor is the same as for Mayor.
2. The process for Election of Deputy Mayor is the same as for Mayor.
3. The term that a Councillor is elected as Deputy Mayor must be determined by Council.

Election of Chairperson / Deputy Chairperson – Committees of Council

1. The process for Nomination of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
2. The process for Election of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.

The term that a Councillor is elected as Chairperson / Deputy Chairperson for a Committee of Council is one (1) year.

28 APPENDIX F – Form for Disclosure of Interests




 Narrabri Shire Council
 46 - 48 Maitland Street
 PO Box 261, Narrabri NSW 2390


 P. (02) 6799 6866
 F. (02) 6799 6888


 E. council@narrabri.nsw.gov.au
 www.narrabri.nsw.gov.au

Our Reference:
 Contact Name: Governance Coordinator

Notice of Disclosure of Interests

(Narrabri Shire Council Code of Meeting Practice 2022 cl 16)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ wish to notify my interest in the following matter:

Meeting: _____
 Meeting Date: _____
 Agenda Item No.: _____
 Subject: _____

Details of Interest (including relationship if applicable):

Nature of Interest:

- ☐ Pecuniary Interest
☐ Significant Non-Pecuniary Interest
☐ Non-Significant Non-Pecuniary Interest

Proposed Action:

- ☐ I will not be present or in sight of the meeting during the discussion or consideration of the matter.
☐ I will be present at the meeting, but take no part in the discussion or consideration of the matter.
☐ I propose to take no action. The reason for this is:

Our Reference:
 Contact Name: Governance Coordinator

Signature

Date

29 APPENDIX G – Form for Councillors Requesting to Attend Meetings via Audio-Visual Link



Our Reference:

Contact Name:

Governance Coordinator

Request to Attend Meeting via Audio Visual Link

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.20)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ request to attend the following meeting via Audio Visual Link:

Meeting: _____

Meeting Date: _____

For the following reasons:

Councillor

Date

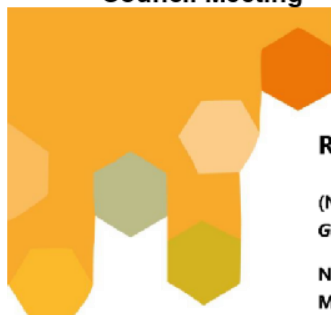



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www.narrabri.nsw.gov.au

30 APPENDIX H – Form for Councillors Requesting an Extraordinary Council Meeting



Our Reference: _____
Contact Name: _____ Governance Coordinator

Request for an Extraordinary Council Meeting

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.9; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to the General Manager or the Mayor, 3 days prior to the proposed meeting date outlined below.

We, Cr _____ and Cr _____ request an Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

To deal with the following matter(s):

Councillor Date

Councillor Date

Note: The Mayor maintains full discretions as to when the Extraordinary Council Meeting will be held, so long as it is held as soon as practicable within 14 days of receipt of the request.

I, Mayor _____ call for the Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

Mayor Date




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P. (02) 6799 6866
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www.narrabri.nsw.gov.au

31 APPENDIX I – Form for Submitting a Notice of Motion



Our Reference:

Contact Name:

Governance Coordinator

Notice of Motion**(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.10)****Note: this notice must be submitted to the General Manager no less than 10 business days before the meeting is to be held**

I _____ give notice in accordance with Clause 3.10 of the Council's Code of Meeting Practice, the following motion be placed on the next business paper:

THAT:

A source of funding has been identified (if the motion requires expenditure of funds on works or services other than those already provided for in Council's current adopted Operational Plan)?

Yes / No




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 PO Box 261, Narrabri NSW 2390


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 F. (02) 6799 6888


 E. council@narrabri.nsw.gov.au
www.narrabri.nsw.gov.au

Councillor

Date

32 APPENDIX J – Form for Submitting a Leave of Absence



Our Reference:

Contact Name:

Governance Coordinator

Leave of Absence Request

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.4)

Note: this notice must be submitted to the General Manager prior to the next meeting to be held.

I _____ request a leave of absence for myself/another Councillor being: _____

from: _____ to _____ inclusive.

For the following reason/s:

_____
Councillor_____
Date


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www.narrabri.nsw.gov.au

33 APPENDIX K – Form for Speaking at a Public Forum of Council

**Request to Speak at a Public Forum of Council**

(Narrabri Shire Council Code of Meeting Practice 2022 cl 4.4; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to Council by 5:00pm, 3 days prior to the proposed meeting date outlined below.

I _____ request to attend speak at the Public Forum to be held prior to the Ordinary Council Meeting on:

Meeting Date: _____

I wish to speak on the following matter:

Pursuant to Narrabri Shire Council Code of Meeting Practice 2022 cl 4.1, members of the public may only speak on items that form part of the Council Meeting Agenda or within the scope of Council's functions.

Contact Details:

Email: _____

Phone Number: _____

Signature

Date




Narrabri Shire Council
46 - 48 Maitland Street
PO Box 261, Narrabri NSW 2390


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F. (02) 6799 6888


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www.narrabri.nsw.gov.au

**Narrabri Shire Council
CODE OF MEETING PRACTICE**

2022

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1 INTRODUCTION

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.

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.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
Dates: Fourth Tuesday of each month
Time: 1:00pm
Place: Council Chambers, 46-48 Maitland Street Narrabri NSW
- 3.2 [Deleted]

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 **not later than 12 noon on Monday in the week preceding the Council Meeting, or the business day before if that Monday falls on a NSW Public Holiday.**
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.
- 3.13A Councillors are limited to submitting up to two (2) notices of motion each per Council meeting.

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. Councillors are limited to submitting up to five (5) questions on notice each per Council meeting. Councillors may submit more than five (5) at the discretion of the General Manager.
- 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

Model Code of Meeting Practice for Local Councils in NSW

7

- 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 clause 3.29(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 and councillor workshops

- 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.
- 3.39 Council may hold monthly workshops with Councillors. Excepting the below, Council Workshops will operate according to 3.33 to 3.38 above as though they were pre-meeting briefing sessions.
- 3.40 Council Workshops may be held on the first Tuesday of each month, or on such other occasions as determined by the General Manager.
- 3.41 At workshops, the General Manager and staff will brief councillors on business to be considered at upcoming council meetings, but not necessarily the next council meeting.
- 3.42 Councillors may ask questions of the General Manager or other staff (with the General Manager's permission) at workshops. Questions may be answered at the time or taken on notice by the General Manager and/or staff.

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 or those within the scope of council's functions. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. Public forums do not form part of the meeting.
- 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 **5pm on the working day** before the date on which the public forum is to be held, and must identify the item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions) 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 **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 **three (3) speakers** are to be permitted to speak on each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions), or 'for' or 'against' each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions).
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business or otherwise within the scope of council's functions, 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 or otherwise within the scope of council's functions, 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 or council function.

- 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 **three (3) 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 **three (3) minutes** to address the council. This time is to be strictly enforced by the chairperson. The chairperson may, at their sole unfettered discretion, grant one extension up to a maximum of **two (2) minutes**.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting or otherwise within the scope of council's functions, 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 **three (3) 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 **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.

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

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

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

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

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.

- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using, and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 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-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.

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 audio-visual 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 *Local Government (General) Regulation 2021 (NSW)* reg 236.

- 5.39 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

- 5.40 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 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

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

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

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

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

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

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

Chairperson to have precedence

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

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname] or other salutation as applicable (ie Dr.).

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 Opening Affirmation
 - 03 Acknowledgement of country
 - 04 Acknowledgement of Australian Servicepeople
 - 05 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 - 06 Confirmation of minutes
 - 07 Disclosures of interests
 - 08 Mayoral minute(s)
 - 09 Matters of great urgency
 - 10 Reports of committees
 - 11 Reports to council
 - 12 Notices of motions
 - 13 Questions with notice
 - 14 Confidential matters
 - 15 Conclusion of the meeting
- 8.2 [Deleted]
- 8.3 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.
- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or 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.

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.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion

is to be suspended while the amendment to the original motion is being debated.

- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

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

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than **five (5) minutes** at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than **five (5) minutes** on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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

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.

11.4 **[Deleted]**

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 [Deleted]
- 11.7 [Deleted]
- 11.8 [Deleted]
- 11.9 [Deleted]
- 11.10 [Deleted]
- 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.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

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

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

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

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

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

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

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

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

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

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

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

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

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

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

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **Noon on the working 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 **3** 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 **three (3) speakers** to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **three (3) minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

Obligations of councillors attending meetings by audio-visual link

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

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.
- 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 *Local Government (General) Regulation 2021 (NSW)* reg 182.

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 *Local Government (General) Regulation 2021 (NSW)* reg 233.

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 [Deleted]

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.

15.16 Clause 15.15, 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 *Local Government (General) Regulation 2021 (NSW)* reg 233(2).

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

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

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

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

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link and/or turn off the councillor's video 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 first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

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

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.

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 **by 5:00pm two (2) working 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) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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

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

Recommitting resolutions to correct an error

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

- (a) to correct any error, ambiguity, or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

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

18 TIME LIMITS ON COUNCIL MEETINGS

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

19 AFTER THE MEETING

Minutes of meetings

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

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

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

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

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:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

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

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (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.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

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

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

23 APPENDIX A - The Role of Chairperson

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether they have made their view known.
3. The Chairperson shall receive and put to the meeting any lawful motion which is brought before the meeting.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson must rule out of order any motion or amendment to a motion that does not relate to the business before Council and any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
6. Before ruling out of order a motion or an amendment to a motion, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
7. Any motion, amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.
8. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the Regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements, and the imputation of improper motives.
10. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise.
11. The Chairperson of Council Meetings or Committees of Council whose members are all Councillors shall have the right to exercise a casting vote

24 APPENDIX B - Motions, Amendments and Foreshadowed Motions

Motions

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Council or Committee of Council.
2. If that motion is passed it becomes a resolution of the Council or the Committee of Council (within the Committee's delegation).
3. The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.
4. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
5. If there is no objection to a motion before Council or Committee of Council, there shall be no right of reply, and the Chair shall put the motion.
6. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
7. A motion should be very specific in its intention, must be lawful and capable of being implemented.
8. If possible, a motion should be qualified by referring to a timetable, financial implications, person required to take the necessary action, etc.
9. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
10. A Councillor seconding the motion is in effect stating, "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
11. When a motion is complex in its wording and intent, to assist other Councillors of the Council/Committee of Council, a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting.
12. A motion should start with the word "THAT", for example "THAT the road be closed."

13. Motions should be written in a positive sense so that a “yes” vote indicates support for the action, and a “no” vote indicates that no action should be taken.
14. The mover of the motion has the right to speak first, and a general “right of reply” at the end of the debate. No new information or material should be argued during the “right of reply.”
15. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
16. At the end of the debate, the Chairperson puts the motion to the meeting for voting by Councillors.

Amendments

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. An amendment must be lawful and capable of being implemented.
3. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
4. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
5. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next.
6. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

Foreshadowed Motions/Amendments

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson cannot accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

25 APPENDIX C – Calling a Point of Order

1. A Point of Order may be called in the following circumstances:
 - (a) A matter is raised that does not relate to the subject being discussed.
 - (b) There is no quorum present in the Council Chamber.
 - (c) There has been a failure to comply with some rule, regulation, standing order, policy, or accepted rules of debate.
 - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
 - (e) A speaker has exceeded the time limit for speeches.
 - (f) An amendment under discussion has not been seconded.
 - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice. For example: "Under section 8.4 of the Code of Meeting Practice...."
4. No other Councillor may speak on the Point of Order.
5. The Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent.
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

26 APPENDIX D – Practice for Written Submissions from the Public

Written submissions from the Public at Meetings Guidelines

Aim:- To assist the decision-making process, Council has provided the opportunity to members of the public to submit written submissions to Council.

General Information: Written submissions can be completed and submitted online via Council's website. Members of the public are required to register their written submission by midday on the Friday prior to the meeting. All written submissions will be distributed to Councillors after the midday deadline on the Friday prior to the meeting.

Please note that there will be no opportunity for speakers to address Council or Committee of Council meetings in person, written submissions only will be accepted.
Privacy

Note: Please be aware that:-

1. Council and Committee of Council meetings are webcast; and
2. Your personal information is collected for Council purposes and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the Government Information (Public Access) Act 2009.

Need more information? Any questions, please phone Narrabri Shire Council's Customer Service Team on 02 6759 6966.

27 APPENDIX E – Procedure For The Conduct Of Elections

Election of Mayor / Deputy Mayor and Chairperson / Deputy Chairperson of Committees of Council

Election of Mayor

1. Mayor to Vacate Seat

Following adoption of the Minutes of the previous Council Meeting and any Mayoral Minutes, the Mayor may make a comment on their Mayoral term and vacate the chair and hand over the Mayoral Chains to the General Manager. The General Manager is appointed Returning Officer by virtue of the Local Government Act and Council Resolution and will be assisted by nominated Staff.

2. Determination of Method of Voting

The Returning Officer will ask for Council to resolve the method of voting being either Ordinary Ballot, Preferential Ballot or Open Voting.

Clause 11.9 of Council's Code of Meeting Practice states as follows:

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Note: The *Local Government (General) Regulation 2021* provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

a. Ordinary Ballot

An Ordinary Ballot is a secret ballot where ballot papers are distributed to each Councillor and Councillors will vote for only one (1) candidate. If there are more than two (2) candidates, more than one (1) ballot will be required, if there is no majority arising from the first ballot.

b. Preferential Ballot

A Preferential Ballot is a secret ballot whereby all candidates are listed on the ballot paper and each Councillor is required to indicate their preference, from first to last, from the number of candidates listed on the ballot paper. This method eliminates the candidate with the lowest number of primary votes until one (1) candidate achieves a majority of votes.

c. Open Voting

An Open Voting method is done by show of hands or use of the electronic voting system to determine the number of votes for each candidate.

If required, a Ballot Form to determine the method of voting will be distributed to Councillors. The Returning Officer will declare the method of voting according to the results of the ballot.

Council Staff will conduct the election and will provide the results to the Returning Officer for validation. The Returning Officer will declare the outcome of each ballot.

Note: A majority of votes is achieved if a candidate receives half of the formal votes plus one (1) extra vote. i.e.: if 9 formal votes are received, a majority is 5 votes or higher; or if 8 formal votes are received, a majority is 5 votes or higher.

If any Councillor abstains from voting, their vote will be recorded as an Informal vote.

3. Confirmation of Nominations for Position of Mayor

The Returning Officer will inform the Council of nominations received for the position of Mayor. All nominations are to be received by the General Manager on the "Nomination Form for Election of Mayor" duly signed and completed, prior to the commencement of the Council Meeting at 6.00pm at which the election is to be conducted. The Returning Officer will also ask for further nominations at the meeting, prior to the election for the position of the Mayor.

Councillors can be nominated for both Mayor and Deputy Mayor and can withdraw either nomination prior to either election.

4. Election to be conducted

Under all methods of voting, the following general principles will apply in conducting the election –

a. One (1) Candidate

If only one (1) nomination is received, that Councillor will be declared elected unopposed as Mayor for the ensuing 2 years.

b. Two (2) Candidates

(i) If one (1) candidate receives a majority of formal votes, that candidate will be declared elected as Mayor for the ensuing 2 years.

(ii) If the two (2) candidates receive equal votes, then a draw by lot will be required to be undertaken by the Returning Officer.

The Returning Officer will organise for the names of both candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be declared elected as Mayor for the ensuing 2 years.**

c. Three (3) or more Candidates

(i) If there are three (3) or more candidates, a process of elimination will be undertaken until such time as either a majority of votes is achieved for one (1) candidate or the two (2) remaining candidates have equal votes and a draw by lot is undertaken in accordance with the method described in part (b) above.

(ii) In the scenario where three (3) or more candidates have equal votes, then a draw by lot will be required to be undertaken by the Returning Officer. The Returning Officer will organise for the names of all candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(iii) In the scenario where three (3) or more candidates have unequal votes, and a majority of votes is not achieved, the candidate with the lowest number of votes will be eliminated by the Returning Officer. A fresh ballot will then be conducted. See part (v) below.

Note: In the case of a Preferential Ballot, candidates are excluded until a majority of votes is achieved.

(iv) In the scenario where three (3) or more candidates have unequal votes but two (2) or more have equal lowest votes, then a draw by lot will be required to be undertaken by the Returning Officer to eliminate one of those candidates with equal lowest votes. The Returning Officer will organise for the names of these candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(v) The process of the ballot and elimination will continue until two (2) candidates remain and the result is determined in accordance with the method described in part (b) above.

5. Declaration of Mayor

Upon completing the election, the Returning Officer will declare the Mayor as elected, and the newly appointed Mayor will take his/her seat.

Election of Deputy Mayor

1. The process for Nomination of Deputy Mayor is the same as for Mayor.
2. The process for Election of Deputy Mayor is the same as for Mayor.
3. The term that a Councillor is elected as Deputy Mayor must be determined by Council.

Election of Chairperson / Deputy Chairperson – Committees of Council

1. The process for Nomination of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
2. The process for Election of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.

The term that a Councillor is elected as Chairperson / Deputy Chairperson for a Committee of Council is one (1) year.

28 APPENDIX F – Form for Disclosure of Interests




 Narrabri Shire Council
 46 - 48 Maitland Street
 PO Box 261, Narrabri NSW 2390


 P. (02) 6799 6866
 F. (02) 6799 6888


 E. council@narrabri.nsw.gov.au
 www.narrabri.nsw.gov.au

Our Reference:
 Contact Name: Governance Coordinator

Notice of Disclosure of Interests

(Narrabri Shire Council Code of Meeting Practice 2022 cl 16)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ wish to notify my interest in the following matter:

Meeting: _____
 Meeting Date: _____
 Agenda Item No.: _____
 Subject: _____

Details of Interest (including relationship if applicable):

Nature of Interest:

- ☐ Pecuniary Interest
☐ Significant Non-Pecuniary Interest
☐ Non-Significant Non-Pecuniary Interest

Proposed Action:

- ☐ I will not be present or in sight of the meeting during the discussion or consideration of the matter.
☐ I will be present at the meeting, but take no part in the discussion or consideration of the matter.
☐ I propose to take no action. The reason for this is:

Our Reference:
 Contact Name: Governance Coordinator

Signature

Date

29 APPENDIX G – Form for Councillors Requesting to Attend Meetings via Audio-Visual Link



Our Reference:

Contact Name:

Governance Coordinator

Request to Attend Meeting via Audio Visual Link

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.20)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ request to attend the following meeting via Audio Visual Link:

Meeting: _____

Meeting Date: _____

For the following reasons:

Councillor

Date

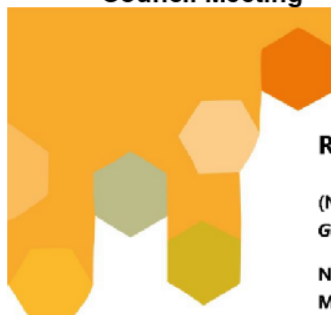



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30 APPENDIX H – Form for Councillors Requesting an Extraordinary Council Meeting



Our Reference: _____
Contact Name: _____ Governance Coordinator

Request for an Extraordinary Council Meeting

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.9; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to the General Manager or the Mayor, 3 days prior to the proposed meeting date outlined below.

We, Cr _____ and Cr _____ request an Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

To deal with the following matter(s):

Councillor Date

Councillor Date

Note: The Mayor maintains full discretions as to when the Extraordinary Council Meeting will be held, so long as it is held as soon as practicable within 14 days of receipt of the request.

I, Mayor _____ call for the Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

Mayor Date




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31 APPENDIX I – Form for Submitting a Notice of Motion



Our Reference: _____
Contact Name: Governance Coordinator

Notice of Motion

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.10)

Note: this notice must be submitted to the General Manager no less than 10 business days before the meeting is to be held

I _____ give notice in accordance with Clause 3.10 of the Council's Code of Meeting Practice, the following motion be placed on the next business paper:

THAT:

A source of funding has been identified (if the motion requires expenditure of funds on works or services other than those already provided for in Council's current adopted Operational Plan)?

Yes / No




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Councillor

Date

32 APPENDIX J – Form for Submitting a Leave of Absence



Our Reference:

Contact Name:

Governance Coordinator

Leave of Absence Request

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.4)

Note: this notice must be submitted to the General Manager prior to the next meeting to be held.

I _____ request a leave of absence for myself/another Councillor being: _____

from: _____ to _____ inclusive.

For the following reason/s:

_____
Councillor_____
Date


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33 APPENDIX K – Form for Speaking at a Public Forum of Council

**Request to Speak at a Public Forum of Council**

(Narrabri Shire Council Code of Meeting Practice 2022 cl 4.4; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to Council by 5:00pm, 3 days prior to the proposed meeting date outlined below.

I _____ request to attend speak at the Public Forum to be held prior to the Ordinary Council Meeting on:

Meeting Date: _____

I wish to speak on the following matter:

Pursuant to Narrabri Shire Council Code of Meeting Practice 2022 cl 4.1, members of the public may only speak on items that form part of the Council Meeting Agenda or within the scope of Council's functions.

Contact Details:

Email: _____

Phone Number: _____

Signature Date




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**Narrabri Shire Council
CODE OF MEETING PRACTICE**

2022

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1 INTRODUCTION

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.

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.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
Dates: Fourth Tuesday of each month
Time: 1:00pm
Place: Council Chambers, 46-48 Maitland Street Narrabri NSW
- 3.2 [Deleted]

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 **not later than 12 noon on Monday in the week preceding the Council Meeting, or the business day before if that Monday falls on a NSW Public Holiday.**
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.
- 3.13A Councillors are limited to submitting up to **two (2) notices of motion each per Council meeting.**

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. **Councillors are limited to submitting up to five (5) questions on notice each per Council meeting.** Councillors may submit more than five (5) at the discretion of the General Manager.
- 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

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- 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 clause 3.29(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 and councillor workshops

- 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.
- 3.39 Council may hold monthly workshops with Councillors. Excepting the below, Council Workshops will operate according to 3.33 to 3.38 above as though they were pre-meeting briefing sessions.
- 3.40 Council Workshops may be held on the first Tuesday of each month, or on such other occasions as determined by the General Manager.
- 3.41 At workshops, the General Manager and staff will brief councillors on business to be considered at upcoming council meetings, but not necessarily the next council meeting.
- 3.42 Councillors may ask questions of the General Manager or other staff (with the General Manager's permission) at workshops. Questions may be answered at the time or taken on notice by the General Manager and/or staff.

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 or those within the scope of council's functions. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. Public forums do not form part of the meeting.
- 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 **5pm on the working day** before the date on which the public forum is to be held, and must identify the item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions) 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 **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 **three (3) speakers** are to be permitted to speak on each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions), or 'for' or 'against' each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions).
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business or otherwise within the scope of council's functions, 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 or otherwise within the scope of council's functions, 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 or council function.

- 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 **three (3) 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 **three (3) minutes** to address the council. This time is to be strictly enforced by the chairperson. The chairperson may, at their sole unfettered discretion, grant one extension up to a maximum of **two (2) minutes**.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting or otherwise within the scope of council's functions, 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 **three (3) 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 **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.

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

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

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

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

Attendance by councillors at meetings by audio-visual link

- ~~5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.~~
- ~~5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.~~
- ~~5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.~~

- ~~5.22 — The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using, and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.~~
- ~~5.23 — A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.~~
- ~~5.24 — A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:~~
- ~~(a) the meetings the resolution applies to, and~~
 - ~~(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.~~
- ~~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-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.

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 audio-visual 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 *Local Government (General) Regulation 2021 (NSW)* reg 236.

- 5.39 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

- 5.40 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 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

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

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

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

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

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

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

Chairperson to have precedence

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

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname] or other salutation as applicable (ie Dr.).

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 Opening Prayer
- 03 Acknowledgement of country
- 04 Acknowledgement of Australian Servicepeople
- 05 Apologies and applications for a leave of absence ~~or attendance by audio-visual link by councillors~~
- 06 Confirmation of minutes
- 07 Disclosures of interests
- 08 Mayoral minute(s)
- 09 Matters of great urgency
- 10 Reports of committees
- 11 Reports to council
- 12 Notices of motions
- 13 Questions with notice
- 14 Confidential matters
- 15 Conclusion of the meeting

8.2 [Deleted]

8.3 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.

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

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

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

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

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

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or 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.

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.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion

is to be suspended while the amendment to the original motion is being debated.

- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

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

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than **five (5) minutes** at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than **five (5) minutes** on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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

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.

11.4 **[Deleted]**

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 [Deleted]
- 11.7 [Deleted]
- 11.8 [Deleted]
- 11.9 [Deleted]
- 11.10 [Deleted]
- 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.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

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

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

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

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

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

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

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

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

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

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

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **Noon on the working 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 **3** 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 **three (3) speakers** to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **three (3) minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

Obligations of councillors attending meetings by audio-visual link

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

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.
- 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 *Local Government (General) Regulation 2021 (NSW)* reg 182.

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 *Local Government (General) Regulation 2021 (NSW)* reg 233.

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 [Deleted]

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.

15.16 Clause 15.15, 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 *Local Government (General) Regulation 2021 (NSW)* reg 233(2).

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

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

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

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

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link and/or turn off the councillor's video 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 first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

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

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.

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 **by 5:00pm two (2) working 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) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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

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

Recommitting resolutions to correct an error

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

- (a) to correct any error, ambiguity, or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

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

18 TIME LIMITS ON COUNCIL MEETINGS

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

19 AFTER THE MEETING

Minutes of meetings

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

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

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

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

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:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

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

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (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.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

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

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

23 APPENDIX A - The Role of Chairperson

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether they have made their view known.
3. The Chairperson shall receive and put to the meeting any lawful motion which is brought before the meeting.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson must rule out of order any motion or amendment to a motion that does not relate to the business before Council and any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
6. Before ruling out of order a motion or an amendment to a motion, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
7. Any motion, amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.
8. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the Regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements, and the imputation of improper motives.
10. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise.
11. The Chairperson of Council Meetings or Committees of Council whose members are all Councillors shall have the right to exercise a casting vote

24 APPENDIX B - Motions, Amendments and Foreshadowed Motions**Motions**

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Council or Committee of Council.
2. If that motion is passed it becomes a resolution of the Council or the Committee of Council (within the Committee's delegation).
3. The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.
4. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
5. If there is no objection to a motion before Council or Committee of Council, there shall be no right of reply, and the Chair shall put the motion.
6. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
7. A motion should be very specific in its intention, must be lawful and capable of being implemented.
8. If possible, a motion should be qualified by referring to a timetable, financial implications, person required to take the necessary action, etc.
9. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
10. A Councillor seconding the motion is in effect stating, "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
11. When a motion is complex in its wording and intent, to assist other Councillors of the Council/Committee of Council, a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting.
12. A motion should start with the word "THAT", for example "THAT the road be closed."

13. Motions should be written in a positive sense so that a “yes” vote indicates support for the action, and a “no” vote indicates that no action should be taken.
14. The mover of the motion has the right to speak first, and a general “right of reply” at the end of the debate. No new information or material should be argued during the “right of reply.”
15. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
16. At the end of the debate, the Chairperson puts the motion to the meeting for voting by Councillors.

Amendments

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. An amendment must be lawful and capable of being implemented.
3. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
4. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
5. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next.
6. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

Foreshadowed Motions/Amendments

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson cannot accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

25 APPENDIX C – Calling a Point of Order

1. A Point of Order may be called in the following circumstances:
 - (a) A matter is raised that does not relate to the subject being discussed.
 - (b) There is no quorum present in the Council Chamber.
 - (c) There has been a failure to comply with some rule, regulation, standing order, policy, or accepted rules of debate.
 - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
 - (e) A speaker has exceeded the time limit for speeches.
 - (f) An amendment under discussion has not been seconded.
 - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice. For example: "Under section 8.4 of the Code of Meeting Practice...."
4. No other Councillor may speak on the Point of Order.
5. The Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent.
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

26 APPENDIX D – Practice for Written Submissions from the Public

Written submissions from the Public at Meetings Guidelines

Aim:- To assist the decision-making process, Council has provided the opportunity to members of the public to submit written submissions to Council.

General Information: Written submissions can be completed and submitted online via Council's website. Members of the public are required to register their written submission by midday on the Friday prior to the meeting. All written submissions will be distributed to Councillors after the midday deadline on the Friday prior to the meeting.

Please note that there will be no opportunity for speakers to address Council or Committee of Council meetings in person, written submissions only will be accepted.
Privacy

Note: Please be aware that:-

1. Council and Committee of Council meetings are webcast; and
2. Your personal information is collected for Council purposes and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the Government Information (Public Access) Act 2009.

Need more information? Any questions, please phone Narrabri Shire Council's Customer Service Team on 02 6759 6966.

27 APPENDIX E – Procedure For The Conduct Of Elections

Election of Mayor / Deputy Mayor and Chairperson / Deputy Chairperson of Committees of Council

Election of Mayor

1. Mayor to Vacate Seat

Following adoption of the Minutes of the previous Council Meeting and any Mayoral Minutes, the Mayor may make a comment on their Mayoral term and vacate the chair and hand over the Mayoral Chains to the General Manager. The General Manager is appointed Returning Officer by virtue of the Local Government Act and Council Resolution and will be assisted by nominated Staff.

2. Determination of Method of Voting

The Returning Officer will ask for Council to resolve the method of voting being either Ordinary Ballot, Preferential Ballot or Open Voting.

Clause 11.9 of Council's Code of Meeting Practice states as follows:

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Note: The *Local Government (General) Regulation 2021* provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

a. Ordinary Ballot

An Ordinary Ballot is a secret ballot where ballot papers are distributed to each Councillor and Councillors will vote for only one (1) candidate. If there are more than two (2) candidates, more than one (1) ballot will be required, if there is no majority arising from the first ballot.

b. Preferential Ballot

A Preferential Ballot is a secret ballot whereby all candidates are listed on the ballot paper and each Councillor is required to indicate their preference, from first to last, from the number of candidates listed on the ballot paper. This method eliminates the candidate with the lowest number of primary votes until one (1) candidate achieves a majority of votes.

c. Open Voting

An Open Voting method is done by show of hands or use of the electronic voting system to determine the number of votes for each candidate.

If required, a Ballot Form to determine the method of voting will be distributed to Councillors. The Returning Officer will declare the method of voting according to the results of the ballot.

Council Staff will conduct the election and will provide the results to the Returning Officer for validation. The Returning Officer will declare the outcome of each ballot.

Note: A majority of votes is achieved if a candidate receives half of the formal votes plus one (1) extra vote. i.e.: if 9 formal votes are received, a majority is 5 votes or higher; or if 8 formal votes are received, a majority is 5 votes or higher.

If any Councillor abstains from voting, their vote will be recorded as an Informal vote.

3. Confirmation of Nominations for Position of Mayor

The Returning Officer will inform the Council of nominations received for the position of Mayor. All nominations are to be received by the General Manager on the "Nomination Form for Election of Mayor" duly signed and completed, prior to the commencement of the Council Meeting at 6.00pm at which the election is to be conducted. The Returning Officer will also ask for further nominations at the meeting, prior to the election for the position of the Mayor.

Councillors can be nominated for both Mayor and Deputy Mayor and can withdraw either nomination prior to either election.

4. Election to be conducted

Under all methods of voting, the following general principles will apply in conducting the election –

a. One (1) Candidate

If only one (1) nomination is received, that Councillor will be declared elected unopposed as Mayor for the ensuing 2 years.

b. Two (2) Candidates

(i) If one (1) candidate receives a majority of formal votes, that candidate will be declared elected as Mayor for the ensuing 2 years.

(ii) If the two (2) candidates receive equal votes, then a draw by lot will be required to be undertaken by the Returning Officer.

The Returning Officer will organise for the names of both candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be declared elected as Mayor for the ensuing 2 years.**

c. Three (3) or more Candidates

(i) If there are three (3) or more candidates, a process of elimination will be undertaken until such time as either a majority of votes is achieved for one (1) candidate or the two (2) remaining candidates have equal votes and a draw by lot is undertaken in accordance with the method described in part (b) above.

(ii) In the scenario where three (3) or more candidates have equal votes, then a draw by lot will be required to be undertaken by the Returning Officer. The Returning Officer will organise for the names of all candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(iii) In the scenario where three (3) or more candidates have unequal votes, and a majority of votes is not achieved, the candidate with the lowest number of votes will be eliminated by the Returning Officer. A fresh ballot will then be conducted. See part (v) below.

Note: In the case of a Preferential Ballot, candidates are excluded until a majority of votes is achieved.

(iv) In the scenario where three (3) or more candidates have unequal votes but two (2) or more have equal lowest votes, then a draw by lot will be required to be undertaken by the Returning Officer to eliminate one of those candidates with equal lowest votes. The Returning Officer will organise for the names of these candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(v) The process of the ballot and elimination will continue until two (2) candidates remain and the result is determined in accordance with the method described in part (b) above.

5. Declaration of Mayor

Upon completing the election, the Returning Officer will declare the Mayor as elected, and the newly appointed Mayor will take his/her seat.

Election of Deputy Mayor

1. The process for Nomination of Deputy Mayor is the same as for Mayor.
2. The process for Election of Deputy Mayor is the same as for Mayor.
3. The term that a Councillor is elected as Deputy Mayor must be determined by Council.

Election of Chairperson / Deputy Chairperson – Committees of Council

1. The process for Nomination of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
2. The process for Election of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.

The term that a Councillor is elected as Chairperson / Deputy Chairperson for a Committee of Council is one (1) year.

28 APPENDIX F – Form for Disclosure of Interests




 Narrabri Shire Council
 46 - 48 Maitland Street
 PO Box 261, Narrabri NSW 2390


 P. (02) 6799 6866
 F. (02) 6799 6888


 E. council@narrabri.nsw.gov.au
 www.narrabri.nsw.gov.au

Our Reference:
 Contact Name: Governance Coordinator

Notice of Disclosure of Interests

(Narrabri Shire Council Code of Meeting Practice 2022 cl 16)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ wish to notify my interest in the following matter:

Meeting: _____
 Meeting Date: _____
 Agenda Item No.: _____
 Subject: _____

Details of Interest (including relationship if applicable):

Nature of Interest:

- ☐ Pecuniary Interest
☐ Significant Non-Pecuniary Interest
☐ Non-Significant Non-Pecuniary Interest

Proposed Action:

- ☐ I will not be present or in sight of the meeting during the discussion or consideration of the matter.
☐ I will be present at the meeting, but take no part in the discussion or consideration of the matter.
☐ I propose to take no action. The reason for this is:

Our Reference:
 Contact Name: Governance Coordinator

Signature

Date

29 APPENDIX G Form for Councillors Requesting to Attend Meetings via Audio-Visual Link



Our Reference: _____
Contact Name: Governance Coordinator

Request to Attend Meeting via Audio Visual Link

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.20)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ request to attend the following meeting via Audio Visual Link:

Meeting: _____
Meeting Date: _____

For the following reasons:

Councillor Date

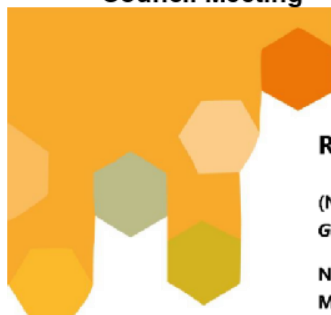



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P. (02) 6799 6866
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E. council@narrabri.nsw.gov.au
www.narrabri.nsw.gov.au

30 APPENDIX H – Form for Councillors Requesting an Extraordinary Council Meeting



Our Reference: _____
Contact Name: _____ Governance Coordinator

Request for an Extraordinary Council Meeting

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.9; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to the General Manager or the Mayor, 3 days prior to the proposed meeting date outlined below.

We, Cr _____ and Cr _____ request an Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

To deal with the following matter(s):

Councillor Date

Councillor Date

Note: The Mayor maintains full discretions as to when the Extraordinary Council Meeting will be held, so long as it is held as soon as practicable within 14 days of receipt of the request.

I, Mayor _____ call for the Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

Mayor Date




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www.narrabri.nsw.gov.au

31 APPENDIX I – Form for Submitting a Notice of Motion



Our Reference: _____
Contact Name: Governance Coordinator

Notice of Motion

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.10)

Note: this notice must be submitted to the General Manager no less than 10 business days before the meeting is to be held

I _____ give notice in accordance with Clause 3.10 of the Council's Code of Meeting Practice, the following motion be placed on the next business paper:

THAT:

A source of funding has been identified (if the motion requires expenditure of funds on works or services other than those already provided for in Council's current adopted Operational Plan)?

Yes / No




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www.narrabri.nsw.gov.au

Councillor

Date

32 APPENDIX J – Form for Submitting a Leave of Absence



Our Reference:

Contact Name:

Governance Coordinator

Leave of Absence Request

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.4)

Note: this notice must be submitted to the General Manager prior to the next meeting to be held.

I _____ request a leave of absence for myself/another Councillor being: _____

from: _____ to _____ inclusive.

For the following reason/s:

Councillor_____
Date


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www.narrabri.nsw.gov.au

33 APPENDIX K – Form for Speaking at a Public Forum of Council

**Request to Speak at a Public Forum of Council**

(Narrabri Shire Council Code of Meeting Practice 2022 cl 4.4; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to Council by 5:00pm, 3 days prior to the proposed meeting date outlined below.

I _____ request to attend speak at the Public Forum to be held prior to the Ordinary Council Meeting on:

Meeting Date: _____

I wish to speak on the following matter:

Pursuant to Narrabri Shire Council Code of Meeting Practice 2022 cl 4.1, members of the public may only speak on items that form part of the Council Meeting Agenda or within the scope of Council's functions.

Contact Details:

Email: _____

Phone Number: _____

Signature Date




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PO Box 261, Narrabri NSW 2390


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F. (02) 6799 6888


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www.narrabri.nsw.gov.au

**Narrabri Shire Council
CODE OF MEETING PRACTICE**

2022

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1 INTRODUCTION

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.

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.

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

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

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the following occasions:
Dates: Fourth Tuesday of each month
Time: 1:00pm
Place: Council Chambers, 46-48 Maitland Street Narrabri NSW
- 3.2 [Deleted]

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 **not later than 12 noon on Monday in the week preceding the Council Meeting, or the business day before if that Monday falls on a NSW Public Holiday.**
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.
- 3.13A Councillors are limited to submitting up to **two (2) notices of motion each per Council meeting.**

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. **Councillors are limited to submitting up to five (5) questions on notice each per Council meeting.** Councillors may submit more than five (5) at the discretion of the General Manager.
- 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

Model Code of Meeting Practice for Local Councils in NSW

7

- 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 clause 3.29(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 and councillor workshops

- 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.
- 3.39 Council may hold monthly workshops with Councillors. Excepting the below, Council Workshops will operate according to 3.33 to 3.38 above as though they were pre-meeting briefing sessions.
- 3.40 Council Workshops may be held on the first Tuesday of each month, or on such other occasions as determined by the General Manager.
- 3.41 At workshops, the General Manager and staff will brief councillors on business to be considered at upcoming council meetings, but not necessarily the next council meeting.
- 3.42 Councillors may ask questions of the General Manager or other staff (with the General Manager's permission) at workshops. Questions may be answered at the time or taken on notice by the General Manager and/or staff.

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 or those within the scope of council's functions. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council. Public forums do not form part of the meeting.
- 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 **5pm on the working day** before the date on which the public forum is to be held, and must identify the item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions) 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 **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 **three (3) speakers** are to be permitted to speak on each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions), or 'for' or 'against' each item of business (that is on the agenda of the meeting or otherwise within the scope of council's functions).
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business or otherwise within the scope of council's functions, 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 or otherwise within the scope of council's functions, 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 or council function.

- 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 **three (3) 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 **three (3) minutes** to address the council. This time is to be strictly enforced by the chairperson. The chairperson may, at their sole unfettered discretion, grant one extension up to a maximum of **two (2) minutes**.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting or otherwise within the scope of council's functions, 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 **three (3) 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 **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.

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

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

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

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

Attendance by councillors at meetings by audio-visual link

- ~~5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.~~
- ~~5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.~~
- ~~5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.~~

- ~~5.22 — The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using, and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.~~
- ~~5.23 — A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.~~
- ~~5.24 — A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:~~
- ~~(a) the meetings the resolution applies to, and~~
~~(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.~~
- ~~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-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.

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 audio-visual 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 *Local Government (General) Regulation 2021 (NSW)* reg 236.

- 5.39 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

- 5.40 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 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

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

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

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

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

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

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

Chairperson to have precedence

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

7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname] or other salutation as applicable (ie Dr.).

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 Opening Affirmation
- 03 Acknowledgement of country
- 04 Acknowledgement of Australian Servicepeople
- 05 Apologies and applications for a leave of absence ~~or attendance by audio-visual link by councillors~~
- 06 Confirmation of minutes
- 07 Disclosures of interests
- 08 Mayoral minute(s)
- 09 Matters of great urgency
- 10 Reports of committees
- 11 Reports to council
- 12 Notices of motions
- 13 Questions with notice
- 14 Confidential matters
- 15 Conclusion of the meeting

8.2 [Deleted]

8.3 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.

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

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

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

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

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

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or 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.

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.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion

is to be suspended while the amendment to the original motion is being debated.

- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

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

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than **five (5) minutes** at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than **five (5) minutes** on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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

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.

11.4 **[Deleted]**

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 [Deleted]
- 11.7 [Deleted]
- 11.8 [Deleted]
- 11.9 [Deleted]
- 11.10 [Deleted]
- 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.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

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

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

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

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

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

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

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

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

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **Noon on the working 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 **3** 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 **three (3) speakers** to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **three (3) minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

Obligations of councillors attending meetings by audio-visual link

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

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.
- 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 *Local Government (General) Regulation 2021 (NSW)* reg 182.

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 *Local Government (General) Regulation 2021 (NSW)* reg 233.

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 [Deleted]

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.

15.16 Clause 15.15, 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 *Local Government (General) Regulation 2021 (NSW)* reg 233(2).

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

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

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

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

- 15.21 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link and/or turn off the councillor's video 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 first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

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

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.

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 **by 5:00pm two (2) working 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) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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

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

Recommitting resolutions to correct an error

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

- (a) to correct any error, ambiguity, or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

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

18 TIME LIMITS ON COUNCIL MEETINGS

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

19 AFTER THE MEETING

Minutes of meetings

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

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

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

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

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:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

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

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (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.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

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

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

23 APPENDIX A - The Role of Chairperson

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether they have made their view known.
3. The Chairperson shall receive and put to the meeting any lawful motion which is brought before the meeting.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson must rule out of order any motion or amendment to a motion that does not relate to the business before Council and any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
6. Before ruling out of order a motion or an amendment to a motion, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
7. Any motion, amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.
8. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the Regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements, and the imputation of improper motives.
10. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise.
11. The Chairperson of Council Meetings or Committees of Council whose members are all Councillors shall have the right to exercise a casting vote

24 APPENDIX B - Motions, Amendments and Foreshadowed Motions**Motions**

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Council or Committee of Council.
2. If that motion is passed it becomes a resolution of the Council or the Committee of Council (within the Committee's delegation).
3. The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.
4. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
5. If there is no objection to a motion before Council or Committee of Council, there shall be no right of reply, and the Chair shall put the motion.
6. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
7. A motion should be very specific in its intention, must be lawful and capable of being implemented.
8. If possible, a motion should be qualified by referring to a timetable, financial implications, person required to take the necessary action, etc.
9. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
10. A Councillor seconding the motion is in effect stating, "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
11. When a motion is complex in its wording and intent, to assist other Councillors of the Council/Committee of Council, a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting.
12. A motion should start with the word "THAT", for example "THAT the road be closed."

13. Motions should be written in a positive sense so that a “yes” vote indicates support for the action, and a “no” vote indicates that no action should be taken.
14. The mover of the motion has the right to speak first, and a general “right of reply” at the end of the debate. No new information or material should be argued during the “right of reply.”
15. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
16. At the end of the debate, the Chairperson puts the motion to the meeting for voting by Councillors.

Amendments

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. An amendment must be lawful and capable of being implemented.
3. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
4. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
5. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next.
6. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

Foreshadowed Motions/Amendments

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson cannot accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

25 APPENDIX C – Calling a Point of Order

1. A Point of Order may be called in the following circumstances:
 - (a) A matter is raised that does not relate to the subject being discussed.
 - (b) There is no quorum present in the Council Chamber.
 - (c) There has been a failure to comply with some rule, regulation, standing order, policy, or accepted rules of debate.
 - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
 - (e) A speaker has exceeded the time limit for speeches.
 - (f) An amendment under discussion has not been seconded.
 - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice. For example: "Under section 8.4 of the Code of Meeting Practice...."
4. No other Councillor may speak on the Point of Order.
5. The Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent.
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

26 APPENDIX D – Practice for Written Submissions from the Public

Written submissions from the Public at Meetings Guidelines

Aim:- To assist the decision-making process, Council has provided the opportunity to members of the public to submit written submissions to Council.

General Information: Written submissions can be completed and submitted online via Council's website. Members of the public are required to register their written submission by midday on the Friday prior to the meeting. All written submissions will be distributed to Councillors after the midday deadline on the Friday prior to the meeting.

Please note that there will be no opportunity for speakers to address Council or Committee of Council meetings in person, written submissions only will be accepted. Privacy

Note: Please be aware that:-

1. Council and Committee of Council meetings are webcast; and
2. Your personal information is collected for Council purposes and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the Government Information (Public Access) Act 2009.

Need more information? Any questions, please phone Narrabri Shire Council's Customer Service Team on 02 6759 6966.

27 APPENDIX E – Procedure For The Conduct Of Elections

Election of Mayor / Deputy Mayor and Chairperson / Deputy Chairperson of Committees of Council

Election of Mayor

1. Mayor to Vacate Seat

Following adoption of the Minutes of the previous Council Meeting and any Mayoral Minutes, the Mayor may make a comment on their Mayoral term and vacate the chair and hand over the Mayoral Chains to the General Manager. The General Manager is appointed Returning Officer by virtue of the Local Government Act and Council Resolution and will be assisted by nominated Staff.

2. Determination of Method of Voting

The Returning Officer will ask for Council to resolve the method of voting being either Ordinary Ballot, Preferential Ballot or Open Voting.

Clause 11.9 of Council's Code of Meeting Practice states as follows:

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in an election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Note: The *Local Government (General) Regulation 2021* provides that a Council is to resolve whether an election by the Councillors for Mayor or Deputy Mayor is to be by preferential ballot, ordinary ballot or open voting (Clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

a. Ordinary Ballot

An Ordinary Ballot is a secret ballot where ballot papers are distributed to each Councillor and Councillors will vote for only one (1) candidate. If there are more than two (2) candidates, more than one (1) ballot will be required, if there is no majority arising from the first ballot.

b. Preferential Ballot

A Preferential Ballot is a secret ballot whereby all candidates are listed on the ballot paper and each Councillor is required to indicate their preference, from first to last, from the number of candidates listed on the ballot paper. This method eliminates the candidate with the lowest number of primary votes until one (1) candidate achieves a majority of votes.

c. Open Voting

An Open Voting method is done by show of hands or use of the electronic voting system to determine the number of votes for each candidate.

If required, a Ballot Form to determine the method of voting will be distributed to Councillors. The Returning Officer will declare the method of voting according to the results of the ballot.

Council Staff will conduct the election and will provide the results to the Returning Officer for validation. The Returning Officer will declare the outcome of each ballot.

Note: A majority of votes is achieved if a candidate receives half of the formal votes plus one (1) extra vote. i.e.: if 9 formal votes are received, a majority is 5 votes or higher; or if 8 formal votes are received, a majority is 5 votes or higher.

If any Councillor abstains from voting, their vote will be recorded as an Informal vote.

3. Confirmation of Nominations for Position of Mayor

The Returning Officer will inform the Council of nominations received for the position of Mayor. All nominations are to be received by the General Manager on the "Nomination Form for Election of Mayor" duly signed and completed, prior to the commencement of the Council Meeting at 6.00pm at which the election is to be conducted. The Returning Officer will also ask for further nominations at the meeting, prior to the election for the position of the Mayor.

Councillors can be nominated for both Mayor and Deputy Mayor and can withdraw either nomination prior to either election.

4. Election to be conducted

Under all methods of voting, the following general principles will apply in conducting the election –

a. One (1) Candidate

If only one (1) nomination is received, that Councillor will be declared elected unopposed as Mayor for the ensuing 2 years.

b. Two (2) Candidates

(i) If one (1) candidate receives a majority of formal votes, that candidate will be declared elected as Mayor for the ensuing 2 years.

(ii) If the two (2) candidates receive equal votes, then a draw by lot will be required to be undertaken by the Returning Officer.

The Returning Officer will organise for the names of both candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. **The Councillor whose name is drawn will be declared elected as Mayor for the ensuing 2 years.**

c. Three (3) or more Candidates

(i) If there are three (3) or more candidates, a process of elimination will be undertaken until such time as either a majority of votes is achieved for one (1) candidate or the two (2) remaining candidates have equal votes and a draw by lot is undertaken in accordance with the method described in part (b) above.

(ii) In the scenario where three (3) or more candidates have equal votes, then a draw by lot will be required to be undertaken by the Returning Officer. The Returning Officer will organise for the names of all candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(iii) In the scenario where three (3) or more candidates have unequal votes, and a majority of votes is not achieved, the candidate with the lowest number of votes will be eliminated by the Returning Officer. A fresh ballot will then be conducted. See part (v) below.

Note: In the case of a Preferential Ballot, candidates are excluded until a majority of votes is achieved.

(iv) In the scenario where three (3) or more candidates have unequal votes but two (2) or more have equal lowest votes, then a draw by lot will be required to be undertaken by the Returning Officer to eliminate one of those candidates with equal lowest votes. The Returning Officer will organise for the names of these candidates to be written on a separate slip. The slips will then be folded and sealed inside a separate canister. The canisters will then be placed inside the ballot box and shaken around. The Returning Officer will then pull one canister from the ballot box, open it and read out the name on the slip. The Councillor whose name is drawn will be eliminated. A fresh ballot will then be conducted. See part (v) below.

(v) The process of the ballot and elimination will continue until two (2) candidates remain and the result is determined in accordance with the method described in part (b) above.

5. Declaration of Mayor

Upon completing the election, the Returning Officer will declare the Mayor as elected, and the newly appointed Mayor will take his/her seat.

Election of Deputy Mayor

1. The process for Nomination of Deputy Mayor is the same as for Mayor.
2. The process for Election of Deputy Mayor is the same as for Mayor.
3. The term that a Councillor is elected as Deputy Mayor must be determined by Council.

Election of Chairperson / Deputy Chairperson – Committees of Council

1. The process for Nomination of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.
2. The process for Election of Chairperson / Deputy Chairperson is the same that applies for Mayor and Deputy Mayor.

The term that a Councillor is elected as Chairperson / Deputy Chairperson for a Committee of Council is one (1) year.

28 APPENDIX F – Form for Disclosure of Interests




 Narrabri Shire Council
 46 - 48 Maitland Street
 PO Box 261, Narrabri NSW 2390


 P. (02) 6799 6866
 F. (02) 6799 6888


 E. council@narrabri.nsw.gov.au
 www.narrabri.nsw.gov.au

Our Reference:
 Contact Name: Governance Coordinator

Notice of Disclosure of Interests

(Narrabri Shire Council Code of Meeting Practice 2022 cl 16)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ wish to notify my interest in the following matter:

Meeting: _____
 Meeting Date: _____
 Agenda Item No.: _____
 Subject: _____

Details of Interest (including relationship if applicable):

Nature of Interest:

- ☐ Pecuniary Interest
☐ Significant Non-Pecuniary Interest
☐ Non-Significant Non-Pecuniary Interest

Proposed Action:

- ☐ I will not be present or in sight of the meeting during the discussion or consideration of the matter.
☐ I will be present at the meeting, but take no part in the discussion or consideration of the matter.
☐ I propose to take no action. The reason for this is:

Our Reference:
 Contact Name: Governance Coordinator

Signature

Date

29 APPENDIX G Form for Councillors Requesting to Attend Meetings via Audio-Visual Link



Our Reference:

Contact Name:

Governance Coordinator

Request to Attend Meeting via Audio Visual Link

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.20)

Note: this notice must be submitted to the General Manager, prior to the meeting outlined below.

I _____ request to attend the following meeting via Audio Visual Link:

Meeting: _____

Meeting Date: _____

For the following reasons:

Councillor

Date

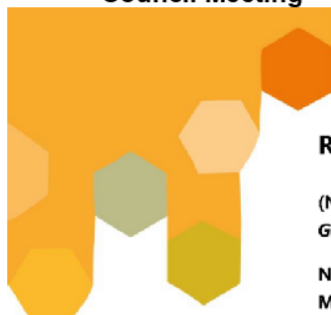



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30 APPENDIX H – Form for Councillors Requesting an Extraordinary Council Meeting



Our Reference: _____
Contact Name: _____ Governance Coordinator

Request for an Extraordinary Council Meeting

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.9; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to the General Manager or the Mayor, 3 days prior to the proposed meeting date outlined below.

We, Cr _____ and Cr _____ request an Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

To deal with the following matter(s):

Councillor Date

Councillor Date

Note: The Mayor maintains full discretions as to when the Extraordinary Council Meeting will be held, so long as it is held as soon as practicable within 14 days of receipt of the request.

I, Mayor _____ call for the Extraordinary Council Meeting to be held on:

Meeting Date: _____
Meeting Time: _____

Mayor Date




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31 APPENDIX I – Form for Submitting a Notice of Motion



Our Reference: _____
Contact Name: Governance Coordinator

Notice of Motion

(Narrabri Shire Council Code of Meeting Practice 2022 cl 3.10)

Note: this notice must be submitted to the General Manager no less than 10 business days before the meeting is to be held

I _____ give notice in accordance with Clause 3.10 of the Council's Code of Meeting Practice, the following motion be placed on the next business paper:

THAT:

A source of funding has been identified (if the motion requires expenditure of funds on works or services other than those already provided for in Council's current adopted Operational Plan)?

Yes / No




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Councillor

Date

32 APPENDIX J – Form for Submitting a Leave of Absence



Our Reference:

Contact Name:

Governance Coordinator

Leave of Absence Request

(Narrabri Shire Council Code of Meeting Practice 2022 cl 5.4)

Note: this notice must be submitted to the General Manager prior to the next meeting to be held.

I _____ request a leave of absence for myself/another Councillor being: _____

from: _____ to _____ inclusive.

For the following reason/s:

Councillor_____
Date


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33 APPENDIX K – Form for Speaking at a Public Forum of Council

**Request to Speak at a Public Forum of Council**

(Narrabri Shire Council Code of Meeting Practice 2022 cl 4.4; *Local Government Act 1993* (NSW) ss 366, 367)

Note: this notice must be submitted to Council by 5:00pm, 3 days prior to the proposed meeting date outlined below.

I _____ request to attend speak at the Public Forum to be held prior to the Ordinary Council Meeting on:

Meeting Date: _____

I wish to speak on the following matter:

Pursuant to Narrabri Shire Council Code of Meeting Practice 2022 cl 4.1, members of the public may only speak on items that form part of the Council Meeting Agenda or within the scope of Council's functions.

Contact Details:

Email: _____

Phone Number: _____

Signature Date




Narrabri Shire Council
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PO Box 261, Narrabri NSW 2390


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F. (02) 6799 6888

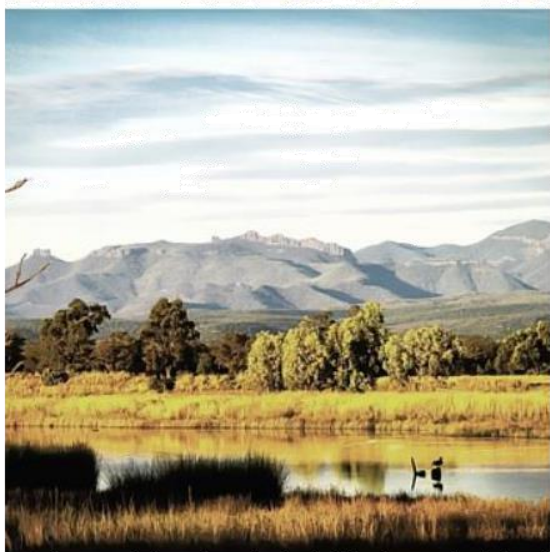

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Delivery Program

PROGRESS REPORT

As at **June 2022**





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Our Strategic Directions

Our Community Strategic Plan that informed the development of the Delivery Program is based on four key Strategic Directions. Together, these provide a strong foundation for planning the *social, environmental, economic and civic leadership* outcomes for our Shire with the purpose of achieving our shared vision and strategic directions.

These Strategic Directions align with our Community Vision. They also recognise that all our communities share similar aspirations, including a safe and inclusive place to live, a sustainable environment, opportunities for employment and tourism, as well as proactive leadership and essential service and infrastructure delivery.

Under each Strategic Direction are a number of Strategic Objectives, and for each Strategic Objective are a series of Strategies which demonstrate Narrabri Shire's focus for the next 10 years.

Figure 1: Council's Strategic Directions

Our Vision

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.

Our Strategic Direction



Theme 1: Our Society

Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.



Theme 2: Our Environment

Strategic Direction 2: Environmentally Sustainable and Productive Shire

Maintaining a healthy balance between our natural and built environments.



Theme 3: Our Economy

Strategic Direction 3: Progressive and Diverse Economy

A strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.



Theme 4: Our Civic Leadership

Strategic Direction 4: Collaborative and Proactive Leadership

Working pro-actively together to achieve our shared vision with strong strategic direction.

Our Delivery Program

The Strategies identified in the Community Strategic Plan flow down into the Delivery Program. The Delivery Program outlines how Council will deliver and resource these Strategies over the following four years. Council's Delivery Program measures the success of Council achieving its Strategies for the benefit of the community to which it serves.

Specific actions to be completed and the resources required for each financial year are explored further in Council's Operational Plan and Resourcing Strategy. The relationship between the Community Strategic Plan, Delivery Program and Operational Plan is demonstrated in the following figure.

Figure 2: Integrated Planning and Reporting Elements



Measuring and Monitoring our Success

Performance measures have been placed against the Strategies in the Delivery Program to enable the community and Council to monitor the achievement of critical success factors for each strategic priority area. Council will gather information on each performance measure and report to Council through bi-annual reviews on how Council and the community are tracking.

Whilst some performance measures can be clearly quantified, this may not necessarily mean the community is aware of, fully appreciates, or is fully satisfied with, the extent of progress. A community survey is proposed every two years to gauge community satisfaction or otherwise with progress and where priorities could or should be assigned to particular areas in the future. Alternatively, community members are encouraged to attend monthly Council meetings.

Council will continue to set measurable targets against its actions in the Operational Plan to allow Council to monitor its progress in achieving the plan.



THEME 1: Our Society

Strategic Direction 1: Safe, Inclusive and Connected Community

By 2027, Safe, Inclusive and Connected Community

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire Community identified several social priority areas to be addressed over the following four years.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Delivery Program will work towards achieving the following social strategic outcomes:

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

Our Society

Strategic Direction 1: Safe, Inclusive and Connected Community

Objective 1.1 - Community health, safety and support services will adequately meet changing community needs

1.1.1 - Support and encourage health and wellbeing programs and services to improve resident lifestyles

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO01 - Dedicated walking and cycling trails: Kilometres of dedicated walking and cycling trails in the Shire.	National Parks and Wildlife Service and Council data	> 0 Kilometres	<table><thead><tr><th>Date</th><th>Kilometres</th></tr></thead><tbody><tr><td>Dec-17</td><td>2085</td></tr><tr><td>Jun-18</td><td>2085</td></tr><tr><td>Dec-18</td><td>2085</td></tr><tr><td>Jun-19</td><td>2085</td></tr><tr><td>Dec-19</td><td>2095</td></tr><tr><td>Jun-20</td><td>2095</td></tr><tr><td>Dec-20</td><td>2095</td></tr><tr><td>Jun-21</td><td>2097</td></tr><tr><td>Dec-21</td><td>2097</td></tr><tr><td>Jun-22</td><td>2097</td></tr></tbody></table>	Date	Kilometres	Dec-17	2085	Jun-18	2085	Dec-18	2085	Jun-19	2085	Dec-19	2095	Jun-20	2095	Dec-20	2095	Jun-21	2097	Dec-21	2097	Jun-22	2097	Although there have not been any new trails developed within Narrabri Shire National parks, the already established trails are being improved following drought and bushfires. National Park and Wildlife Services have advised an increase in visitation to National Parks over the previous 12 months. Further the Barraba Track is now bookable online, which has assisted in more people having access to the track.
Date	Kilometres																									
Dec-17	2085																									
Jun-18	2085																									
Dec-18	2085																									
Jun-19	2085																									
Dec-19	2095																									
Jun-20	2095																									
Dec-20	2095																									
Jun-21	2097																									
Dec-21	2097																									
Jun-22	2097																									
SO02 - Participation in Sporting and Recreational Activities: Percentage of adult population that participated in sport and recreational activities during the last 12 months.	Community survey	> 60 %	<table><thead><tr><th>Date</th><th>Percentage</th></tr></thead><tbody><tr><td>Dec-17</td><td>56</td></tr><tr><td>Jun-18</td><td>56</td></tr><tr><td>Dec-18</td><td>56</td></tr><tr><td>Jun-19</td><td>56</td></tr><tr><td>Dec-19</td><td>57</td></tr><tr><td>Jun-20</td><td>57</td></tr><tr><td>Dec-20</td><td>57</td></tr><tr><td>Jun-21</td><td>57</td></tr><tr><td>Dec-21</td><td>53</td></tr><tr><td>Jun-22</td><td>53</td></tr></tbody></table>	Date	Percentage	Dec-17	56	Jun-18	56	Dec-18	56	Jun-19	56	Dec-19	57	Jun-20	57	Dec-20	57	Jun-21	57	Dec-21	53	Jun-22	53	The continued decline of participation in community sport is an issue throughout the state. This may be due to residual effects from COVID-19 lock downs and a slow return to organised sport.
Date	Percentage																									
Dec-17	56																									
Jun-18	56																									
Dec-18	56																									
Jun-19	56																									
Dec-19	57																									
Jun-20	57																									
Dec-20	57																									
Jun-21	57																									
Dec-21	53																									
Jun-22	53																									
SO03 - Library Utilisation: Increase in Library memberships as a percentage of the population.	Council data	> 65 %	<table><thead><tr><th>Date</th><th>Percentage</th></tr></thead><tbody><tr><td>Dec-17</td><td>60</td></tr><tr><td>Jun-18</td><td>79</td></tr><tr><td>Dec-18</td><td>90</td></tr><tr><td>Jun-19</td><td>83</td></tr><tr><td>Dec-19</td><td>82</td></tr><tr><td>Jun-20</td><td>84</td></tr><tr><td>Dec-20</td><td>85</td></tr><tr><td>Jun-21</td><td>86</td></tr><tr><td>Dec-21</td><td>86</td></tr><tr><td>Jun-22</td><td>86</td></tr></tbody></table>	Date	Percentage	Dec-17	60	Jun-18	79	Dec-18	90	Jun-19	83	Dec-19	82	Jun-20	84	Dec-20	85	Jun-21	86	Dec-21	86	Jun-22	86	Total library membership for the Shire is 11,274 = 88.75% of Shire's Population
Date	Percentage																									
Dec-17	60																									
Jun-18	79																									
Dec-18	90																									
Jun-19	83																									
Dec-19	82																									
Jun-20	84																									
Dec-20	85																									
Jun-21	86																									
Dec-21	86																									
Jun-22	86																									
SO04 - Lifestyle Satisfaction: Level of satisfaction with recreation and lifestyle opportunities.	Community survey	> 75 %	<table><thead><tr><th>Date</th><th>Satisfaction Level</th></tr></thead><tbody><tr><td>Dec-17</td><td>71</td></tr><tr><td>Jun-18</td><td>71</td></tr><tr><td>Dec-18</td><td>71</td></tr><tr><td>Jun-19</td><td>71</td></tr><tr><td>Dec-19</td><td>82</td></tr><tr><td>Jun-20</td><td>82</td></tr><tr><td>Dec-20</td><td>82</td></tr><tr><td>Jun-21</td><td>82</td></tr><tr><td>Dec-21</td><td>88</td></tr><tr><td>Jun-22</td><td>90</td></tr></tbody></table>	Date	Satisfaction Level	Dec-17	71	Jun-18	71	Dec-18	71	Jun-19	71	Dec-19	82	Jun-20	82	Dec-20	82	Jun-21	82	Dec-21	88	Jun-22	90	Council programs of providing outdoor social gathering areas in each town and village and providing passive recreation facilities such as the Narrabri Creek shared pathways has seen a improvement in life style satisfaction numbers.
Date	Satisfaction Level																									
Dec-17	71																									
Jun-18	71																									
Dec-18	71																									
Jun-19	71																									
Dec-19	82																									
Jun-20	82																									
Dec-20	82																									
Jun-21	82																									
Dec-21	88																									
Jun-22	90																									

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1.1.2 - Maximise community safety through the implementation of crime prevention and risk management actions

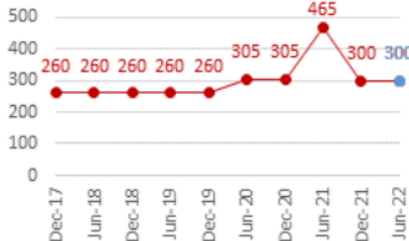
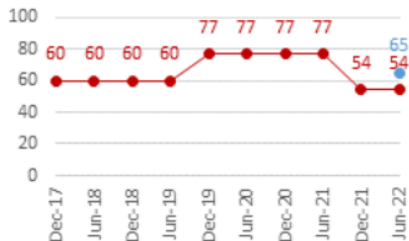
Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO05 - Illicit drug use: Decrease in the number of reported incidents of the use of illicit drugs in Narrabri Shire annually.	Bureau of Crime Statistics and Research data	< 40		In the period July 2021 to March 2022 (latest available data via BOCSAR) a total of 61 drug related offences were detected and compared to data in the previous years this level of offending has increased. Council continues to manage the Crime Prevention Advisory Committee which reviews crime trends and identified crime prevention and awareness strategies.
SO06 - Crime Incidents: Reduction in overall crime incidents reported.	Bureau of Crime Statistics and Research data	< 740		For the reporting period July 2021 to March 2022 there was a total of 972 incidents of crime across all crime incidents (including drug related crime). In the year July 2020 - June 2021 there was a total of 1,134 incidents reported.
SO07 - Safety Perception: Positive increase in resident perception of safety identified in community surveys.	Community survey	> 75 %		According to the 2021 Community Satisfaction Survey 70% of residents are satisfied with the perception of safety and crime within the Shire. This is a decrease of 4% of the previous community survey undertaken. Council manages the Crime Prevention Advisory Committee to assist in identifying ways to positively increase perceptions of crime. Council developed the annual Crime Prevention Week held in June 2022 which tackles a raft of crime related themes important to the community.

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO08 - Road Safety: Road safety fatalities and major injuries per 100,000 population in NSW.	Roads and Maritime Services data	< 25		Transport for NSW crash data for year 2021 will be available in late 2022. The number of road deaths per 100,000 population in NSW has dropped over the past five decades, from 28.9 in 1970 to 4.4 in 2019 (provisional figure), with a low of 4.1 in 2014. The total number of fatalities for Narrabri in 2020 was 2, which is well below the state average.

1.1.3 - Child and aged care supply meets community needs

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO09 - Child care availability: Number of available child care spaces across the Shire increased to ensure waiting lists are less than 5% of total capacity.	Service provider data	< 5 %		Council contacted all childcare/preschool organisations within the Shire which indicates a waitlist of 75% across the centres (not including Family Day Care). This is a significant increase which Council is aware of. Council has recently engaged a consultancy firm to undertake a feasibility study in respect of childcare needs within the LGA, to identify current and future needs and how to best address these needs within the community.
SO10 - Aged care availability: Number of available aged care spaces across the Shire increased to ensure waiting lists are less than 5% of total capacity.	Service provider data	< 5 %		Council contacted all approved aged care providers in the Shire and they currently do not have a waiting list. Council is aware that there are allied services which do provide support in aged care are experiencing waiting lists.

1.1.4 - Youth of the shire are engaged and supported through the provision of adequate programs and training services to facilitate the retention of our young people

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO11 - Training Services: Increase in the number of formal training opportunities available for youth within the Shire.	Australian Bureau of Statistics data	> 300	 <table><tr><th>Date</th><th>Value</th></tr><tr><td>Dec-17</td><td>260</td></tr><tr><td>Jun-18</td><td>260</td></tr><tr><td>Dec-18</td><td>260</td></tr><tr><td>Jun-19</td><td>260</td></tr><tr><td>Dec-19</td><td>260</td></tr><tr><td>Jun-20</td><td>305</td></tr><tr><td>Dec-20</td><td>305</td></tr><tr><td>Jun-21</td><td>465</td></tr><tr><td>Dec-21</td><td>300</td></tr><tr><td>Jun-22</td><td>300</td></tr></table>	Date	Value	Dec-17	260	Jun-18	260	Dec-18	260	Jun-19	260	Dec-19	260	Jun-20	305	Dec-20	305	Jun-21	465	Dec-21	300	Jun-22	300	<p>There are currently numerous courses that youth have access to via TAFE and the local RTA Community College, these courses are run face to face, online or as a hybrid of both. Courses are for a Certificate III or above or provides a license or other qualification. The Department of Education has recently announced 50 free courses specifically for youth, that can be undertaken during the 2021/2022 summer holidays. A range of these courses will be run face to face in Narrabri to provide skills for local youth that are important to local employers to increase employment opportunities. These courses are being offered to youth aged 16-24 and cover a large range of industries.</p>
Date	Value																									
Dec-17	260																									
Jun-18	260																									
Dec-18	260																									
Jun-19	260																									
Dec-19	260																									
Jun-20	305																									
Dec-20	305																									
Jun-21	465																									
Dec-21	300																									
Jun-22	300																									
SO12 - Voluntary Programs: Increase in youth volunteer activity across the Shire.	Community survey	> 65 %	 <table><tr><th>Date</th><th>Value</th></tr><tr><td>Dec-17</td><td>60</td></tr><tr><td>Jun-18</td><td>60</td></tr><tr><td>Dec-18</td><td>60</td></tr><tr><td>Jun-19</td><td>60</td></tr><tr><td>Dec-19</td><td>77</td></tr><tr><td>Jun-20</td><td>77</td></tr><tr><td>Dec-20</td><td>77</td></tr><tr><td>Jun-21</td><td>77</td></tr><tr><td>Dec-21</td><td>54</td></tr><tr><td>Jun-22</td><td>65</td></tr></table>	Date	Value	Dec-17	60	Jun-18	60	Dec-18	60	Jun-19	60	Dec-19	77	Jun-20	77	Dec-20	77	Jun-21	77	Dec-21	54	Jun-22	65	<p>According to the Community Satisfaction Survey undertaken in 2021 54% of people within the Narrabri Shire volunteered their time. Council continues to facilitate the Lillian Hulbert Memorial Prize which encourages young people to excel in a range of pursuits including charitable works and volunteering within the Narrabri Shire.</p> <p>Council is also working with Narrabri Shire Youth Councillors to identify ways to encourage local youth to volunteer throughout the year.</p>
Date	Value																									
Dec-17	60																									
Jun-18	60																									
Dec-18	60																									
Jun-19	60																									
Dec-19	77																									
Jun-20	77																									
Dec-20	77																									
Jun-21	77																									
Dec-21	54																									
Jun-22	65																									

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO13 - Youth Perception: Level of satisfaction with programs and training opportunities available locally.	Community survey	> 4	<p>The graph displays satisfaction levels over time. The x-axis labels are Dec-17, Jun-18, Dec-18, Jun-19, Dec-19, Jun-20, Dec-20, Jun-21, Dec-21, and Jun-22. The y-axis is a scale from 0 to 5. A red line with circular markers shows a steady value of 3 from Dec-17 through Dec-21. At Jun-22, the line rises to a value of 4, which is highlighted with a blue dot and a blue '4' above the marker.</p>	The Community Satisfaction Survey data indicates a mean satisfaction rating of 3 in 2021. Council is taking steps to identify gaps in the provisions of training and programs targeted at youth, and is working closely with Youth Councillors to identify suitable programs and activities to support local youth.

Objective 1.2 - Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity

1.2.1 - Major towns have attractive and welcoming CBD areas that provide opportunities for social interaction

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO14 - CBD Satisfaction: 80% of shop customers surveyed consider the CBD attractive and welcoming.	Targeted survey	> 80 %		According to the Community Satisfaction Survey undertaken in 2021 72% of the community are satisfied with the work being undertaken to enhance town and village centres.

1.2.2 - Promote and support the development of and access to creative arts

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO15 - Opportunities to engage in Arts and Cultural Activities: Increase the quality and/or number of Arts and Cultural activities per annum.	Council and community data	> 45		The Narrabri Shire exceeded this number of events due to the new Wee Waa Community Arts and Cultural Centre and also increased cultural activities as part of the program for the arts festival CREATE and Narra-BRIGHT.
SO16 - Participation in Arts and Cultural Activities: Percentage of adult population that participated in Arts and Cultural Activities during the last 12 months.	Community survey	> 40 %		45% of the Narrabri Shire Council area participated in Arts and Cultural Activities in the July 2021 to December 2021 period.

1.2.3 - Maximise community access to existing natural environmental assets across the Shire

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO17 - Community Access Satisfaction: Level of satisfaction with access to natural assets increased.	Community survey	> 85 %		Continual improvements to pathways and parklands by Council has seen an increase in satisfaction levels.

1.2.4 - Promote and support Reconciliation in partnership with the aboriginal community

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO18 - Reconciliation Perception: 90% people surveyed are satisfied with reconciliation activities undertaken within the community.	Community survey	> 90 %	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>84</td></tr><tr><td>Jun-18</td><td>84</td></tr><tr><td>Dec-18</td><td>84</td></tr><tr><td>Jun-19</td><td>84</td></tr><tr><td>Dec-19</td><td>88</td></tr><tr><td>Jun-20</td><td>88</td></tr><tr><td>Dec-20</td><td>88</td></tr><tr><td>Jun-21</td><td>88</td></tr><tr><td>Dec-21</td><td>82</td></tr><tr><td>Jun-22</td><td>82</td></tr></tbody></table>	Date	Value	Dec-17	84	Jun-18	84	Dec-18	84	Jun-19	84	Dec-19	88	Jun-20	88	Dec-20	88	Jun-21	88	Dec-21	82	Jun-22	82	The 2021 Community Satisfaction Survey revealed 82% of those surveyed are satisfied with reconciliation activities undertaken within the community.
Date	Value																									
Dec-17	84																									
Jun-18	84																									
Dec-18	84																									
Jun-19	84																									
Dec-19	88																									
Jun-20	88																									
Dec-20	88																									
Jun-21	88																									
Dec-21	82																									
Jun-22	82																									

Objective 1.3 - Our communities will be provided with facilities and services to increase social connectivity and accessibility

1.3.1 - Ensure adequate community transport is available to access essential health care and social needs

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO19 - Community Transport Perception: Percentage of community members who believe that an appropriate range of community transport options are available locally to access health care and social needs.	Community survey	> 75 %	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>69</td></tr><tr><td>Jun-18</td><td>69</td></tr><tr><td>Dec-18</td><td>69</td></tr><tr><td>Jun-19</td><td>69</td></tr><tr><td>Dec-19</td><td>71</td></tr><tr><td>Jun-20</td><td>71</td></tr><tr><td>Dec-20</td><td>71</td></tr><tr><td>Jun-21</td><td>71</td></tr><tr><td>Dec-21</td><td>67</td></tr><tr><td>Jun-22</td><td>67</td></tr></tbody></table>	Date	Value	Dec-17	69	Jun-18	69	Dec-18	69	Jun-19	69	Dec-19	71	Jun-20	71	Dec-20	71	Jun-21	71	Dec-21	67	Jun-22	67	The 2021 Community Satisfaction Survey revealed 67% of those surveyed stated they had access to appropriate levels of community transport options.
Date	Value																									
Dec-17	69																									
Jun-18	69																									
Dec-18	69																									
Jun-19	69																									
Dec-19	71																									
Jun-20	71																									
Dec-20	71																									
Jun-21	71																									
Dec-21	67																									
Jun-22	67																									
SO20 - Transport Limitations: Percentage of adult population that experienced transport limitations in the last 12 months.	Community survey	< 25 %	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>36</td></tr><tr><td>Jun-18</td><td>36</td></tr><tr><td>Dec-18</td><td>36</td></tr><tr><td>Jun-19</td><td>36</td></tr><tr><td>Dec-19</td><td>37</td></tr><tr><td>Jun-20</td><td>37</td></tr><tr><td>Dec-20</td><td>37</td></tr><tr><td>Jun-21</td><td>37</td></tr><tr><td>Dec-21</td><td>38</td></tr><tr><td>Jun-22</td><td>38</td></tr></tbody></table>	Date	Value	Dec-17	36	Jun-18	36	Dec-18	36	Jun-19	36	Dec-19	37	Jun-20	37	Dec-20	37	Jun-21	37	Dec-21	38	Jun-22	38	The 2021 Community Satisfaction Survey revealed 38% of those surveyed had experienced transport limitations in the previous 12 months.
Date	Value																									
Dec-17	36																									
Jun-18	36																									
Dec-18	36																									
Jun-19	36																									
Dec-19	37																									
Jun-20	37																									
Dec-20	37																									
Jun-21	37																									
Dec-21	38																									
Jun-22	38																									

1.3.2 - Strengthen access to services through enhanced use of technology

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO21 - Enhanced Service Provision: Increased percentage of services accessed via technology.	Australian Bureau of Statistics data	> 5 %	<table border="1"><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>2</td></tr><tr><td>Jun-18</td><td>2</td></tr><tr><td>Dec-18</td><td>2</td></tr><tr><td>Jun-19</td><td>2</td></tr><tr><td>Dec-19</td><td>2</td></tr><tr><td>Jun-20</td><td>2</td></tr><tr><td>Dec-20</td><td>2</td></tr><tr><td>Jun-21</td><td>2</td></tr><tr><td>Dec-21</td><td>2</td></tr><tr><td>Jun-22</td><td>30</td></tr></tbody></table>	Date	Value	Dec-17	2	Jun-18	2	Dec-18	2	Jun-19	2	Dec-19	2	Jun-20	2	Dec-20	2	Jun-21	2	Dec-21	2	Jun-22	30	A self-serve iPad is available at the Visitor Information Centre and during Council's corporate planning process, QR codes were utilised across the Shire to capture the community's needs through site specific surveys. The Planning Section has a public facing office located at the Admin Building which includes access to the NSW Planning Portal and a printer/scanner. Council is currently investigating installing self-serve iPads at the administration building to better assist the Community. Now Council's focus is to increase accessibility via Mobile technology using Tablets/Mobile devices, especially for outdoor staff members. Page 15 of 51
Date	Value																									
Dec-17	2																									
Jun-18	2																									
Dec-18	2																									
Jun-19	2																									
Dec-19	2																									
Jun-20	2																									
Dec-20	2																									
Jun-21	2																									
Dec-21	2																									
Jun-22	30																									

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO22 - Internet Connection: Percentage of residents connected to available internet sources such as NBN/ADSL	Australian Bureau of Statistics data	> 60 %	<p>56 56 56 56 69 90 90 90 69.9 69.9</p>	According to the Australian Bureau of Statistics, 69.9% of the Narrabri Shire's properties are connected to the internet via ADSL, NBN or similar. Similarly, mobile or smart phones are also used by 91% of connected households.

1.3.3 - All towns and villages have access to at least one quality meeting place to facilitate social gathering

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO23 - Social Connection: 90% of surveyed community members are satisfied with the quality and availability of meeting places in their town or village.	Community survey	> 90 %	<p>78 78 78 78 81 81 81 81 78 90</p>	The 2021 Community Satisfaction Survey revealed that 78% of those surveyed are satisfied with the quality and availability of meeting places in their town or village. This is down from 81% satisfaction recorded in the 2019 Community Satisfaction Survey.

1.3.4 - Continually improve access to community facilities and services across the Shire

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO24 - Community Accessibility: 90% of surveyed community members are satisfied with the accessibility of community facilities and services in their town or village.	Community survey	> 90 %	<p>76 76 76 76 92 92 92 92 92 92</p>	The 2021 Community Satisfaction Survey revealed that 92% of those surveyed are satisfied with the accessibility of community facilities and services in their town or village. There was an additional public survey conducted for the development of the Community Strategic Plan (closed 28/02/2022). The results from this survey will be used to inform Council how to increase accessibility in Council facilities across the Shire.

Objective 1.4 - A diverse range of quality learning options will be available to improve knowledge and skills within the community

1.4.1 - Ensure our schools are provided with the resources required to deliver quality learning outcomes and retain student numbers

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
SO27 - Education Services: Residents' level of satisfaction with educational services.	Community survey	> 85 %	<table><tr><th>Date</th><th>Satisfaction Level</th></tr><tr><td>Dec-17</td><td>81</td></tr><tr><td>Jun-18</td><td>81</td></tr><tr><td>Dec-18</td><td>81</td></tr><tr><td>Jun-19</td><td>81</td></tr><tr><td>Dec-19</td><td>87</td></tr><tr><td>Jun-20</td><td>87</td></tr><tr><td>Dec-20</td><td>87</td></tr><tr><td>Jun-21</td><td>87</td></tr><tr><td>Dec-21</td><td>85</td></tr><tr><td>Jun-22</td><td>85</td></tr></table>	Date	Satisfaction Level	Dec-17	81	Jun-18	81	Dec-18	81	Jun-19	81	Dec-19	87	Jun-20	87	Dec-20	87	Jun-21	87	Dec-21	85	Jun-22	85	The 2021 Community Satisfaction Survey revealed 85% of those surveyed are satisfied with the educational offerings and services available within the Shire.
Date	Satisfaction Level																									
Dec-17	81																									
Jun-18	81																									
Dec-18	81																									
Jun-19	81																									
Dec-19	87																									
Jun-20	87																									
Dec-20	87																									
Jun-21	87																									
Dec-21	85																									
Jun-22	85																									
SO28 - Learning Outcomes: Improved NAPLAN results across the Narrabri Shire LGA.	Australian Curriculum Assessment and Reporting Authority data	> 473	<table><tr><th>Date</th><th>NAPLAN Results</th></tr><tr><td>Dec-17</td><td>473</td></tr><tr><td>Jun-18</td><td>473</td></tr><tr><td>Dec-18</td><td>473</td></tr><tr><td>Jun-19</td><td>460</td></tr><tr><td>Dec-19</td><td>460</td></tr><tr><td>Jun-20</td><td>473</td></tr><tr><td>Dec-20</td><td>473</td></tr><tr><td>Jun-21</td><td>447</td></tr><tr><td>Dec-21</td><td>447</td></tr><tr><td>Jun-22</td><td>434</td></tr></table>	Date	NAPLAN Results	Dec-17	473	Jun-18	473	Dec-18	473	Jun-19	460	Dec-19	460	Jun-20	473	Dec-20	473	Jun-21	447	Dec-21	447	Jun-22	434	NAPLAN testing was undertaken in May 2021 with national results distributed, individual school NAPLAN results are available through the My School Portal.
Date	NAPLAN Results																									
Dec-17	473																									
Jun-18	473																									
Dec-18	473																									
Jun-19	460																									
Dec-19	460																									
Jun-20	473																									
Dec-20	473																									
Jun-21	447																									
Dec-21	447																									
Jun-22	434																									
SO29 - School Retention: Percentage of students from Years 7 to Year 12 still attending secondary school across the Narrabri Shire LGA.	Service provider data	> 65 %	<table><tr><th>Date</th><th>Retention Percentage</th></tr><tr><td>Dec-17</td><td>59</td></tr><tr><td>Jun-18</td><td>60</td></tr><tr><td>Dec-18</td><td>60</td></tr><tr><td>Jun-19</td><td>41</td></tr><tr><td>Dec-19</td><td>41</td></tr><tr><td>Jun-20</td><td>45</td></tr><tr><td>Dec-20</td><td>45</td></tr><tr><td>Jun-21</td><td>45</td></tr><tr><td>Dec-21</td><td>45</td></tr><tr><td>Jun-22</td><td>0</td></tr></table>	Date	Retention Percentage	Dec-17	59	Jun-18	60	Dec-18	60	Jun-19	41	Dec-19	41	Jun-20	45	Dec-20	45	Jun-21	45	Dec-21	45	Jun-22	0	Council was unable to obtain the data required to report against this KPI.
Date	Retention Percentage																									
Dec-17	59																									
Jun-18	60																									
Dec-18	60																									
Jun-19	41																									
Dec-19	41																									
Jun-20	45																									
Dec-20	45																									
Jun-21	45																									
Dec-21	45																									
Jun-22	0																									
SO30 - Early Childhood Development: Percentage of children who are developmentally on track (AEDC Domains) across the Narrabri Shire LGA.	Australian Early Development Census data	> 85 %	<table><tr><th>Date</th><th>Developmental On Track Percentage</th></tr><tr><td>Dec-17</td><td>84</td></tr><tr><td>Jun-18</td><td>84</td></tr><tr><td>Dec-18</td><td>84</td></tr><tr><td>Jun-19</td><td>84</td></tr><tr><td>Dec-19</td><td>76</td></tr><tr><td>Jun-20</td><td>76</td></tr><tr><td>Dec-20</td><td>76</td></tr><tr><td>Jun-21</td><td>76</td></tr><tr><td>Dec-21</td><td>85</td></tr><tr><td>Jun-22</td><td>85</td></tr></table>	Date	Developmental On Track Percentage	Dec-17	84	Jun-18	84	Dec-18	84	Jun-19	84	Dec-19	76	Jun-20	76	Dec-20	76	Jun-21	76	Dec-21	85	Jun-22	85	According to the most recent available data through the Australia Early Development Census (Narrabri Community Profile) 85% of children are developmentally and cognitively on track.
Date	Developmental On Track Percentage																									
Dec-17	84																									
Jun-18	84																									
Dec-18	84																									
Jun-19	84																									
Dec-19	76																									
Jun-20	76																									
Dec-20	76																									
Jun-21	76																									
Dec-21	85																									
Jun-22	85																									

1.4.2 - Improve access to learning options for mature residents

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO31 - Educational Qualifications: People >25 years old who have a non-school qualification.	REMPAN	> 2,500		According to REMPLAN Community (Sourced via Australian Bureau of Statistics 2016 Census of Population and Housing) a total of 3,758 of the Narrabri Shire population have a non-school qualification.
SO32 - Vocational Education & Training Enrolments: Percentage of community members aged 15 to 64 enrolled in vocational education and training.	Training providers	> 13 %		According to data obtained from REMPLAN and Census Data approximately 8.3% of the population is engaged in a tertiary or technical institution.
SO33 - Learning Needs Perception: Percentage of community members who believe a range of learning options are available to meet their needs.	Community survey	> 75 %		The 2021 Community Satisfaction Survey revealed 85% of those surveyed believe there is sufficient learning options to meet the Community's needs.

1.4.3 - Work with training providers and industry to focus on the delivery of local industry training requirements

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO34 - Training Placements: Increase in training placements within the Narrabri Shire LGA.	National Centre for Vocational Education and Training	> 2,300		According to REMPLAN Data approximately 2,663 people within the Narrabri Shire are currently undertaking study, this includes 2,142 full time students and 521 part time students. This data is obtained from a range of sources and includes TAFE, Country Universities Centre and other RTOs that are either based in, or outreach to the Narrabri Shire.

1.4.4 - Leverage off established research facilities to grow industry training hubs

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
SO35 - Research Program Participation: Increased participation in STEM programs.	Council data	> 172	<p>164 151 288 483 825 1043 1174 1170 808 808 172</p>	The numbers have increased considerably due to high demand for IT guidance for seniors in response to COVID-19 related information being predominantly online.
SO36 - Research Training Provision: Increased participation in provision of training by research facilities.	Council data	> 79	<p>75 81 197 197 342 342 342 342 342 79</p>	The Narrabri Shire Libraries have not worked with local research facilities in 2021/2022.



THEME 2: Our Environment

Strategic Direction 2: Environmentally Sustainable and Productive Shire

By 2027, Environmentally Sustainable and Productive Shire

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire Community identified several environmental priority areas to be addressed over the following four years.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Delivery Program will work towards achieving the following environmental strategic outcomes:

- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generations

Our Environment

Strategic Direction 2: Environmentally Sustainable and Productive Shire

Objective 2.1 - We will maintain our open spaces, natural environment and heritage for future generations

2.1.1 - Conserve our Aboriginal heritage through improved awareness

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN01 - Aboriginal Heritage Count: Increase in the number of heritage items and areas listed in the Local Environmental Plan.	Council data	> 10		The Waterloo Creek Massacre Site has been successfully gazetted and listed on the State Heritage Register.
EN02 - Aboriginal Heritage Satisfaction: Level of satisfaction with protection of heritage items.	Community survey	> 85 %		The 2021 Community Satisfaction Survey revealed that the level of community satisfaction regarding the protection of Aboriginal heritage items was 87%.
EN03 - Aboriginal Heritage Signage: Total number of Aboriginal heritage sites with information signs installed increased.	IP Australia data	> 8		Council is working with the Waterloo Creek Massacre Site Committee (gazetted in 2021) to develop signage to be installed at the site. New signage was installed at the Historical Site (Gins Leap) to promote a broader understanding of the site and its significance to the Aboriginal Community. Council is embedding Aboriginal artwork, signage and a meeting place (yarning circle) at the Tourism and Cultural Precinct to be built at the rear of the Narrabri Region Visitor Information Centre.

2.1.2 - Planning controls appropriately identify and conserve open spaces and natural environmental areas

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN04 - Planning Controls: Planning controls reviewed and updated annually.	Council data	> 4		Local Strategic Planning Statement (LSPS) and Local Growth Management Strategy (LGMS) adopted in June 2020 and

2.1.3 - Passive recreational open spaces are well maintained and accessible for public use

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN05 - Public Accessibility: Level of satisfaction with access to walkways and cycleways.	Community survey	> 70 %		The 2021 Community Satisfaction Survey revealed that 86% of those surveyed are satisfied with access to walkways and cycleways within the Shire. Installation of pathways along Narrabri Creek and around Narrabri Lake will contribute to the increase satisfaction and ease of access.
EN06 - Appearance of Public Spaces: Percentage of adults who express satisfaction with the accessibility and appearance of public areas.	Community survey	> 80 %		The 2021 Community Satisfaction Survey revealed that 88% of those surveyed are satisfied with the appearance of public spaces within the Shire. Council's Open Spaces Maintenance Program has increased the level of service resulting in increase in satisfaction.

2.1.4 - Minimise the impacts of noxious weeds and feral and domestic animals on the environment

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN07 - Animal Education: Increase in the number of educational sessions per annum conducted by Council for animal owners.	Council data	> 4		2 free microchipping days were held (1 in February 2022 and 1 in May 2022). At these events animal education was conducted by Councils Regulatory Compliance Team.

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EN08 - Animal Management: Reduction in reported animal attacks caused by dogs across the Narrabri Shire LGA.	Office of Local Government data	< 15	<table><thead><tr><th>Date</th><th>Animal Attacks</th></tr></thead><tbody><tr><td>Dec-17</td><td>16</td></tr><tr><td>Jun-18</td><td>2</td></tr><tr><td>Dec-18</td><td>9</td></tr><tr><td>Jun-19</td><td>9</td></tr><tr><td>Dec-19</td><td>1</td></tr><tr><td>Jun-20</td><td>13</td></tr><tr><td>Dec-20</td><td>13</td></tr><tr><td>Jun-21</td><td>6</td></tr><tr><td>Dec-21</td><td>13</td></tr><tr><td>Jun-22</td><td>16</td></tr></tbody></table>	Date	Animal Attacks	Dec-17	16	Jun-18	2	Dec-18	9	Jun-19	9	Dec-19	1	Jun-20	13	Dec-20	13	Jun-21	6	Dec-21	13	Jun-22	16	16 attacks reported between 01/01/2022 and 30/06/2022.
Date	Animal Attacks																									
Dec-17	16																									
Jun-18	2																									
Dec-18	9																									
Jun-19	9																									
Dec-19	1																									
Jun-20	13																									
Dec-20	13																									
Jun-21	6																									
Dec-21	13																									
Jun-22	16																									
EN09 - Weed Management: Area of land without a Priority Weeds Management Program reduced in the Narrabri Shire Local Government Area.	Council data	< 20 %	<table><thead><tr><th>Date</th><th>Ratio (%)</th></tr></thead><tbody><tr><td>Dec-17</td><td>36</td></tr><tr><td>Jun-18</td><td>37</td></tr><tr><td>Dec-18</td><td>32</td></tr><tr><td>Jun-19</td><td>37</td></tr><tr><td>Dec-19</td><td>20</td></tr><tr><td>Jun-20</td><td>20</td></tr><tr><td>Dec-20</td><td>20</td></tr><tr><td>Jun-21</td><td>20</td></tr><tr><td>Dec-21</td><td>25</td></tr><tr><td>Jun-22</td><td>20</td></tr></tbody></table>	Date	Ratio (%)	Dec-17	36	Jun-18	37	Dec-18	32	Jun-19	37	Dec-19	20	Jun-20	20	Dec-20	20	Jun-21	20	Dec-21	25	Jun-22	20	The ratio of Council inspection rate to re-inspection required is approximately 4:1 and this is the measure utilised to correlate areas without enforcement of weeds management program.
Date	Ratio (%)																									
Dec-17	36																									
Jun-18	37																									
Dec-18	32																									
Jun-19	37																									
Dec-19	20																									
Jun-20	20																									
Dec-20	20																									
Jun-21	20																									
Dec-21	25																									
Jun-22	20																									
EN10 - Biosecurity Management: Decrease in the number of priority weed types through eradication.	Council data	< 3	<table><thead><tr><th>Date</th><th>Number of Weed Types</th></tr></thead><tbody><tr><td>Dec-17</td><td>5</td></tr><tr><td>Jun-18</td><td>5</td></tr><tr><td>Dec-18</td><td>5</td></tr><tr><td>Jun-19</td><td>5</td></tr><tr><td>Dec-19</td><td>5</td></tr><tr><td>Jun-20</td><td>3</td></tr><tr><td>Dec-20</td><td>3</td></tr><tr><td>Jun-21</td><td>3</td></tr><tr><td>Dec-21</td><td>3</td></tr><tr><td>Jun-22</td><td>0</td></tr></tbody></table>	Date	Number of Weed Types	Dec-17	5	Jun-18	5	Dec-18	5	Jun-19	5	Dec-19	5	Jun-20	3	Dec-20	3	Jun-21	3	Dec-21	3	Jun-22	0	Extensive work has been done on weed control focusing on species such as Parthenium, Harissa cactus and Green cestrum. This KPI will be difficult to provide accurate data as weed species eradication across the entire Shire may never be known.
Date	Number of Weed Types																									
Dec-17	5																									
Jun-18	5																									
Dec-18	5																									
Jun-19	5																									
Dec-19	5																									
Jun-20	3																									
Dec-20	3																									
Jun-21	3																									
Dec-21	3																									
Jun-22	0																									

Objective 2.2 - We will protect our environment through sustainable planning and well-resourced emergency services**2.2.1 - Community emergency service providers are well resourced to adequately prepare and respond to natural disasters and emergencies**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN11 - Emergency Response: 100% emergency response rate to situations.	Council data	> 100 %	<p>100 100 100 100 100 100 100 100 100 100</p>	To date there has been zero complaints regarding Council's response to emergency situations.

2.2.2 - Protect and rehabilitate degraded and fragmented areas and enhance corridors that connect remnant bushland

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN12 - Land Care Participation: Number of active groups in land care.	Council data	> 4	<p>2 2 4 2 2 2 2 2 2 4</p>	There are 2 groups; Merrimborough Landcare group and the Yarric Lake Landcare group that exist in the Shire.
EN13 - Rehabilitation: Area of land where rehabilitation is completed (per annum).	Council data	> 350 %	<p>313 313 313 385 385 578 578 0 0 350</p>	Mining rehabilitation is being completed by the responsible mine. Only data for Maules Creek and Tarrawonga Mines rehabilitation works is available. Of the available data, to date, 1,498 hectares of land has been rehabilitated.

2.2.3 - Ensure Council and government agencies have a robust compliance program to protect environmental assets

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN14 - Environmental Reporting: Annual reports are provided on environmental outcomes for all major projects.	Council data	> 100	<p>100 100 80 85 85 85 85 0 0 100</p>	Council has not had sufficient resources to review the environmental licenses annual returns for extractive industries.

2.2.4 - Decision making will be informed by the principles of Ecologically Sustainable Development and the precautionary principle

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EN15 - Environmental Concern: Percentage of surveyed residents with a high degree of concern about the environment is decreased.	Community survey	< 15 %	<table><thead><tr><th>Date</th><th>Percentage</th></tr></thead><tbody><tr><td>Dec-17</td><td>21</td></tr><tr><td>Jun-18</td><td>21</td></tr><tr><td>Dec-18</td><td>21</td></tr><tr><td>Jun-19</td><td>21</td></tr><tr><td>Dec-19</td><td>26</td></tr><tr><td>Jun-20</td><td>26</td></tr><tr><td>Dec-20</td><td>26</td></tr><tr><td>Jun-21</td><td>26</td></tr><tr><td>Dec-21</td><td>26</td></tr><tr><td>Jun-22</td><td>15</td></tr></tbody></table>	Date	Percentage	Dec-17	21	Jun-18	21	Dec-18	21	Jun-19	21	Dec-19	26	Jun-20	26	Dec-20	26	Jun-21	26	Dec-21	26	Jun-22	15	Council has used the principles of sustainable development in the decision-making process. Council increased community awareness of environmental issues through media advertisements, the local newspaper, Facebook and general environmental-allied correspondence.
Date	Percentage																									
Dec-17	21																									
Jun-18	21																									
Dec-18	21																									
Jun-19	21																									
Dec-19	26																									
Jun-20	26																									
Dec-20	26																									
Jun-21	26																									
Dec-21	26																									
Jun-22	15																									
EN16 - Ecological Sustainability Compliance: Demonstrated inclusion of Ecologically Sustainable Development and precautionary principle analysis in relevant Council Reports.	Council data	> 100	<table><thead><tr><th>Date</th><th>Compliance</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>0</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>0</td></tr><tr><td>Dec-19</td><td>100</td></tr><tr><td>Jun-20</td><td>100</td></tr><tr><td>Dec-20</td><td>100</td></tr><tr><td>Jun-21</td><td>100</td></tr><tr><td>Dec-21</td><td>100</td></tr><tr><td>Jun-22</td><td>100</td></tr></tbody></table>	Date	Compliance	Dec-17	0	Jun-18	0	Dec-18	0	Jun-19	0	Dec-19	100	Jun-20	100	Dec-20	100	Jun-21	100	Dec-21	100	Jun-22	100	Council submission on the Vickery Coal Mine Extension Project included a requirement that: "The NSW Government should apply the principles of ecologically sustainable development and the precautionary principle to the assessment of the Project." Council submission on the Narrabri Gas Project included a requirement that: "... the precautionary principle should be applied in this matter and indefinite monitoring of decommissioned coal seam
Date	Compliance																									
Dec-17	0																									
Jun-18	0																									
Dec-18	0																									
Jun-19	0																									
Dec-19	100																									
Jun-20	100																									
Dec-20	100																									
Jun-21	100																									
Dec-21	100																									
Jun-22	100																									

Objective 2.3 - Our natural resource consumption will be reduced and waste well managed**2.3.1 - Investigate and implement alternative energy technologies to reduce Council's carbon footprint**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN17 - Fuel Usage: Reduction in fuel usage on prior year.	Council data	> 400,000		For 1 January 2022 to 30 June 2022, 539,661.8 litres of fuel were used. This represents an increase in 38% compared to the same period in 2021. Increase is due to increased utilisation of plant and light vehicles with flood repair and maintenance works. The cost of fuel has had a major increase in the second half 2021/2022 causing double effect on costing. A 98% increase in Council's fuel cost has occurred since 2021. It is expected to maintain this level in 2022/2023. A reduction in fuel usage can be achieved by purchasing more fuel efficient vehicles, buying EV's, car pooling and/or better scheduling of tasks where the use of vehicles is required. More efficient scheduling of tasks can be difficult to achieve especially where weather and natural disasters impact on operational activities (as has been the case in late 2021). The introduction of EV's into Council fleet will reduce fuel costs and their introduction into the Council fleet requires consideration.
EN18 - Total Energy Usage: 15% reduction in Council's total energy usage on 2016/17 levels by 2020/21.	Council data	> 15 %		To date Council have not decreased energy by 15% since 2016/17. Usage levels are stable. Works on a renewal energy action plan are in place.

2.3.2 - Implement a waste management strategy focusing on waste avoidance, reusing and recycling to minimise the proportion of waste sent to landfill and to maximise the use of our natural resources

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN19 - Household Waste Generation: Reducing average volume (kilograms) per household.	Council data	> 490 Kilograms		Average waste for this period 349.5 ton per month (April - June). Properties 6210
EN20 - Household Waste Recycling: Percentage of waste diverted from landfill (annual total waste diverted from landfill/annual municipal kerbside collection).	Council data	> 75 %		9.88% sent for reprocessing 52.55% Reused 37.56 % landfilled
EN21 - Public Recycling Facilities: Increase in the number of recycling facilities in public spaces.	Council data	> 4		enquiries into CDS vending machines at NWMF, Wee Waa and Boggabri continuing. 3 yellow bins organised for council depot. Tyre processing facility discussions with Carrol Engineering.
EN22 - Industry Waste Minimisation: Increase in number of businesses and industries involved in the waste minimisation program.	Council data	> 50		Council is currently in discussions for shire CDS and tyre infrastructure and processing opportunities with Carrol engineering and Tomra.

2.3.3 - Conserve and manage our natural water resources for environmental and agricultural sustainability

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EN23 - Council Water Consumption: Percentage reduction on 2016/2017 levels in mains water consumed by Council operations.	Council data	< 15 %	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>40</td></tr><tr><td>Jun-18</td><td>19</td></tr><tr><td>Dec-18</td><td>21</td></tr><tr><td>Jun-19</td><td>21</td></tr><tr><td>Dec-19</td><td>24</td></tr><tr><td>Jun-20</td><td>26</td></tr><tr><td>Dec-20</td><td>26</td></tr><tr><td>Jun-21</td><td>29</td></tr><tr><td>Dec-21</td><td>21</td></tr><tr><td>Jun-22</td><td>19</td></tr></tbody></table>	Date	Value	Dec-17	40	Jun-18	19	Dec-18	21	Jun-19	21	Dec-19	24	Jun-20	26	Dec-20	26	Jun-21	29	Dec-21	21	Jun-22	19	2021/2022 had a 19% reduction in water use compared to 2016/2017 levels. This is in part due to the water augmentation requiring less flushing to take place and a wetter year requiring less water use for Council purposes. There are also improvements in water measuring during maintenance activities. Water unaccounted for includes water used for mains flushing and similar water network maintenance activities.
Date	Value																									
Dec-17	40																									
Jun-18	19																									
Dec-18	21																									
Jun-19	21																									
Dec-19	24																									
Jun-20	26																									
Dec-20	26																									
Jun-21	29																									
Dec-21	21																									
Jun-22	19																									
EN24 - Water Quality: Water quality improvement in the Namoi River. Measured by the positive displacement of rubbish.	Council data	> 1 Tonne	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>0</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>0</td></tr><tr><td>Dec-19</td><td>0</td></tr><tr><td>Jun-20</td><td>0</td></tr><tr><td>Dec-20</td><td>0</td></tr><tr><td>Jun-21</td><td>0</td></tr><tr><td>Dec-21</td><td>0</td></tr><tr><td>Jun-22</td><td>1</td></tr></tbody></table>	Date	Value	Dec-17	0	Jun-18	0	Dec-18	0	Jun-19	0	Dec-19	0	Jun-20	0	Dec-20	0	Jun-21	0	Dec-21	0	Jun-22	1	No gross pollutant traps have been installed during the period. A total of 93 potential sources of stormwater outflow to the catchment of the Namoi River within Narrabri town limits have been identified. Stormwater catchment models have yet to be created or analysed, these estimates are based solely on existing storm water pipes and assuming they are sufficiently sized. There has also been no discharges to the Namoi River from any sewer treatment plants in this period while they are sent to local wetlands or used for beneficial reuse. Due to reduced flows compared to recent quarters there has been less waste collected before being discharged into the river. Further work is required to scope the full extent of works.
Date	Value																									
Dec-17	0																									
Jun-18	0																									
Dec-18	0																									
Jun-19	0																									
Dec-19	0																									
Jun-20	0																									
Dec-20	0																									
Jun-21	0																									
Dec-21	0																									
Jun-22	1																									

Objective 2.4 - The impacts of extractive industries on the environment will be minimised**2.4.1 - The community is informed by real time regional dust monitoring data to inform personal decisions**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EN25 - Air Quality: Number of days polluting concentrations exceed National Environment Protection Measure (NEPM) guidelines.	Environmental Protection Agency data	< 0	<table><thead><tr><th>Date</th><th>Days Exceeding NEPM Guidelines</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>0</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>0</td></tr><tr><td>Dec-19</td><td>1</td></tr><tr><td>Jun-20</td><td>22</td></tr><tr><td>Dec-20</td><td>22</td></tr><tr><td>Jun-21</td><td>0</td></tr><tr><td>Dec-21</td><td>0</td></tr><tr><td>Jun-22</td><td>0</td></tr></tbody></table>	Date	Days Exceeding NEPM Guidelines	Dec-17	0	Jun-18	0	Dec-18	0	Jun-19	0	Dec-19	1	Jun-20	22	Dec-20	22	Jun-21	0	Dec-21	0	Jun-22	0	According to the NSW DPIE website, air quality in Narrabri was generally good, meeting national benchmarks on 100% of days. All 7 monitoring stations within the broader Namoi/North West Slopes region recorded their lowest air pollution levels since reporting began in 2018.
Date	Days Exceeding NEPM Guidelines																									
Dec-17	0																									
Jun-18	0																									
Dec-18	0																									
Jun-19	0																									
Dec-19	1																									
Jun-20	22																									
Dec-20	22																									
Jun-21	0																									
Dec-21	0																									
Jun-22	0																									
EN26 - Dust Monitoring: Real time regional monitoring system in place and available in easy to understand language.	Council data	> 85 %	<table><thead><tr><th>Date</th><th>System Availability (%)</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>98</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>99</td></tr><tr><td>Dec-19</td><td>100</td></tr><tr><td>Jun-20</td><td>100</td></tr><tr><td>Dec-20</td><td>100</td></tr><tr><td>Jun-21</td><td>100</td></tr><tr><td>Dec-21</td><td>100</td></tr><tr><td>Jun-22</td><td>85</td></tr></tbody></table>	Date	System Availability (%)	Dec-17	0	Jun-18	98	Dec-18	0	Jun-19	99	Dec-19	100	Jun-20	100	Dec-20	100	Jun-21	100	Dec-21	100	Jun-22	85	Narrabri is now part of the NSW Air Quality Monitoring Network. The Narrabri air monitoring station was built in December 2017 near Narrabri Airport. Real-time Regional monitoring data has been available online since the equipment was installed.
Date	System Availability (%)																									
Dec-17	0																									
Jun-18	98																									
Dec-18	0																									
Jun-19	99																									
Dec-19	100																									
Jun-20	100																									
Dec-20	100																									
Jun-21	100																									
Dec-21	100																									
Jun-22	85																									

2.4.2 - Projects are managed to minimise active disturbance areas and limit time to revegetation

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EN27 - Mine Rehabilitation Compliance: Mines adhere to agreed rehabilitation schedules.	Council data	> 100 %	<table><tr><th>Date</th><th>Compliance (%)</th></tr><tr><td>Dec-17</td><td>100</td></tr><tr><td>Jun-18</td><td>100</td></tr><tr><td>Dec-18</td><td>100</td></tr><tr><td>Jun-19</td><td>100</td></tr><tr><td>Dec-19</td><td>0</td></tr><tr><td>Jun-20</td><td>100</td></tr><tr><td>Dec-20</td><td>0</td></tr><tr><td>Jun-21</td><td>100</td></tr><tr><td>Dec-21</td><td>100</td></tr><tr><td>Jun-22</td><td>100</td></tr></table>	Date	Compliance (%)	Dec-17	100	Jun-18	100	Dec-18	100	Jun-19	100	Dec-19	0	Jun-20	100	Dec-20	0	Jun-21	100	Dec-21	100	Jun-22	100	Council has not had sufficient resources to review Mine Rehabilitation Plans; however, the NSW Resource Regulator has conducted targeted assessments at mine sites to ensure that operators are effectively undertaking progressive rehabilitation in accordance with the obligations set out in their approved plans. Assumption made for 100% adherence.
Date	Compliance (%)																									
Dec-17	100																									
Jun-18	100																									
Dec-18	100																									
Jun-19	100																									
Dec-19	0																									
Jun-20	100																									
Dec-20	0																									
Jun-21	100																									
Dec-21	100																									
Jun-22	100																									

2.4.3 - Ground water extractions are maintained in an environmentally sustainable manner to ensure long term viability and quality

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN28 - Water Resourcing: Current groundwater extractions are maintained.	Council data	< 400 Litres Per Day		There has been 456.74L per person per day of groundwater extracted within the Narrabri Shire Between January 2022 to June 2022.
EN29 - Environmental Flow: Current bore water extractions are maintained.	Council data	> 1,000 Megalitres		The total groundwater extraction for 2021/2022 for Narrabri Shire Council was 1,452.95 ML.

2.4.4 - Potential environmental and community impacts are minimised through thorough assessment and independent monitoring

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EN30 - Community Confidence: Community confidence in assessment and monitoring.	Community survey	> 75 %		Council have taken a public and proactive role in advocating on the Narrabri Underground Mine Modification Project, Maules Creek Mine Modification Project, Narrabri Gas Project, Inland Rail and Silverleaf Solar Farm Project environmental requirements.



THEME 3: Our Economy

Strategic Direction 3: Progressive and Diverse Economy

By 2027, Progressive and Diverse Economy

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire Community identified several economic priority areas to be addressed over the following four years.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Economic development
- Planning and development
- Entertainment and conferences
- Local and regional tourism and events
- Saleyards
- Airport

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Delivery Program will work towards achieving the following economic strategic outcomes:

- Increased community events, conferences and entertainment
- Increased employment through industry innovation, investment and value adding
- Established freight hub for the Norther Inland Region
- Increased housing availability and affordability

Broadened economic base

Our Economy

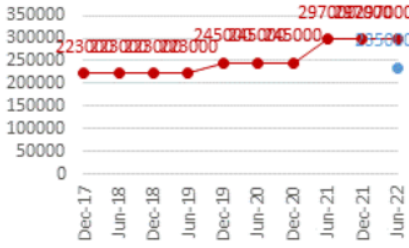
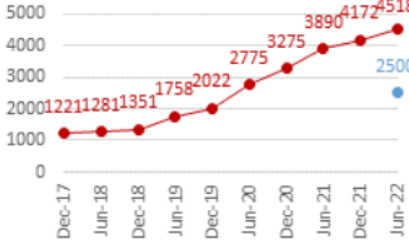
Strategic Direction 3: Progressive and Diverse Economy

Objective 3.1 - We will stimulate business and tourism by maximising our assets and attracting regional events

3.1.1 - Identify and facilitate a diverse event, conference and entertainment program

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC01 - Events, Conferences & Entertainments: Percentage increase in the number of events, conferences and entertainment activities per annum.	Council data	> 10 %	<p>The Crossing Theatre hosted 62 events between 01/01/2022 and 30/06/2022 (which is up 19.23% compared with the same period of 2020/2021)</p>	
EC02 - Events, Conferences & Entertainment Patronage: Percentage increase in patrons at The Crossing Theatre for events, conferences and entertainment per annum.	Council data	> 5 %	<p>Patronage for Events, Conferences and Entertainment for January 2022 to June 2022 was 15,013 compared to 4,881 for the same period in 2020/2021. This is a 207.58% increase, due to NSW being in lock down during the previous period, the increased percentage will be inflated..</p>	

3.1.2 - Facilitate the provision of a quality tourism product to present to visitors

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC03 - Tourism Visitation, Stay & Spend: Percentage increase in key visitor metrics for Narrabri Shire LGA - Number of Visitors.	Tourism Research Australia data	> 235,000 %		The latest available data produced by Tourism Research Australia indicates 297,000 visitor to the Narrabri LGA per annum. Visitation statistics include for holidays, business and visiting friends and relatives. The latest available data produced by Tourism Research Australia indicates 297,000 visitor to the Narrabri LGA per annum. Visitation statistics include for holidays, business and visiting friends and relatives. The latest available data produced by Tourism Research Australia indicates 297,000 visitor to the Narrabri LGA per annum. Visitation statistics include for holidays, business and visiting friends and relatives.
EC04 - Social Media Audience: Grow social media user database.	Facebook data	> 2,500		Facebook: 3,142 Instagram: 1,376 TOTAL: 4,518 Increase of 346 followers Narrabri Region Tourism has seen a significant increase in social media engagement due to the implementation (and review in 2021) of a social media strategy, professional content creation and significant increase in advertising across a broader market range.

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC21 - Tourism Visitation, Stay & Spend: Percentage increase in key visitor metrics for Narrabri Shire LGA - Visitor Spend.	Tourism Research Australia data	> \$46		According to the latest available figures produced by Tourism Research Australia the average spend per visitor per trip is \$97.

3.1.3 - Implement the Narrabri CBD Master Plan to capture a greater proportion of highway traffic opportunities and improve shopping experience

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC05 - CBD Customer Satisfaction: Increased satisfaction with CBD experience reflected in customer surveys.	Community survey	> 75 %		According to the Community Satisfaction Survey undertaken in 2021 there is a 72% level of satisfaction regarding enhancing town and village centres.
EC06 - CBD Shop Usage: Number of vacant shops decreased from June 2017 level. Shops facing Maitland Street, Narrabri.	Council data	< 9		There are currently 7 vacant shops which face Maitland Street, Narrabri which is a decrease from 11.

3.1.4 - Airport facilities and services provide connectivity to capital city markets

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC07 - Airport Usage: Increased RPT numbers by 3% per annum.	Avdata Australia	> 6,500		2605 RPT passengers from November to the end of June. Decreased COVID-19 travel restrictions have resulted in increased RPT number.

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC08 - Airport Satisfaction: Positive rating of airport by users.	Targeted survey	> 80 %	<table><thead><tr><th>Date</th><th>Satisfaction (%)</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>70</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>80</td></tr><tr><td>Dec-19</td><td>80</td></tr><tr><td>Jun-20</td><td>80</td></tr><tr><td>Dec-20</td><td>80</td></tr><tr><td>Jun-21</td><td>80</td></tr><tr><td>Dec-21</td><td>80</td></tr><tr><td>Jun-22</td><td>80</td></tr></tbody></table>	Date	Satisfaction (%)	Dec-17	0	Jun-18	70	Dec-18	0	Jun-19	80	Dec-19	80	Jun-20	80	Dec-20	80	Jun-21	80	Dec-21	80	Jun-22	80	No formal survey has been undertaken, however, feedback from passengers and politics is generally positive.
Date	Satisfaction (%)																									
Dec-17	0																									
Jun-18	70																									
Dec-18	0																									
Jun-19	80																									
Dec-19	80																									
Jun-20	80																									
Dec-20	80																									
Jun-21	80																									
Dec-21	80																									
Jun-22	80																									

Objective 3.2 - We will become a logistics hub for the northern inland region**3.2.1 - Promote Narrabri Shire as a national and state significant Manufacturing and Logistics Hub.**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC09 - Logistical Operations: New or expanding logistics operations commenced.	Council data	> 2	<p>The graph shows the progress of Measure EC09. The target is greater than 2 operations by June 2021. The data shows 0 operations from Dec-17 to Jun-20, followed by 1 operation in Dec-20, and 1 operation in each subsequent period (Jun-21, Dec-21, Jun-22).</p>	<p>Council has finalised the purchase of 374 hectares of land titled the Northern NSW Inland Port (N2IP) site. Council worked with EY on the Interface Improvement Programme and successfully finished the Gate 4 Strategic Business Case. Council received \$16.8 million through the Growing Local Economies fund and \$7.8 million from the 2020 Commonwealth Government budget for infrastructure works. Council is currently working with Infrastructure NSW to have the funding deed signed. Project transitioned to Infrastructure Delivery for them to undertake design and infrastructure works.</p>

3.2.2 - Develop at least one flood free intermodal site that has access to quality infrastructure and the proposed inland rail network

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC10 - Intermodal Site: Additional intermodal site established.	Council data	> 4	<table><tr><th>Date</th><th>Value</th></tr><tr><td>Dec-17</td><td>3</td></tr><tr><td>Jun-18</td><td>3</td></tr><tr><td>Dec-18</td><td>3</td></tr><tr><td>Jun-19</td><td>3</td></tr><tr><td>Dec-19</td><td>3</td></tr><tr><td>Jun-20</td><td>3</td></tr><tr><td>Dec-20</td><td>3</td></tr><tr><td>Jun-21</td><td>3</td></tr><tr><td>Dec-21</td><td>3</td></tr><tr><td>Jun-22</td><td>4</td></tr></table>	Date	Value	Dec-17	3	Jun-18	3	Dec-18	3	Jun-19	3	Dec-19	3	Jun-20	3	Dec-20	3	Jun-21	3	Dec-21	3	Jun-22	4	Narrabri has 3 existing intermodal facilities. The Northern NSW Inland Port (N2IP) development has the potential of providing further intermodal capabilities with direct access to Inland Rail infrastructure. Council has passed through Gate 4 of the EY driven Interface Improvement Programme. This looked at the viability of being able to access the Inland Rail infrastructure from the N2IP site. Council has been deemed a Special Activation Precinct (SAP) investigation area and is currently going through baseline reports in relation to this. This process will be worked on throughout 2022 and into the first half of 2023.
Date	Value																									
Dec-17	3																									
Jun-18	3																									
Dec-18	3																									
Jun-19	3																									
Dec-19	3																									
Jun-20	3																									
Dec-20	3																									
Jun-21	3																									
Dec-21	3																									
Jun-22	4																									

3.2.3 - Explore opportunities for increasing the efficiency of freight movements

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC11 - Freight Movement: Increased percentage of road network available for longer freight vehicles.	Council data	> 100 %	<table><tr><th>Date</th><th>Value</th></tr><tr><td>Dec-17</td><td>93</td></tr><tr><td>Jun-18</td><td>93</td></tr><tr><td>Dec-18</td><td>93</td></tr><tr><td>Jun-19</td><td>100</td></tr><tr><td>Dec-19</td><td>95</td></tr><tr><td>Jun-20</td><td>100</td></tr><tr><td>Dec-20</td><td>100</td></tr><tr><td>Jun-21</td><td>100</td></tr><tr><td>Dec-21</td><td>100</td></tr><tr><td>Jun-22</td><td>100</td></tr></table>	Date	Value	Dec-17	93	Jun-18	93	Dec-18	93	Jun-19	100	Dec-19	95	Jun-20	100	Dec-20	100	Jun-21	100	Dec-21	100	Jun-22	100	Council's road network is open to longer freight vehicles under the National Heavy Vehicle Regulator (NHVR) permit process. All permits are assessed and approved for roads that are rated to safely handle higher mass limits and the safe turning movements of multi-combination vehicles.
Date	Value																									
Dec-17	93																									
Jun-18	93																									
Dec-18	93																									
Jun-19	100																									
Dec-19	95																									
Jun-20	100																									
Dec-20	100																									
Jun-21	100																									
Dec-21	100																									
Jun-22	100																									

Objective 3.3 - Value adding and industry innovation will drive employment**3.3.1 - Value adding opportunities will be researched and pursued**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC12 - Value Adding: Number of value adding opportunities assessed through the development application process and/or State Significant developments.	Council data	> 8	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>1</td></tr><tr><td>Jun-18</td><td>2</td></tr><tr><td>Dec-18</td><td>2</td></tr><tr><td>Jun-19</td><td>4</td></tr><tr><td>Dec-19</td><td>4</td></tr><tr><td>Jun-20</td><td>5</td></tr><tr><td>Dec-20</td><td>8</td></tr><tr><td>Jun-21</td><td>6</td></tr><tr><td>Dec-21</td><td>7</td></tr><tr><td>Jun-22</td><td>6</td></tr></tbody></table>	Date	Value	Dec-17	1	Jun-18	2	Dec-18	2	Jun-19	4	Dec-19	4	Jun-20	5	Dec-20	8	Jun-21	6	Dec-21	7	Jun-22	6	Council has assisted seven organisations progress to update their development status. Assistance has been provided through rezoning, modifications, building requirements or general development application lodgements. Council has held a number of pre-development application meetings, providing direction to potential new development.
Date	Value																									
Dec-17	1																									
Jun-18	2																									
Dec-18	2																									
Jun-19	4																									
Dec-19	4																									
Jun-20	5																									
Dec-20	8																									
Jun-21	6																									
Dec-21	7																									
Jun-22	6																									

3.3.2 - Industry innovation trends will be determined, monitored and referenced to identify opportunities

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC13 - Industry Trends: Annual production of documents identifying industry trends.	Council data	> 4	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>0</td></tr><tr><td>Jun-18</td><td>0</td></tr><tr><td>Dec-18</td><td>0</td></tr><tr><td>Jun-19</td><td>0</td></tr><tr><td>Dec-19</td><td>0</td></tr><tr><td>Jun-20</td><td>2</td></tr><tr><td>Dec-20</td><td>4</td></tr><tr><td>Jun-21</td><td>4</td></tr><tr><td>Dec-21</td><td>4</td></tr><tr><td>Jun-22</td><td>1</td></tr></tbody></table>	Date	Value	Dec-17	0	Jun-18	0	Dec-18	0	Jun-19	0	Dec-19	0	Jun-20	2	Dec-20	4	Jun-21	4	Dec-21	4	Jun-22	1	A Strategic Business Case in relation to the Northern NSW Inland Port (N2IP) has been undertaken. A list and review of industry trends relating to organisations that would benefit from establishing at the N2IP site was provided. Council worked with EY on the Interface Improvement Programme and successfully passed through Gate 4. The NSW State Government endorsed Narrabri Shire as a Special Activation Precinct investigation area. A part of the investigation will look at business and industry able to be attracted to Narrabri Shire. Council can access local economic data through REMPLAN.
Date	Value																									
Dec-17	0																									
Jun-18	0																									
Dec-18	0																									
Jun-19	0																									
Dec-19	0																									
Jun-20	2																									
Dec-20	4																									
Jun-21	4																									
Dec-21	4																									
Jun-22	1																									

3.3.3 - Local industry leaders will be regularly consulted to determine emerging competitive advantages

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC14 - Industry Innovation and Collaboration: Annual 'Think Tank' industry leader forum held and documented.	Council data	> 4		No 'Think Tank' leader forums were held in 2022. Council regularly attends and engages with industry groups across the shire including Chamber of Commerce in Narrabri, Boggabri and Wee Waa as well as the Narrabri Industrial Network.

3.3.4 - Promote opportunities created through abundant supply of energy and easy access to transport logistics

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC15 - Business Growth: Number of registered businesses in Narrabri Shire LGA.	Australian Bureau of Statistics data	> 1,700		The Australian Bureau of Statistics reported 1,756 business are registered to the Narrabri Shire Local Government Area. According to REMPLAN (Economy) there are currently 3,348 businesses trading as of 22/07/2021 within the Narrabri Local Government Area, however this is believed to be an overestimate due to a large number of ABNs registered to the area being inactive.

Objective 3.4 - Adequate housing options will be available to meet demands across the Shire**3.4.1 - Available residential land is adequate to meet demand in the local market**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC16 - Median Sales Price: Median sales prices are in line with comparable areas.	Real Estate data	10 %		<p>Narrabri Median House Price: \$343,500 Gunnedah Median House Price: \$340,000 Moree Median House Price: \$295,000</p> <p>There is less than 1% difference between median house prices when comparing Narrabri and Gunnedah, and a difference of approx 14% difference between Narrabri and Moree.</p>

3.4.2 - Public housing stock is adequate to meet current and projected demand across all demographics

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC17 - Housing Affordability: Affordability of housing in the Narrabri Shire calculated by median weekly rent divided by median weekly household income.	Council data	> 15 %		<p>The current median rent per week in Narrabri is \$380 with an average weekly household income of \$1,242, meaning that 30.6% of household income is spent on rent. The amount of income spent on rent has decreased since the last reporting period.</p> <p>Comparatively household income spent on rent in Gunnedah is 33% and in Moree is 23.6%.</p> <p>SOURCE: realestate.com.au & Australian Bureau of Statistics (Census Data)</p>

3.4.3 - Housing stock will reflect the changing demographic trend of smaller low maintenance properties

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
EC18 - Housing Stock: New approvals for housing reflect increased percentage of unit/villa stock.	Council data	> 5 %		<p>No unit developments received or approved.</p>

3.4.4 - Housing stocks will be maintained to a suitable standard

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
EC19 - Residential Development: Increase in residential investment per year. Measured by number of new dwelling applications.	Council data	> 15	<table><tr><th>Date</th><th>Applications</th></tr><tr><td>Dec-17</td><td>12</td></tr><tr><td>Jun-18</td><td>5</td></tr><tr><td>Dec-18</td><td>11</td></tr><tr><td>Jun-19</td><td>11</td></tr><tr><td>Dec-19</td><td>5</td></tr><tr><td>Jun-20</td><td>10</td></tr><tr><td>Dec-20</td><td>10</td></tr><tr><td>Jun-21</td><td>17</td></tr><tr><td>Dec-21</td><td>14</td></tr><tr><td>Jun-22</td><td>15</td></tr></table>	Date	Applications	Dec-17	12	Jun-18	5	Dec-18	11	Jun-19	11	Dec-19	5	Jun-20	10	Dec-20	10	Jun-21	17	Dec-21	14	Jun-22	15	Between 1 January 2022 to 30 June 2022, there have been 8 new dwellings approved across the Shire indicating consistent residential investment.
Date	Applications																									
Dec-17	12																									
Jun-18	5																									
Dec-18	11																									
Jun-19	11																									
Dec-19	5																									
Jun-20	10																									
Dec-20	10																									
Jun-21	17																									
Dec-21	14																									
Jun-22	15																									
EC20 - Public Complaints: Decreasing trend of public complaints about buildings.	Council data	< 5	<table><tr><th>Date</th><th>Complaints</th></tr><tr><td>Dec-17</td><td>6</td></tr><tr><td>Jun-18</td><td>4</td></tr><tr><td>Dec-18</td><td>6</td></tr><tr><td>Jun-19</td><td>6</td></tr><tr><td>Dec-19</td><td>2</td></tr><tr><td>Jun-20</td><td>3</td></tr><tr><td>Dec-20</td><td>3</td></tr><tr><td>Jun-21</td><td>2</td></tr><tr><td>Dec-21</td><td>12</td></tr><tr><td>Jun-22</td><td>0</td></tr></table>	Date	Complaints	Dec-17	6	Jun-18	4	Dec-18	6	Jun-19	6	Dec-19	2	Jun-20	3	Dec-20	3	Jun-21	2	Dec-21	12	Jun-22	0	Planning and Regulatory Services Team managing complaints as lodged. Complaints include those regarding structural issues, such as asbestos, dilapidated, illegal structures.
Date	Complaints																									
Dec-17	6																									
Jun-18	4																									
Dec-18	6																									
Jun-19	6																									
Dec-19	2																									
Jun-20	3																									
Dec-20	3																									
Jun-21	2																									
Dec-21	12																									
Jun-22	0																									



THEME 4: Our Civic Leadership

Strategic Direction 4: Collaborative and Proactive Leadership

By 2027, Collaborative and Proactive Leadership

COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be addressed over the following four years.

COMMUNITY SERVICES

Current services provided within the Narrabri Shire Community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Delivery Program will work towards achieving the following civic leadership strategic outcomes:

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

Our Civic Leadership

Strategic Direction 4: Collaborative and Proactive Leadership

Objective 4.1 - We will proactively engage and partner with the community and government to achieve our strategic goals

4.1.1 - Provide customer service excellence that is responsive to community needs

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
CL01 - Customer Response: Percentage of customer requests attended to within adopted customer service level standards.	Council data	> 85 %	<table><thead><tr><th>Date</th><th>Percentage</th></tr></thead><tbody><tr><td>Dec-17</td><td>52</td></tr><tr><td>Jun-18</td><td>52</td></tr><tr><td>Dec-18</td><td>52</td></tr><tr><td>Jun-19</td><td>57</td></tr><tr><td>Dec-19</td><td>57</td></tr><tr><td>Jun-20</td><td>90</td></tr><tr><td>Dec-20</td><td>65</td></tr><tr><td>Jun-21</td><td>88</td></tr><tr><td>Dec-21</td><td>96</td></tr><tr><td>Jun-22</td><td>92</td></tr></tbody></table>	Date	Percentage	Dec-17	52	Jun-18	52	Dec-18	52	Jun-19	57	Dec-19	57	Jun-20	90	Dec-20	65	Jun-21	88	Dec-21	96	Jun-22	92	Responsiveness can be increased and monitored in the Corporate Information System. Follow-up action has to be taken to ensure requests are closed out in the system once completed. Customer response workflows are continuing to be built in CRM and reporting of this data is being tested to ensure accuracy.
Date	Percentage																									
Dec-17	52																									
Jun-18	52																									
Dec-18	52																									
Jun-19	57																									
Dec-19	57																									
Jun-20	90																									
Dec-20	65																									
Jun-21	88																									
Dec-21	96																									
Jun-22	92																									
CL02 - Community Satisfaction: Community satisfaction with operations of Council.	Community survey	> 75 %	<table><thead><tr><th>Date</th><th>Percentage</th></tr></thead><tbody><tr><td>Dec-17</td><td>61</td></tr><tr><td>Jun-18</td><td>61</td></tr><tr><td>Dec-18</td><td>61</td></tr><tr><td>Jun-19</td><td>61</td></tr><tr><td>Dec-19</td><td>65</td></tr><tr><td>Jun-20</td><td>65</td></tr><tr><td>Dec-20</td><td>65</td></tr><tr><td>Jun-21</td><td>65</td></tr><tr><td>Dec-21</td><td>80</td></tr><tr><td>Jun-22</td><td>75</td></tr></tbody></table>	Date	Percentage	Dec-17	61	Jun-18	61	Dec-18	61	Jun-19	61	Dec-19	65	Jun-20	65	Dec-20	65	Jun-21	65	Dec-21	80	Jun-22	75	The Community Survey was undertaken in July 2021. 60% of residents surveyed are satisfied with the operations of Council.
Date	Percentage																									
Dec-17	61																									
Jun-18	61																									
Dec-18	61																									
Jun-19	61																									
Dec-19	65																									
Jun-20	65																									
Dec-20	65																									
Jun-21	65																									
Dec-21	80																									
Jun-22	75																									

4.1.2 - Ensure the community is informed and involved in Council activities through implementing quality consultation

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL03 - Community Satisfaction: Level of satisfaction with Council's provision of information to residents about activities, services and community services.	Community survey	> 75 %	<p>Satisfaction in relation to the provision of information to residents is captured in the Community Satisfaction Survey under the communications service. In 2021 the level of satisfaction was 67%. This is an increase of 2% from the previous 2019 survey. Council continues to distribute information on Council-specific activities through Your Council, media releases, the Council website, fact sheets, social media and community radio sponsored announcements. In August 2018 Council commenced a radio segment fortnightly with local community radio station 2maxFM where the GM provides an update on Council related activities.</p>	
CL04 - Website Usage: Increasing trend of visits to the Narrabri Shire Council website homepage.	Google analytics	> 0	<p>Google Analytics was applied to the Narrabri Shire Council website from 01/07/2021 to 30/12/2021. This has provided accurate data on users accessing the Narrabri Shire Council homepage for the reporting period being 18,761.</p>	
CL05 - Social Media Usage: Number of people following the Narrabri Shire Council Facebook page and other platforms.	Council data	> 0	<p>6,500 Narrabri Shire Council Facebook followers. 1,220 Narrabri Shire Council LinkedIn followers. 318 Narrabri Shire Council Twitter followers.</p>	

4.1.3 - Develop and build strong, productive partnerships with State and Federal Governments

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL06 - Grant Funding: Grant funding levels maintained (per annum).	Council data	> \$6		This figure represents the successful amount of grant funding and allocations for January 2022 to June 2022. A total of \$5,616,426.30 was received and includes applications that were submitted in 2021 but announced in 2022.

4.1.4 - Grow volunteer capacity to achieve community outcomes

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL07 - Volunteering: Percentage of adult population who volunteer.	Community survey	> 70 %		The 2021 Community Satisfaction Survey revealed that 54% of those surveyed undertook volunteer work in the last 12 months. Population of adults who volunteer within the Narrabri Region is steady, Council is looking to increase its volunteers internally as well as developing the capability online for people wishing to volunteer their time, to understand where they can volunteer and in what capacity. According to REMPLAN Community, approximately 20% of the total population of the Narrabri Shire volunteers their time in some capacity.

Objective 4.2 - Decision making will ensure Council remains financially sustainable**4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL08 - Council Fitness: Council meeting Fit For The Future (FFTF) Ratios.	Council data	> 100 %		Council met the benchmark in four of the six performance measures reported in Note G5-1 of its 2021 Annual Financial Statements.

4.2.2 - Proposed expansions in Council services are evaluated after consideration of asset renewal and operational costs

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL09 - Service Expansions: No service expansion occurs without full lifecycle costing considerations.	Council data	< 0		Council has considered 1 business case assessment during the Delivery Program period (2017/2021) and agreed not to proceed due to the poor business case.

4.2.3 - Modernise Council's service delivery, governance and management

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL21 - Council Performance: Increased Community satisfaction with Council performance.	Community survey	> 80 %		Results from the 2021 Community Satisfaction Survey showed that 80% of residents are at least somewhat satisfied to very satisfied with the overall performance of Council. Residents over 65 have the highest levels of satisfaction.
CL11 - Councillor Satisfaction: Percentage of Community satisfaction with elected representatives.	Community survey	> 75 %		In the 2021 Community Satisfaction Survey, the satisfaction of the performance of elected representatives was 65%. Performance of elected representatives was identified as a key driver of community satisfaction.

Measure	Measured Against	Target Jun 2021	Measure Status	Comments																						
CL13 - Organisational Review: Organisational structure reviewed according to Service Review schedule.	Council data	> 100 %	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>19</td></tr><tr><td>Jun-18</td><td>20</td></tr><tr><td>Dec-18</td><td>30</td></tr><tr><td>Jun-19</td><td>30</td></tr><tr><td>Dec-19</td><td>75</td></tr><tr><td>Jun-20</td><td>100</td></tr><tr><td>Dec-20</td><td>100</td></tr><tr><td>Jun-21</td><td>100</td></tr><tr><td>Dec-21</td><td>44</td></tr><tr><td>Jun-22</td><td>66.66</td></tr></tbody></table>	Date	Value	Dec-17	19	Jun-18	20	Dec-18	30	Jun-19	30	Dec-19	75	Jun-20	100	Dec-20	100	Jun-21	100	Dec-21	44	Jun-22	66.66	Reviews of 12 out of 18 management functions within Council's organisational structure have been undertaken, resulting in consideration and/or implementation of temporary changes to the structure to trail potential improvements in organisational service delivery.
Date	Value																									
Dec-17	19																									
Jun-18	20																									
Dec-18	30																									
Jun-19	30																									
Dec-19	75																									
Jun-20	100																									
Dec-20	100																									
Jun-21	100																									
Dec-21	44																									
Jun-22	66.66																									
CL12 - Service Review: Service Review Program undertaken.	Council data	> 12	<table><thead><tr><th>Date</th><th>Value</th></tr></thead><tbody><tr><td>Dec-17</td><td>1</td></tr><tr><td>Jun-18</td><td>2</td></tr><tr><td>Dec-18</td><td>8</td></tr><tr><td>Jun-19</td><td>8</td></tr><tr><td>Dec-19</td><td>8</td></tr><tr><td>Jun-20</td><td>8</td></tr><tr><td>Dec-20</td><td>8</td></tr><tr><td>Jun-21</td><td>8</td></tr><tr><td>Dec-21</td><td>0</td></tr><tr><td>Jun-22</td><td>0</td></tr></tbody></table>	Date	Value	Dec-17	1	Jun-18	2	Dec-18	8	Jun-19	8	Dec-19	8	Jun-20	8	Dec-20	8	Jun-21	8	Dec-21	0	Jun-22	0	No formal service reviews undertaken. Level of service review has been limited to review of organisational structure for a number of management functions and trials of temporary changes to the structure.
Date	Value																									
Dec-17	1																									
Jun-18	2																									
Dec-18	8																									
Jun-19	8																									
Dec-19	8																									
Jun-20	8																									
Dec-20	8																									
Jun-21	8																									
Dec-21	0																									
Jun-22	0																									

Objective 4.3 - Infrastructure and service delivery will provide public value for the community**4.3.1 - Develop and integrate a methodology that measures and reports to communities on equitable distribution of Council funding**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL14 - Spending Distribution: Increased community understanding of Council's spending distribution throughout the Shire.	Community survey	> 75 %		This is a very complex area as Council must comply with legislative requirements regarding format when reporting annual financial results, budgetary forecasts and quarterly budget review movements.

4.3.2 - Service outcomes are maintained by regular market testing of delivery methods and regional inter-Council cooperation

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL15 - Council Efficiency: Efficiency gains are identified and quantified.	Council data	> \$0		
CL16 - Market Testing: Annual market testing of services.	Council data	> 4		Council is in receipt of the 2020/2021 Local Government Performance Excellence Program report. The report provides appropriate comparisons between Narrabri Shire and a benchmark set of councils, in terms of location, size and revenue. Areas of analysis included workforce, finance, service delivery and corporate leadership. The report summarised performance year-on-year and against the benchmark set. Council has also recently decided to participate in Council Comparison Windows, based on Council's OLG Grouping and mining affected councils.

Objective 4.4 - Our strategic goals will be achieved through transparent and accountable planning and reporting**4.4.1 - Engage with the community to determine affordable and acceptable levels of service**

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL10 - Community Satisfaction: Community satisfaction with overall Council service delivery.	Community survey	> 80 %	<p>The graph shows a steady increase in satisfaction from 82 in Dec-17 to 84 in Dec-19, where it remained until Jun-21. It then dropped to 80 in Dec-21 and remained at 80 in Jun-22.</p>	The Community Survey was undertaken in July 2021. 80% of residents are at least somewhat satisfied with the overall performance of Council over the past 12 months. This is a 2% decrease from the previous survey conducted in 2019. Council have commenced a program of Service Reviews to review areas for efficiency, effectiveness and relevance. A priority list to schedule service areas for review up until 2023 has been endorsed by Management.

4.4.2 - Ensure effective and sound local governance practice

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL17 - Local Governance: No breaches of Code of Conduct identified in compliance with the requirements of the Local Government Act 1993.	Council data	< 0	<p>The graph shows 1 breach per period from Dec-17 to Jun-21, followed by 0 breaches from Dec-21 to Jun-22.</p>	No breaches.

4.4.3 - Report in a clear, concise manner that is easily understood

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL18 - Council Reporting: Survey of Councillors indicates reporting is easy to understand.	Council data	> 80 %	<p>The graph shows 0% for all periods from Dec-17 to Dec-21, followed by 80% in Jun-22.</p>	Survey of Councillors not undertaken.

4.4.4 - Implement Strategic Asset Management Plans focusing on renewal of assets

Measure	Measured Against	Target Jun 2021	Measure Status	Comments
CL19 - Council Infrastructure Satisfaction: Percentage of adult population who are satisfied with core infrastructure including roads and footpaths.	Community survey	> 75 %		Asset Management Plans are under continued review. A Condition Assessment of Shire Roads was commissioned in late 2017 and completed in June 2018. The data is currently being analysed before engagement with the public to determine
CL20 - Asset Renewal Ratio: Infrastructure Renewal Ratio exceeds 100%.	Council data	> 100 %		Figure reported in Council's 2021 Annual Financial Statements. Council had a large capital renewal program in 2020/2021. This figure is now a little more realistic as The Code of Accounting Practice now allows the inclusion of works-in-progress expenditure.

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NARRABRI SHIRE
DISCOVER THE POTENTIAL

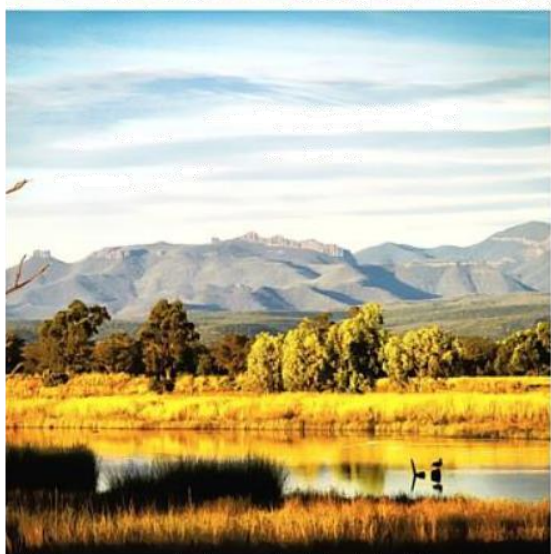
Service Plan

QUARTERLY REPORT



As at **June 2022**





Operational and Service Plan Progress Report – June

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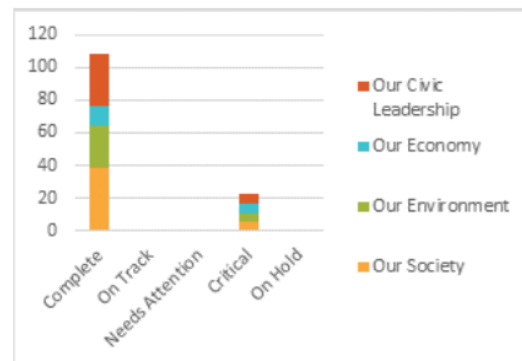
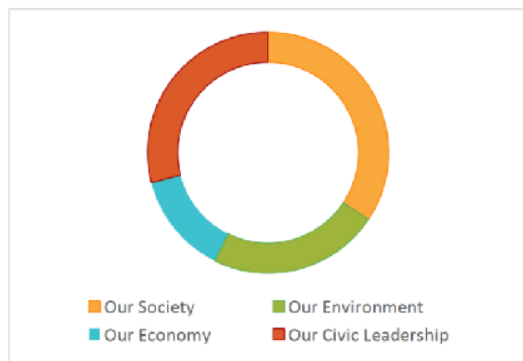
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Executive Summary

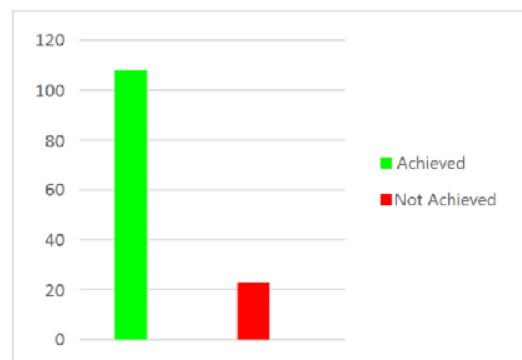
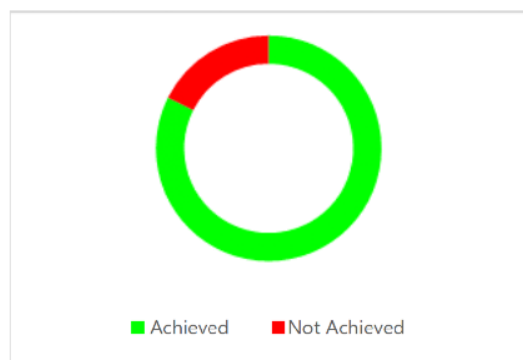
Council's Quarterly Service Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works programs. This allows the community to track each service in regards to what it is providing, at what cost and where works are occurring throughout the year.

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	39	6	45
Our Environment	25	5	30
Our Economy	12	6	18
Our Civic Leadership	32	6	38
	108	23	131



Progress by Action - June 2022



Planning, Strategy and People

DIRECTORATE

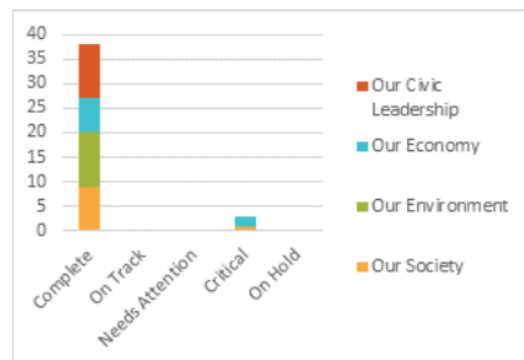
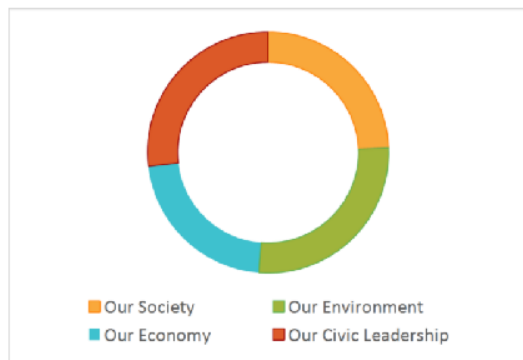


Service Plan Quarterly Report June 2022

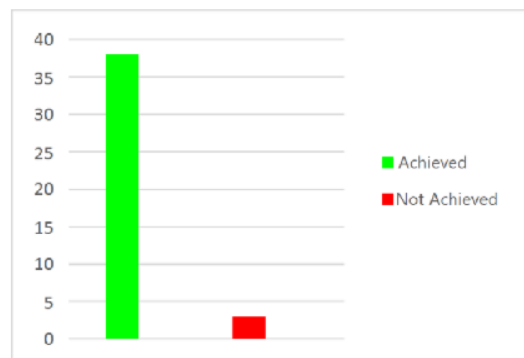
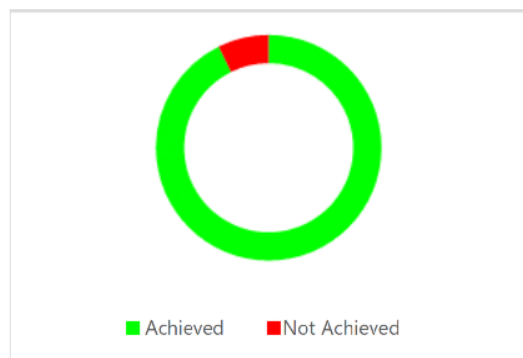


Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	9	1	10
Our Environment	11	0	11
Our Economy	7	2	9
Our Civic Leadership	11	0	11
	38	3	41



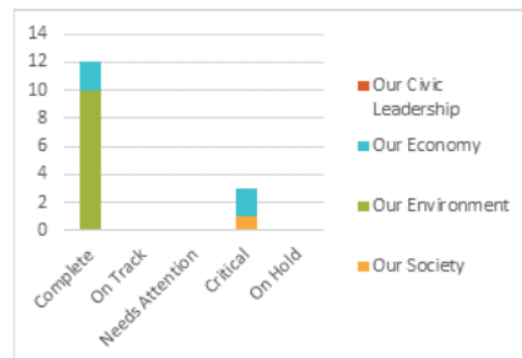
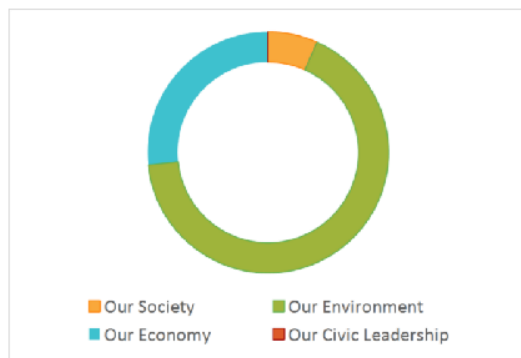
Progress by Action - June 2022



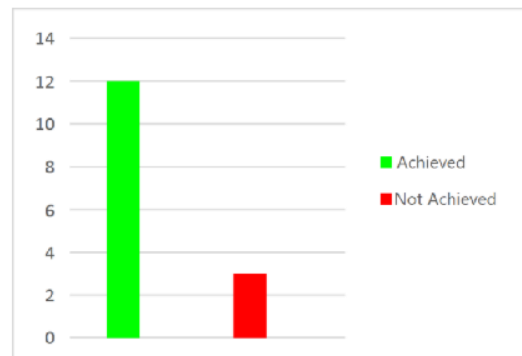
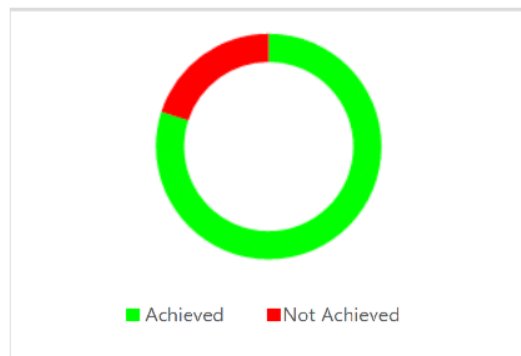
Development Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	1	1
Our Environment	10	0	10
Our Economy	2	2	4
Our Civic Leadership	0	0	0
	12	3	15



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.3.4.24 - Investigate a premiere precinct for gun clubs within the Shire.	30/06/2022	Not Achieved	Project not commenced due to competing operational priorities and associated resourcing limitations.	0 %
2.1.4.8 - Support animal owners through educational materials to maintain animal behaviour that is consistent with the expectations of the community.	30/06/2022	Achieved	The Companion Animal Officer and the Coordinator held a second free microchipping day in April 2022. Ten animals were microchipped, and educational material was distributed. The Council officers also had an opportunity to discuss responsible pet ownership with attendees. Regular microchipping days have been scheduled in line with available budgetary allocations.	100 %
2.1.4.9 - Seek funding to support microchipping, desexing and responsible companion animal program campaigns.	30/06/2022	Achieved	The \$10,000 grant funding secured to run a program for desexing, microchipping and vaccination of cats of low-income earners as part of an ongoing companion animal campaign has now been utilised. The program will continue to be delivered throughout the year until the available funding is exhausted.	100 %
2.2.3.1 - Review extractive industries environmental compliance reports and plans annually and report to Council.	30/06/2022	Achieved	The Strategic Planning Team have reviewed conditions of approval for various Mining Extension Projects and various environmental management plans for audit purposes for both Whitehaven and Idemitsu. Council staff member also now attending all mine CCC meetings.	100 %
2.2.3.2 - Audit at least four (4) former industrial development approvals issued by Council for continued compliance.	30/06/2022	Achieved	Investigations are routinely conducted in response to community complaints and concerns in respect of industrial premises involving breaches of the Environmental Planning and Assessment Act 1979 and the Protection of the Environment Operations Act 1997. Typically, these complaints involve developments being conducted not in accordance with the conditions of development consent leading to issues, including, but not limited to, works outside of authorised hours, generation of pollution such as noise, dust and stormwater contamination, and lack of compliance with prevailing fire safety regulations, works without a valid construction certificate have also recently been identified and regulatory action taken.	100 %

Actions	Target	Status	Progress	%
2.2.3.3 - Request state regulatory authorities present annually to Council.	30/06/2022	Achieved	Regulatory authorities and government agencies are routinely invited to participate in Councillor briefing sessions as opportunities arise.	100 %
2.2.4.2 - Provide training to Council managers to improve understanding of applying the principles of ecologically sustainable development (ESD).	30/06/2022	Achieved	Strategic Planning Team are progressively developing a range of in-house resources to assist Managers in improving their understanding of ecologically sustainable development (ESD). Managers from across the organisation have been recently afforded the opportunity to be involved in the development of a State of the Environment (SoE) Report for Council which was finalised in Quarter 2 2022. External scanning is also routinely conducted by the Strategic Planning Team and items of interest and relevance are progressively circulated to key internal stakeholders in the interest of continual improvement.	100 %
2.4.1.1 - Lobby for installation of an independent regional dust monitoring systems that are monitored by regulators at the proponents' cost, with a specific site being located in or in close proximity to Boggabri.	30/06/2022	Achieved	Through the Namoi Region Air Quality Monitoring Project (NRAQMP), the NSW Environment Protection Authority (EPA) endeavours to provide access to baseline ambient air quality data from privately-owned monitoring stations in the Namoi Region. Ambient concentrations of particulate matter (PM) are continuously measured at four monitoring stations including Wil-gai and Maules Creek which are in proximity to the township of Boggabri. According to the latest available air quality report 'Air Quality Monitoring in the Namoi/North West Slopes Region for Spring 2021' (dated 31 March 2022), Spring air quality in 2021 in the Namoi/North West Slopes region was generally good meeting national benchmarks on 100% of days. The region reported the lowest levels of particles in spring since reporting began in 2018. Fair air quality was reported on one day only at the Narrabri monitoring station. Across NSW, Spring 2021 was identified as the wettest since 2010 and the coolest since 2016.	100 %

Actions	Target	Status	Progress	%
2.4.2.1 - All submissions on extractive industry state significant developments will request no final void and mine plans as a condition of consent to minimise active mining footprints.	30/06/2022	Achieved	The Strategic Planning Team are routinely incorporating in submissions to the NSW Department of Planning and Environment (DPE) in relation to major mining projects a request that no final void exists, and mine plans are prepared as recommended conditions of consent, in accordance with Council's adopted Policy position.	100 %
2.4.4.2 - Participate in public exhibition processes for major state significant developments to protect the community interests.	30/06/2022	Achieved	The Strategic Planning team routinely participate in public exhibition processes for State Significant Developments (SSD) through the provision of coordinated technical advice and associated community advocacy in relation to a range of SSD development matters to the NSW Department of Planning and Environment (DPE) and other Government Agencies. Recent examples include the Wee Waa High School, Silverleaf Solar Farm and Coal Mining project approvals and modifications.	100 %
2.4.4.3 - Lobby the NSW Government for monitoring actions to be performed by the regulators at the proponents' cost.	30/06/2022	Achieved	Council will continue to lobby government for more robust and transparent monitoring by regulators as part of regulatory reform advocacy and recommended conditions of development consent in respect of major project approvals.	100 %
3.4.1.1 - Maintain watching brief on developed land supplies in Boggabri, Wee Waa and Narrabri.	30/06/2022	Achieved	Data analysis completed. Collated information used for ongoing Special Activation Precinct (SAP) project investigations including preparation of the Department of Planning and Environment (DPE) SAP Housing Baseline Report. Collected data will be utilised to inform the proposed Housing Delivery Plan(s) which are currently being developed by the Department of Regional NSW for the Narrabri, Moree Plains and Gwydir Shire Council areas.	100 %

Actions	Target	Status	Progress	%
3.4.3.1 - Review LEP and DCP requirements to meet housing strategy and new Council land use policy.	30/06/2022	Not Achieved	Local Environmental Plan (LEP) and Development Control Plan (DCP) requirements are being routinely reviewed and deficiencies and improvement opportunities identified. A revised, consolidated DCP is also currently under preparation. A cross-organisational, multi-disciplinary project team has been formulated to assist in guiding the project. The DCP is currently at final draft stage and pending formal external engagement processes.	85 %
3.4.3.4 - Develop Housing Strategy for Narrabri Shire.	30/06/2022	Not Achieved	A Housing and Land Availability Report has been prepared across all the Narrabri Shire settlements) which is informing current data analysis for the development of an overarching local housing strategy and current Special Activation Precinct (SAP) investigations. The Department of Regional NSW has recently engaged a specialist consulting firm HillPDA to prepare a Housing Delivery Plan(s) for the Narrabri, Moree Plains and Gwydir Shire Council areas. The Narrabri Shire Council Housing Strategy Project is currently on hold to ensure alignment with these important strategic activities and investigations and with the view of avoiding duplication of efforts.	60 %
3.4.4.1 - Carryout annual inspections of urban areas to identify properties requiring repair or demolition and implement a program to require action to repair or demolish derelict buildings.	30/06/2022	Achieved	Within the reporting period there have been no emergency stop work orders issued, demolition orders or derelict building inspections completed. Inspections are, however, routinely conducted in response to community complaints and concerns.	100 %

Development Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Development Applications determined within 40 processing days	> 90 %	75 %
Development Applications approved under delegated authority	> 95 %	94 %
Complying Development Certificate determined within SEPP timeframes (20 days)	> 95 %	100 %
Local Government Approvals determined within 20 processing days	> 90 %	91 %
Construction Certificates determined within 20 processing days	> 90 %	70 %
Section 10.7 (previously Section 149) Certificates determined within 10 processing days	> 90 %	99 %
Number of complaints investigated within 10 business days and enforcement action taken where appropriate	> 90	75

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Average processing time - Development Applications	< 35 Days	35 Days
Average processing time - Construction Certificates	< 20 Days	22 Days

Workload Measure	2021/2022 Estimated	YTD
Number of Section 10.7 (previously Section 149) Certificates lodged	> 450	579
Number of Development Applications lodged	> 150	110
Number of Swimming Pool Compliance Certificates inspections undertaken	50	64
Total value of Development Applications lodged	> \$15,000,000	\$26,236,371
Number of Swimming Pool Compliance Certificates Issued	> 50	20
Number of Complying Development Certificates lodged	> 10	5
Number of Construction Certificates lodged	> 70	45
Number of Section 68 Applications lodged	> 30	83
Number of building inspections undertaken	> 300	279
Number of Development Applications referred to the Land and Environment Court of NSW	< 2	0

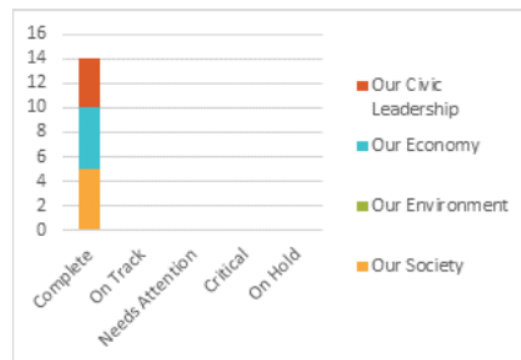
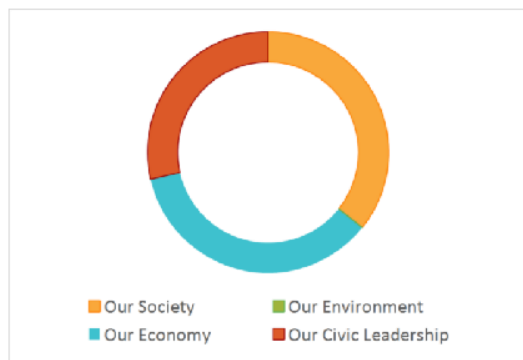
Development Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722003 - Planning & Environment Capex - New Narrabri Animal Shelter Facility (carryover 2020/2021)	350,000	9,314	100 %	All design and preparation works scheduled for 2021/2022 completed. Quotation for the works has now been accepted. Construction phase has commenced. Project Control Group (PCG) has been established and meets regularly to guide project delivery.
Total:	350,000	9,314		

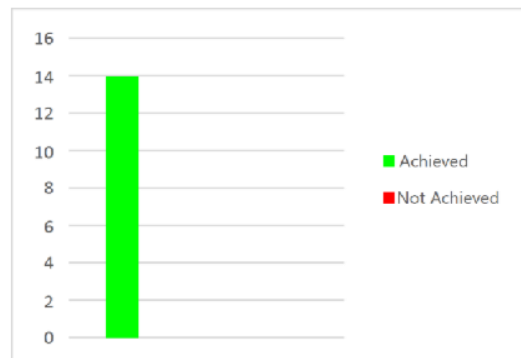
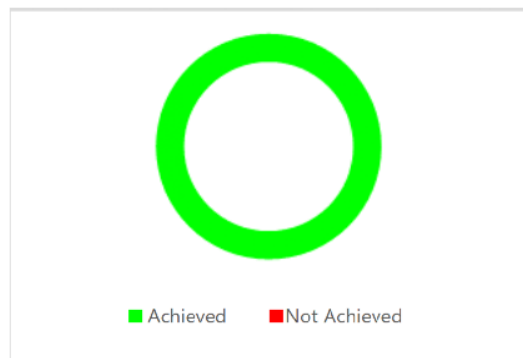
Economic Development Services - Actions

Progress by Theme – June 2022

Theme	Complete	Not Achieved	Total
Our Society	5	0	5
Our Environment	0	0	0
Our Economy	5	0	5
Our Civic Leadership	4	0	4
	14	0	14



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.1.3.4 - Report biennially to Council on current child and aged care supply and demand statistics.	30/06/2022	Achieved	Council made contact with all childcare/preschool organisations within the Shire which indicates a waitlist of 75% across the centres (excluding Family Day Care). This represents a significant increase. Council has recently engaged a consultancy firm to undertake a childcare needs analysis within the Shire and to explore how to best address these needs within the community. Council is in routine contact with the aged care industry and progressively engages with individual aged care providers. A developer is proposing to build a new childcare facility in Narrabri with the capacity to supply up to 48 places.	100 %
1.1.3.5 - Lobby relevant stakeholders to increase child and aged care supply.	30/06/2022	Achieved	Council negotiated with Idemitsu Boggabri to develop a childcare facility in Boggabri. The result being that a facility was opened in mid-2021 with a 32 approved place capacity. Council has also worked collaboratively with another investor in the childcare industry, and subsequently a 48 capacity child facility is proposed within Narrabri. Corresponding Development Application and Construction Certificate have been approved.	100 %
1.1.4.3 - Partner with the business community, state and federal government to provide opportunities and actively support youth of Narrabri Shire to initiate micro and small businesses, as legitimate alternatives to securing traditional employment.	30/06/2022	Achieved	Council continues to partner with the business community, and State and Federal Governments to actively support microbusiness and entrepreneurship opportunities for the Shire's youth. Council has been awarded a grant that provide opportunities for Narrabri Shire youth to build capacity and initiate micro and small business. Council is currently undertaking a participant expression of interest to provide free social media eLearning courses. Courses will provide skills that enable youth an opportunity to explore social media management as an alternative to traditional employment. Council has conducted preliminary discussions with local business groups, employment agencies, Department of Education, and local education groups to support a trade and career expo in Narrabri in late 2022.	100 %

Actions	Target	Status	Progress	%
1.1.4.4 - Undertake a training/skills gap analysis to identify shortfall in training opportunities and lobby for access to identified gaps and increased training within Narrabri Shire.	30/06/2022	Achieved	The current Special Activation Precinct (SAP) consultants, as engaged by the NSW Department of Planning and Environment (DPE), as part of SAP investigation processes are exploring potential training and skills needs, including within a 'Market Sounding' exercise. The SAP team are continuing to engage with Council throughout this process.	100 %
1.1.4.9 - Council to undertake discussions with Cotton Seed Distributors, Sydney University, Narrabri Shire schools and educational facilities (and other interested parties) about jointly establishing a learning and development centre.	30/06/2022	Achieved	Initial contact was made with the Chair of Country Universities Centre North West. Follow up correspondence was written and forwarded to the Country Universities Centre to enquire about a future potential collaboration between Council and the association of educational providers exploring the possibility of a joint learning and development centre.	100 %
3.1.3.10 - Council to actively encourage community use of the core Narrabri CBD area by facilitating community events and activities in the core Narrabri CBD area.	30/06/2022	Achieved	Council received funding from the NSW government summer fund for Narra-BRIGHT CBD activation event, which was held 18/03/2022. Council facilitated suspension of the Alcohol-Free Zone for the event which allowed 2 local premises to conduct alfresco dining adding to the overall vibrancy of the night. Other attractions on the night included, 4 local musicians, chalk art workshop, installation and roving performers that provided entertainment for approximately 750 visitors to the CBD evening event. Council installed additional temporary coloured LED lighting on participating CBD businesses. Working with and providing local venues with information relating to State Government conditions to streamline outdoor dining processes and Council's development control requirements.	100 %
3.2.1.3 - Actively promote the opportunities of the Northern NSW Inland Port (N2IP).	30/06/2022	Achieved	In parallel with the establishment of infrastructure at the Northern NSW Inland Port (N2IP) site, there is ongoing promotion to business, industry and government departments about the upcoming opportunities that will present themselves at the N2IP development. The N2IP project has its own website and printed brochures.	100 %

Actions	Target	Status	Progress	%
3.2.2.4 - Partner with industry and Government to facilitate development of the Northern NSW Inland Port (N2IP).	30/06/2022	Achieved	Staff participate in regular SAP meetings and recently attended at the SAP Preliminary Enquiry by Design workshops.	100 %
3.3.1.1 - Attract and encourage all new investment to Narrabri Shire by providing individual businesses with the required resources to make an informed commercial decision to invest in the Narrabri Shire.	30/06/2022	Achieved	Ongoing encouragement, assistance, and provision of information to a range of businesses who are in various stages of considering or investing in Narrabri Shire. Support includes advising company owners of potential opportunities and locations inclusive of zoning requirements and introductions to State Government representatives for assistance. Facilitate pre-development applications meetings and troubleshoot any issues that arise throughout the regulatory process. Council communicates with property managers/owners of land or vacant premises and potential new businesses or tenants for the site in question. Council has been instrumental in working with an existing organisation to have them relocate to a more appropriate location.	100 %
3.3.2.2 - In conjunction with State and Commonwealth Governments promote and facilitate business networking events.	30/06/2022	Achieved	NSW Small Business Month was held in March 2022 with Council hosting 5 events. Originally scheduled for October 2021, it was postponed due to COVID-19. Council has been awarded State and Commonwealth Government funding to facilitate further business networking events from Quarter 3 2022. With awarded funding, Council hosted a launch breakfast for Agtech Hot House Programme on 23/02/2022. Agtech Meet Up and Agtech Field Day events will be held in April 2022. Council continues to promote business networking events through its channels including localised, e-newsletters, newspaper, radio, direct contact, and social media.	100 %

Actions	Target	Status	Progress	%
4.1.1.10 - Attend relevant Chamber of Business meetings within Local Government Area.	30/06/2022	Achieved	Council attends and provides updates to the Chambers of Commerce in Narrabri and Wee Waa and the Business Chamber in Boggabri. Council attended Chambers of Commerce meetings in Boggabri, Narrabri and Wee Waa. Staff also co-ordinated a quarterly business group meeting of the executive members of the Boggabri, Narrabri and Wee Waa Chambers and the Narrabri Industrial Network.	100 %
4.1.1.11 - Maintain Council Connecting Business online business directory and network platform.	30/06/2022	Achieved	Council actively maintains the online business directory and network established through the Localised platform. This platform supports and highlights locally owned and operated businesses with the ability for organisations to maintain their information, share articles, events and news independently.	100 %
4.1.2.3 - Develop and facilitate activities for Small Business Month including the Small Business Summit.	30/06/2022	Achieved	In March 2022 Council in conjunction with NSW Small Business month delivered a series of events, focused on the theme of 'Rebuild, Renew and Recharge'. Council arranged and organised a social media (Instagram) skills workshop, two 'recharge' breakfasts (Wee Waa and Boggabri), CBD street activation 'Narra-BRIGHT' and the Small Business Summit to boost small business confidence and provide them with the tools for success. The Small Business Summit featured presentations from ARTC Inland Rail, Service NSW, Santos, Whitehaven and the NSW Special Activation Precinct. Presentations included major project updates and small business opportunities for Narrabri Shire businesses. Ticketed events attracted 79 registrations. Narra-BRIGHT activities drew an audience of approximately 750 community members.	100 %

Actions	Target	Status	Progress	%
4.1.2.4 - Provide information to small business outlining opportunities and economic activity of the region.	30/06/2022	Achieved	Council has established a Small Business in Focus monthly e-newsletter that outlines economic opportunities, council programmes and activities in the region. Apart from the regular monthly distribution, a further e-newsletter was distributed in Small Business Month. Council's e-newsletter has over 560 subscribers and has been instrumental in distributing relevant support information during COVID-19. Council has attained REMPLAN economic data which provides relevant details to small businesses and potential investors about the Narrabri Shire economy. Small business opportunities and economic information is promoted through Council's local online business platform Localised and via direct communication at local business meetings and site visits.	100 %

Economic Development Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Maintain or increase Gross Regional Product amount after the construction phase of local resource companies and throughout drought conditions (\$M).	> \$1,800,000	\$1,965,000,000
Workforce participation rate of LGA is 5% higher than NSW average participation rate	> 5 %	4 %
Research, write and distribute monthly e-newsletter	> 11	14

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
The number of local businesses is maintained or increased.	> 1,770	1,753
Maintain or increase subscription amount to Council's monthly e-newsletter	> 500	1,240

Workload Measure	2021/2022 Estimated	YTD
Attend Shire wide business and community meetings	> 20	4
Assist organisations by engaging with a combination of prospective and existing business people looking to expand operations in Narrabri Shire.	> 80	75
Promote and market Narrabri Shire to prospective businesses.	> 40	41

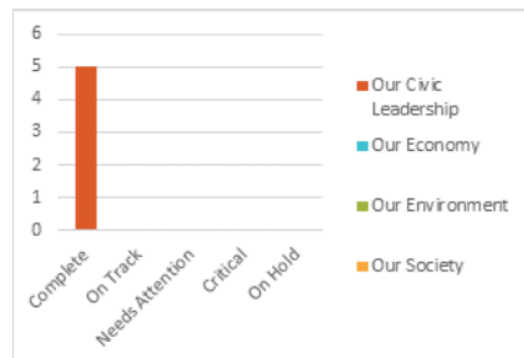
Economic Development Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722001 - N2IP Capex - Northern NSW Inland Port Land Purchases - Stage 2	1,768,672	1,755,000	100 %	Settled on 134 hectares of land at the Northern NSW Inland Port site on 30 September 2021. Land purchases finalised.
722002 - N2IP Capex - Northern NSW Inland Port Water Licence Purchase	288,042	286,000	100 %	Settled purchase of water in the amount of 286ML on 17/09/2021. Settled a further 410ML of water on 30/09/2021.
Total:	2,056,714	2,041,000		

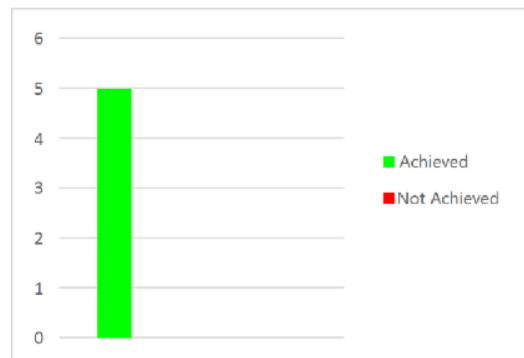
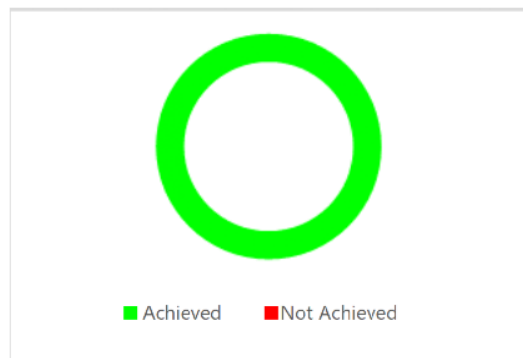
Governance and Risk - Actions

Progress by Theme – June 2022

Theme	Complete	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	5	0	5
	5	0	5



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.1.2.5 - Review of the Community Strategic Plan 2017/2027.	30/06/2022	Achieved	Document completed Public Exhibition Period. Document endorsed by Council on 28/06/2022.	100 %
4.1.2.6. - Develop Delivery Program 2022/2026.	30/06/2022	Achieved	Document endorsed by Council for Public Exhibition on 16/05/2022. Document adopted by Council on 28/06/2022.	100 %
4.3.3.16 - Finalise the implementation of the Council's WHS management system, TechnologyOne and ensure rollout to effective operational use.	30/06/2022	Achieved	<p>The Risk team have engaged a WHS contractor to assist with improvements to Council's Safety Management Plan. The team are investigating extra digital functionality of the current safety system Vault to enhance Council's current safety management processes. A contractor has been engaged to develop an Integrated Management System (IMS) that incorporates Environment and Stage 1 of developing the Integrated Management System (IMS) was completed. Quality across all functions of Council.</p> <p>Development of the IMS will continue in Quarter 3 2022.</p> <p>No progress during March. IMS project to be restarted and prioritised by Risk during mid-late April. Consult to happen May/June.</p> <p>IMS PCG formed. Gap analysis and rectification in progress. This highlighted a bigger project than previously believed. Plan developed to complete by July 2023.</p>	100 %
4.4.2.13 - Develop an overarching Council Business Continuity Plan.	30/06/2022	Achieved	<p>Further fine-tuning, key player briefings, and then an exercise occurred in March 2022. Plan finalised in April 2022.</p> <p>Plan due adopted by MANEX in July 2022.</p>	100 %
4.4.2.19 - Investigate and implement the OLG Risk Management and Internal Audit Framework for Local Councils in NSW.	30/06/2022	Achieved	<p>The reforming of the Audit Risk and Improvement Committee (ARIC) in line with the new guidelines will take place in 2022 once final guidelines are issued. However, the draft guidelines state that the ARIC needs to be established in line with the guidelines by 30/06/2022. No guidelines issued. New ARIC Terms of Reference in line with draft adopted by Council on 28/06/2022.</p>	100 %

Governance and Risk – Key Performance Measures

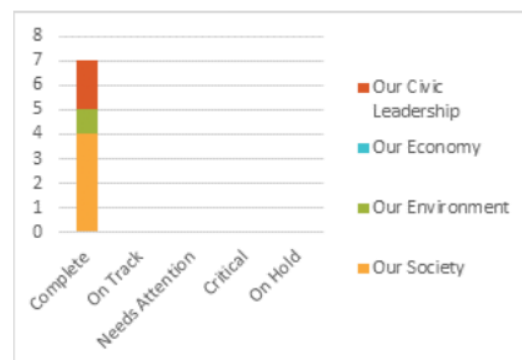
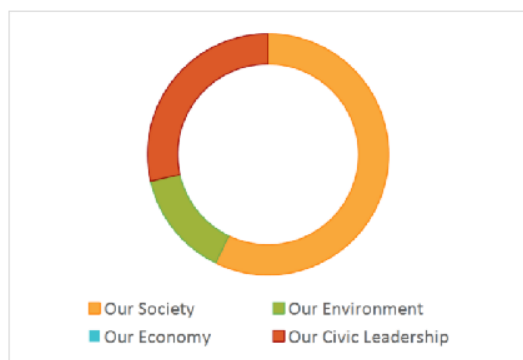
Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Number of Incidents reported – Plant & Infrastructure (Low)	< 0	8
Reduction in Council's cumulative previous three (3) years total Workers Compensation Claims Cost	< \$230,000	\$229,276
Number of Lost Time Injuries (Workers Compensation Premium Impacting)	< 10	5
Risk Management Action Plan Completed	100 %	100 %
Audit results for Workplace Health and Safety	> 75 %	60 %
Number of Workers Compensation Claims	< 15	14
Number of Incidents reported – Injury (First Aid)	< 0	14
Number of Incidents reported – Injury (Medical Treatment)	< 0	7
Number of Incidents reported – Injury (Lost Time)	< 0	5
Number of Incidents reported – Plant & Infrastructure (Medium)	< 0	3
Number of Incidents reported – Plant & Infrastructure (High)	< 0	0
Number of Incidents reported – Plant & Infrastructure (Not Achieved)	< 0	0

Workload Measure	2021/2022 Estimated	YTD
Number of Open Workers Compensation Claims (Rolling Average)	< 15	22
Number of Workplace Inspections Completed	> 40	27
Number of Safety Interactions completed	> 40	22

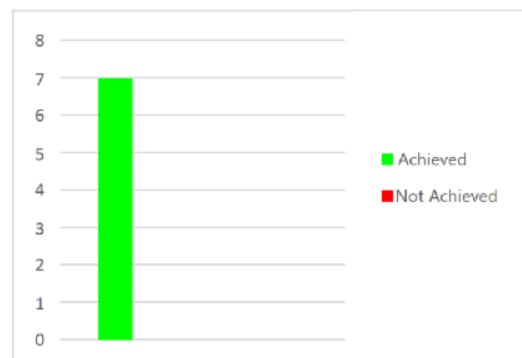
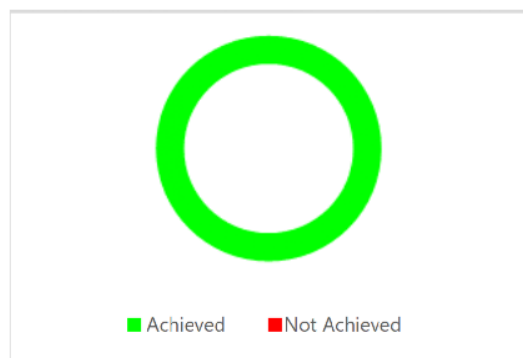
Human Resources - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	4	0	4
Our Environment	1	0	1
Our Economy	0	0	0
Our Civic Leadership	2	0	2
	7	0	7



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.3.4.11 - Council to encourage and support people with a disability to apply for positions at Council.	30/06/2022	Achieved	Council representatives from various sections including HR attended International Day of People with Disabilities Event at a local job network provider to provide information to people with a disability about potential employment opportunities with Council, and how to apply for them. Council is continuing to identify opportunities for workforce participation of those with a disability.	100 %
1.3.4.12 - Review Equal Employment Opportunity (EEO) Policy to ensure compliance with accessibility and inclusion requirements.	30/06/2022	Achieved	Council has developed and implemented a recruitment and selection operational protocol which includes these requirements. Staff consultation through the consultative committee of draft protocol was undertaken. Council's EEO Operational Protocol was also updated last year. EEO Management Plan Actions were reviewed as part of the development of a new Workforce Management Plan. EEO Management scheduled for review and update later in 2022.	100 %
1.3.4.13 - Reduce barriers for volunteers to participate in Council programs.	30/06/2022	Achieved	Council's Volunteer Operational Protocols implemented throughout the year. Volunteers have already been utilised for Council programs, particularly at The Crossing Theatre.	100 %
1.3.4.5 - Incorporate an understanding of the needs of people with a disability into the staff induction process.	30/06/2022	Achieved	Council's onboarding processes, including the staff handbook were reviewed. Work also completed for the reinstatement of face-to-face inductions, where this requirement will be incorporated.	100 %
2.1.1.3 - Ensure Council staff are provided with basic training to identify potential aboriginal heritage items.	30/06/2022	Achieved	Council's onboarding processes, including the staff handbook were reviewed. Work also completed for the reinstatement of face-to-face inductions, where this requirement will be incorporated.	100 %
4.4.2.12 - Review Workforce Management Plan annually.	30/06/2022	Achieved	New Workforce Management Plan endorsed by Council as part of resourcing strategy.	100 %
4.4.2.17 - Investigate the viability of implementing LGNSW's Local Government Capability Framework across workforce management and development activities.	30/06/2022	Achieved	Viability of capability framework reviewed in 2020/2021 and it was determined that it would not be viable to implement at this point in time.	100 %

Operational and Service Plan Progress Report – June 2022

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Human Resources – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Average length in Recruitment Process	< 60 Days	53 Days
Staff Turnover	< 12 %	24 %
Employee Initiated Staff Turnover	< 10 %	21 %
Employer Initiated Staff Turnover	< 2 %	3 %

Workload Measure	2021/2022 Estimated	YTD
Number of positions recruited for	60	95
Number of Apprenticeships/Traineeships	> 7	1
Number of Grievances processed	0	4
Number of Performance Management cases	0	11
Number of group training events coordinated	> 4	18
Average number of pays prepared fortnightly (average over last 26 pays)	200	205

Regulatory Compliance – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Penalty Infringement Notices Issued – Parking	> 50	29
Penalty Infringement Notices Issued – Companion Animals	> 50	55
Penalty Infringement Notices Issued – Impounded Vehicles	> 10	0
Penalty Infringement Notices Issued – Impounded Livestock	> 5	0
Penalty Infringement Notices Issued – Litter	> 10	0
Penalty Infringement Notices Issued – Illegal Dumping	> 10	0
Penalty Infringement Notices Issued – Land Contamination and Pollution	> 2	0
Penalty Infringement Notices Issued – Overgrown Premises	> 10	4
Penalty Infringement Notices Issued – Public Health	> 2	4
Penalty Infringement Notices Issued – Food Safety	> 2	0
Penalty Infringement Notices Issued – Swimming Pools	> 5	0
Annual Inspections - Food Premises	> 100 %	28 %
Annual Inspections – Hair Dressers	> 100 %	0 %
Annual Inspections – Beauty Salons	> 100 %	0 %
Inspections – Swimming Pools	> 100 %	0 %
Annual Inspections – Underground Petroleum Storage	> 100 %	0 %
Inspections – Aerated Wastewater Treatment Systems	> 100 %	21 %
Burning Permits Issued	> 10	27

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Companion Animal Programs Run (e.g. discounted microchipping, desexing etc)	> 2	1
Companion Animals Microchipped by Council	> 200	199
Companion Animals Registered by Council	> 200	204

Workload Measure	2021/2022 Estimated	YTD
Number of Companion Animals Impounded – Dogs	> 200	210
Number of Companion Animals Impounded – Cats	> 200	217
Number of Companion Animals Released to Owner – Dogs	> 20	57
Number of Companion Animals Released to Owner – Cats	> 20	6
Number of Companion Animals Rehomed – Dogs	> 50	113
Number of Companion Animals Rehomed – Cats	> 50	90
Number of Companion Animals Euthanised - Cats	< 20	24
Number of Companion Animals Euthanised - Dogs	< 20	37
Vehicles Impounded	> 3	3
Livestock Impounded	> 3	0

Corporate and Community Services

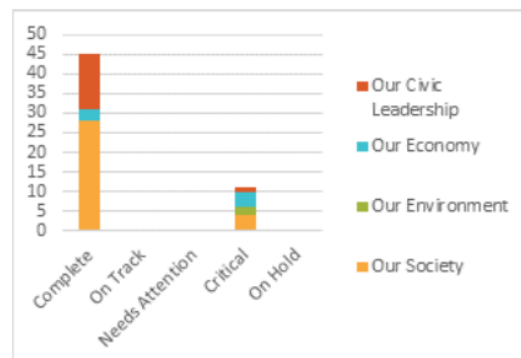
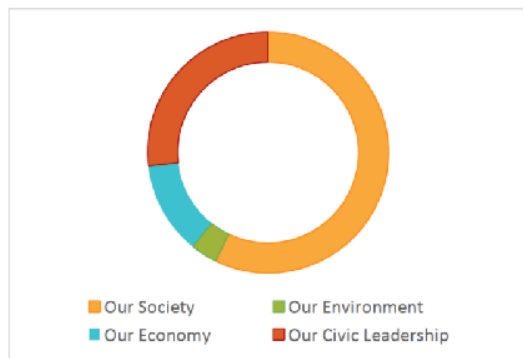
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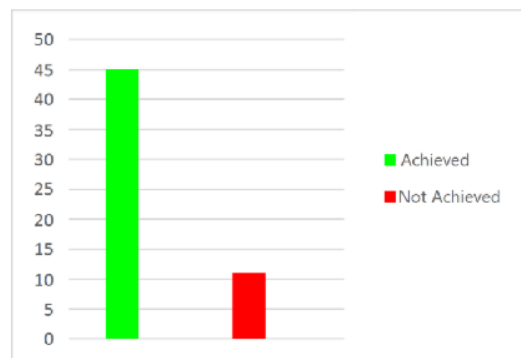
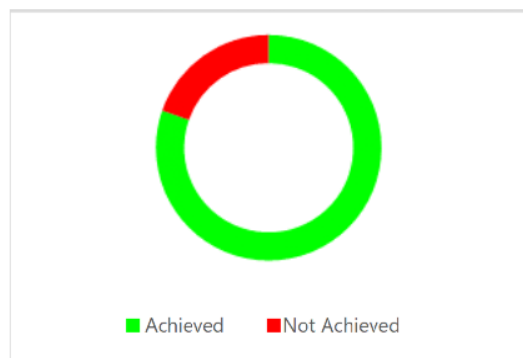
Service Plan Quarterly Report **June 2022**

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	28	4	32
Our Environment	0	2	2
Our Economy	3	4	7
Our Civic Leadership	14	1	15
	45	11	56



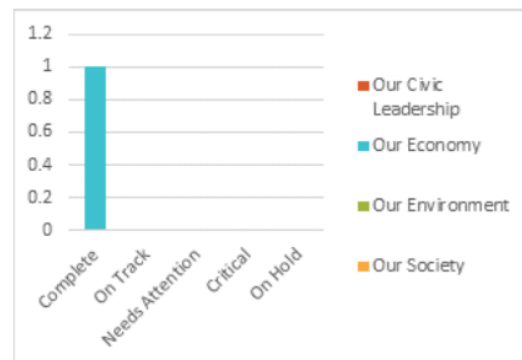
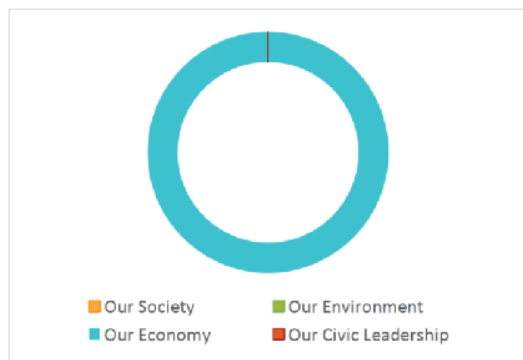
Progress by Action - June 2022



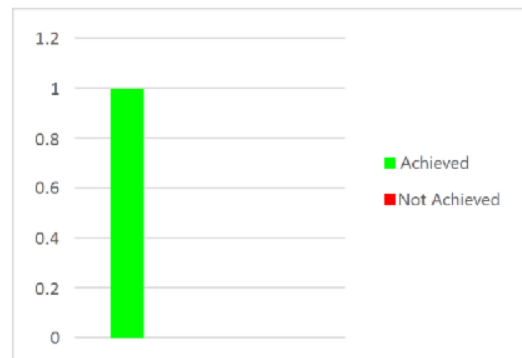
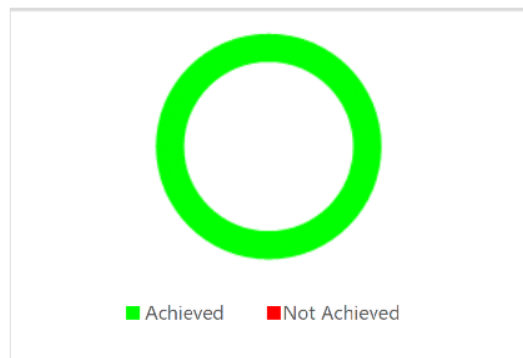
Airport Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	1	0	1
Our Civic Leadership	0	0	0
	1	0	1



Progress by Action - June 2022



Actions	Target	Status	Progress	%
3.1.4.3 - Conduct review of Airport Master Plan.	30/06/2022	Achieved	Airport staff have conducted an internal review of the Airport master plan. A full external review and update in a post COVID-19 environment is being recommended.	100 %

Airport Services – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Total Operating Expenses per RPT Passenger	< \$42	\$126

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Percentage of satisfactory CASA and ATI inspections	> 100 %	100 %
Number of written complaints per annum	< 0	0
Number of reports of feral animals affecting airside operations per annum	< 0	0

Workload Measure	2021/2022 Estimated	YTD
Number of airport usages per annum	> 1,900	2,034
Number of RPT aircraft movements per annum	> 960	257
Number of RPT passengers per annum	> 9,000	2,726

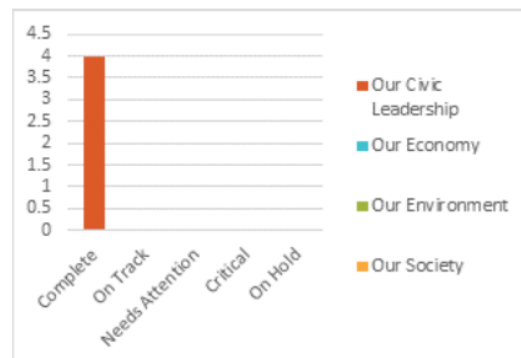
Airport Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700399 - Airport Capex - Terminal Design (Carry Over from 2020/2021)	0	7,319	35 %	The terminal design has been placed on hold.
722006 - Airport Capex - Airport Re-Seal	305,000	313,345	100 %	The Airport Re-seal has been completed.
722007 - Airport Capex - New Airport Shed	70,000	0	25 %	This project has been placed on hold for the interim.
Total:	375,000	320,664		

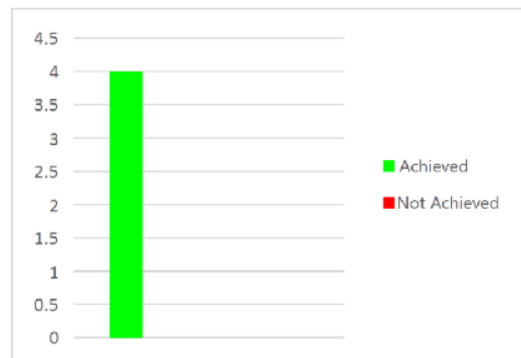
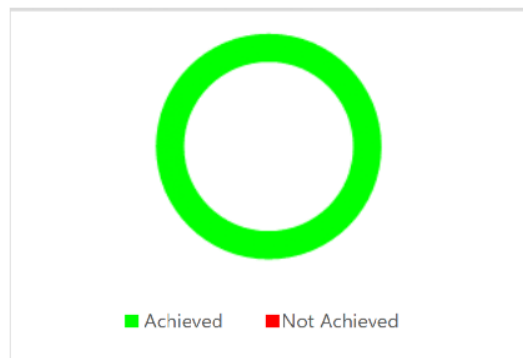
Community Relations - Actions

Progress by Theme – June 2022

Theme	Complete	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	4	0	4
	4	0	4



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.1.1.2 - Review and refine Customer Service Procedures.	30/06/2022	Achieved	Customer Service procedures are continually evolving as processes and procedures are refined as efficiencies are developed through the CRM module in TechnologyOne. Further collaboration with other departments is occurring and ideas are being discussed regarding improving customer service procedures across departments.	100 %
4.1.2.2 - Conduct a customer satisfaction survey of the community.	30/04/2022	Achieved	The 2021 Community Satisfaction Survey was completed by external third party research company Micromex in July 2021. The results of the Community Satisfaction Survey will be presented to Councillors at the October 2021 Councillor briefing.	100 %
4.4.2.15 - Ensure that delegations register is reviewed and updated.	30/06/2022	Achieved	Delegations reviews are completed in May and November annually. A comprehensive delegations review commenced in May and has recently been completed. Delegations register is maintained as staff are onboarded and offboarded.	100 %
4.4.2.21 - Review the delegations for Council officers post Local Government Elections in September 2021.	30/06/2022	Achieved	Council officer delegations are reviewed in May and November annually	100 %

Community Relations – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Retrieval of files from depot within a 3 day period	< 3 Days	34 Days
Registration and tasking of daily correspondence to be completed by the end of each working day (% of days)	> 100 %	44 %

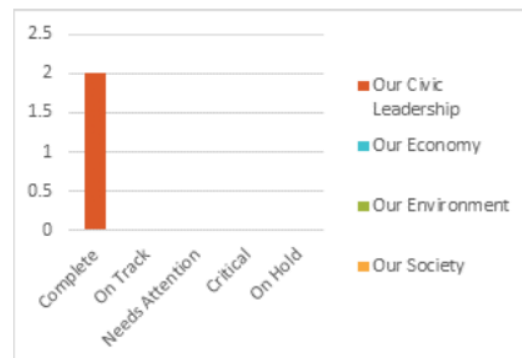
Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Compliance with State Records for disposal of hard copy documents	> 100 %	81 %

Workload Measure	2021/2022 Estimated	YTD
Number of Records Department correspondence	> 8,250	22,799
Percentage of CRM requests actioned by Customer Service Agents	> 30 %	55 %
Percentage of CRM Telephone Messages taken by Customer Service Agent	20 %	17 %
Percentage of CRM's taken by Customer Service Agent that were a CSR	50 %	29 %

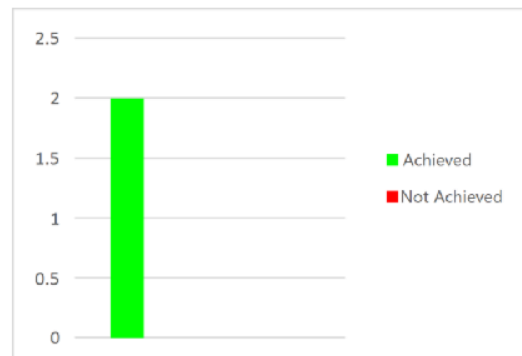
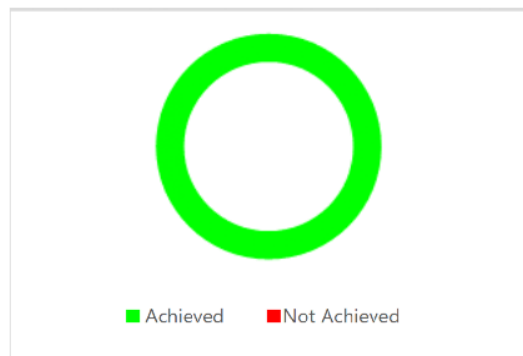
Financial Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	2	0	2
	2	0	2



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.4.2.1 - Annually review Council's Rating Structure to ensure equity and fairness in rating distribution.	30/06/2022	Achieved	Reviewed while preparing the 2022/2023 Budget.	100 %
4.4.2.10 - Annually review Long Term Financial Plan as part of the Annual Budget Review Process.	30/06/2022	Achieved	Long Term Financial Plan reviewed and updated.	100 %

Financial Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Rates outstanding (rates, annual charges, interest and extra charges outstanding)	< 11 %	12 %
Accounts receivable – average monthly percentage of accounts outstanding for more than 90 days	< 10 %	7 %
Accounts payable – average monthly percentage of invoices outstanding for more than 30 days	< 5 %	2 %

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Statutory Accounting and Reporting completed by due date	100 %	100 %
All taxation returns completed by due dates	100 %	100 %
Monthly investment portfolio performance meets the policy benchmarks	100 %	100 %
Number of days overdraft facility required	0 Days	0 Days
Rates and water accounts issued by due dates	100 %	100 %
Stocktake variances within 2% of total stock value	100 %	100 %

Workload Measure	2021/2022 Estimated	YTD
Number of rate assessments (annual issue)	6,740	6,940
Number of water accounts issued per quarter (last quarter issued)	4,100	4,152
Number of s603 Certificates issued	350	527
Number of pensioner rebates granted at levy	780	764
Number of accounts receivable transactions processed	700	906
Number of accounts payable transactions processed	18,000	15,380
Number of stores transactions processed	5,000	6,255

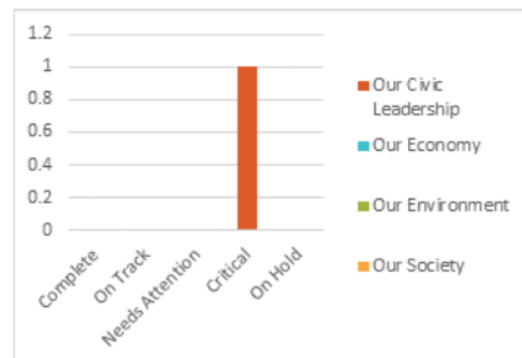
Financial Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
722008 - Procurement Capex - Store Warehouse Racking Replacement	40,600	40,600	0	100 %	Project Completed.
Total:	40,600	40,600	0		

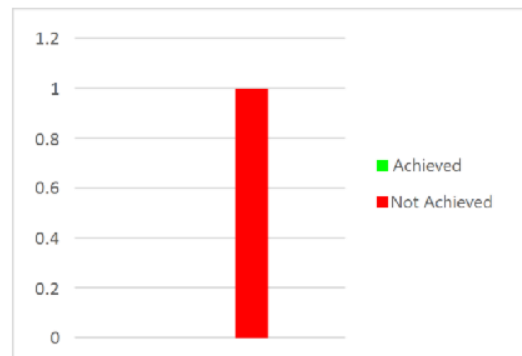
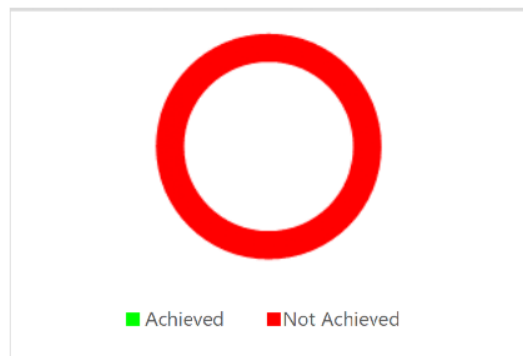
Information Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	0	1	1
	0	1	1



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.2.3.6 - Monitor and update community accessible GIS interface for Council's Capital Works Program.	30/06/2022	Not Achieved	Council has been unable to recruit a GIS officer, accordingly the 2021/2022 map is not updated as yet. Completion expected to occur in Quarter 1 2023.	20 %

Information Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Keep Internal Network Downtime to less than 5% during working hours	< 5 %	2 %
Keep Email Service downtime to 5% during working hours	< 5 %	1 %

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Average response time on IT helpdesk emails	< 2 Hours	2 Hours

Workload Measure	2021/2022 Estimated	YTD
Update asset layers in GIS	> 500	375
Number of Office 365 licenses	280	279
Number of Virtual Servers	40	32
Number of Council's Desktop/Laptop Users	200	158

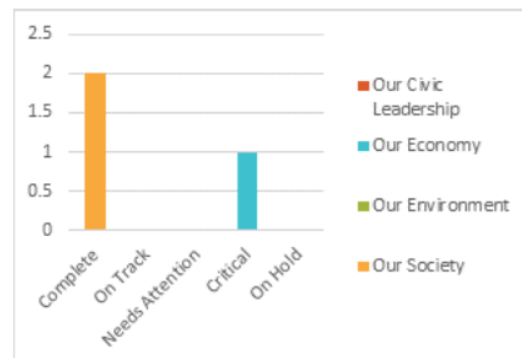
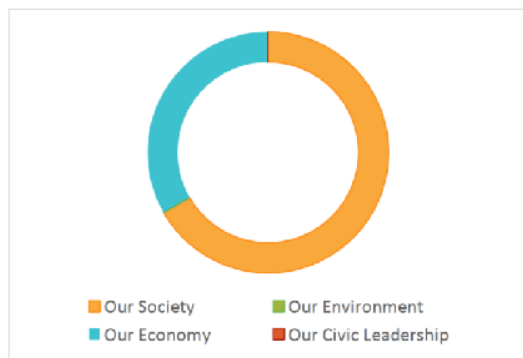
Information Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722041 - IT Capex - Laptops	20,000	4,584	100 %	Council ordered required laptops. After initial delivery was delayed due to COVID-19 all laptops for the 2020/2021 asset renewal program arrived in January 2022. Laptops for the 2021/2022 asset renewal program were ordered in Quarter 4 2022.
722004 - IT Capex - Monitors	5,000	1,520	100 %	Monitors arrived in June 2022. Were distributed to staff and installed in July 2022.
721006 - IT Capex - Mobility Devices	40,000	24,698	100 %	All ordered. Tablets arrived in Quarter 2 2022 and are operational. Project completed.
700318 - IT Capex - Connect Depot with Fibre Optic	77,593	66,133	100 %	This project was completed on 23/11/2021.
722047 - IT Capex - Upgrade Backup Storage	11,225	11,225	100 %	Equipment has arrived and is ready to install when needed.
722059 - IT Capex - Soft Phone System Headsets	11,000	9,270	100 %	Soft Phone system implemented and went live on 18/05/2022.
Total:	164,818	117,429		

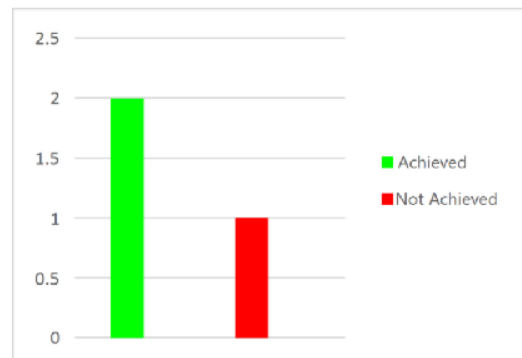
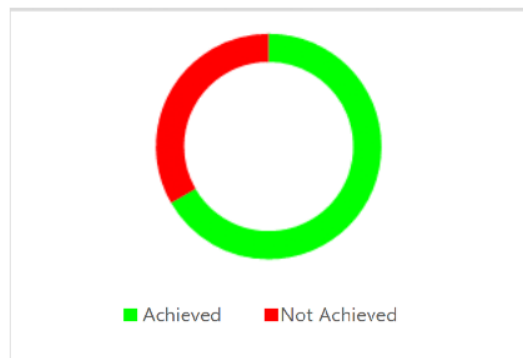
Library Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	2	0	2
Our Environment	0	0	0
Our Economy	0	1	1
Our Civic Leadership	0	0	0
	2	1	3



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.1.1.1 - Deliver inclusive educational and recreational programs in all branch libraries to meet changing needs of all the community.	30/06/2022	Achieved	<ul style="list-style-type: none"> • Storytime and library book deliveries continue to primary (weekly) and preschools (fortnightly) in Narrabri. • Storytime and library book deliveries continue monthly to preschools in Boggabri and Wee Waa. • Baby Rhyme Time and Storytime continue weekly at Narrabri Library, and monthly at Boggabri and Wee Waa Libraries. • The Open Access Adult (disability) Craft Group continues to meet weekly at the Narrabri Library. This is attended by three disability service providers. • Weekly visits to Narrabri Challenge Community Services to conduct Storytime and musical activities continue. • The Home Library Service is delivered monthly to Narrabri, Wee Waa and Boggabri residents. • Knitting Group and Brain Training Group continue to meet at Narrabri Library weekly. • Craft Group continue to meet weekly at the Wee Waa Library. • Book Club Groups continue to meet at the Narrabri and Boggabri Libraries once a month. • Baby enrolments for Dolly Parton's Imagination Library early literacy program has reached 53. 	100 %
1.4.4.2 - Provide Science, Technology, Engineering and Mathematics (STEM) based programming in partnership with the community' to 'Provide a range of programs in partnership with education, health, science and other organisations in the community.	30/06/2022	Achieved	<p>Monthly outreach STEM and Storytime programs continue to be delivered to Pilliga, Gwabegar, Bellata and Fairfax Primary Schools</p> <p>In collaboration with CSIRO and the Museum of Art and Applied Sciences the Library Team delivered the Southern Skies David Malin Astrophotography Awards Exhibition at the Crossing Theatre. Kamilaroi man, Len Waters, presented Aboriginal Astronomy talks to school children to coincide with the exhibition.</p>	100 %

Actions	Target	Status	Progress	%
3.1.1.6 - Identify alternative funding opportunities to implement innovative Library Outreach programs.	30/06/2022	Not Achieved	Application for the NSW Government Youth and Wellbeing program was successful. This grant was used for Aboriginal Astronomy presentation for primary students.	70 %

Library Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Utilisation of technologies at the Narrabri Library	> 5,000	8,712
Utilisation of technologies at the Wee Waa Library	> 1,000	3,965
Utilisation of technologies at the Boggabri Library	> 400	676
Utilisation rate of the Narrabri Library	> 500	905
Utilisation rate of the Wee Waa Library	> 50	80
Utilisation rate of the Boggabri Library	> 30	65
Net \$/user ratio below specified target for the Narrabri Library	< \$15	\$11
Net \$/user ratio below specified target for the Wee Waa Library	< \$15	\$25
Net \$/user ratio below specified target for the Boggabri Library	< \$35	\$37
Number of e-resources (e-audio and e-book) downloaded by members of the Narrabri Shire Libraries via the Central North Regional Library's website	> 4,500	8,469

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Number of new members at the Narrabri Library	> 250	173
Number of new members at the Wee Waa Library	> 100	44
Number of new members at the Boggabri Library	> 10	11
Overall customer satisfaction (customer service levels, resources, opening hours and facilities)	> 95 %	48 %
Number of Library and outreach programs for specific community groups – CALD Programs	> 4	8
Number of Library and outreach programs for specific community groups – Indigenous Programs	> 6	2
Number of Library and outreach programs for specific community groups – Disability Programs	> 30	113
Number of Library and outreach programs for specific community groups – Adult Programs	> 50	525
Number of Library and outreach programs for specific community groups – Children's and Youth Programs	> 490	335

Workload Measure	2021/2022 Estimated	YTD
Number of participants attending programs, events and meetings at the Narrabri Library	> 6,000	7,438
Number of participants attending programs, events and meetings at the Wee Waa Library	> 300	335
Number of participants attending programs, events and meetings at the Boggabri Library	> 100	416
Narrabri Library visitation rates	> 18,000	16,425
Wee Waa Library visitation rates	> 7,000	3,732
Boggabri Library visitation rates	> 1,500	945

Workload Measure	2021/2022 Estimated	YTD
Number of Physical Loans (including renewals) from the Narrabri Library	> 28,000	24,110
Number of Physical Loans (including renewals) from the Wee Waa Library	> 6,000	3,532
Number of Physical Loans (including renewals) from the Boggabri Library	> 3,000	2,055

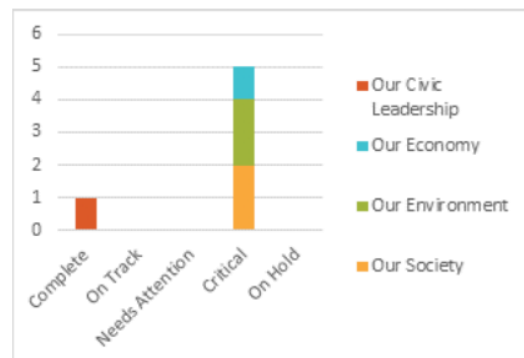
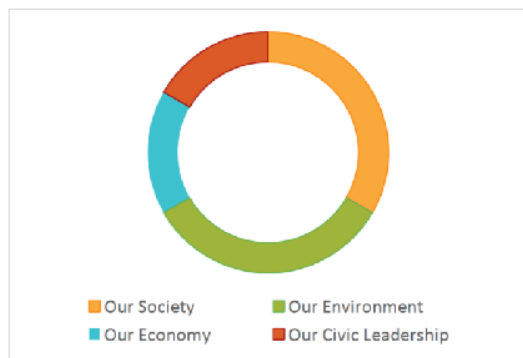
Library Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721062 - Library Capex – Mobile Library Van (Public Library Infrastructure Grant Funded)	151,727	13,876	15 %	Delivery of the Van has been pushed back to November 2022 due to production delays incurred by current market issues such as COVID-19.
Total:	151,727	13,876		

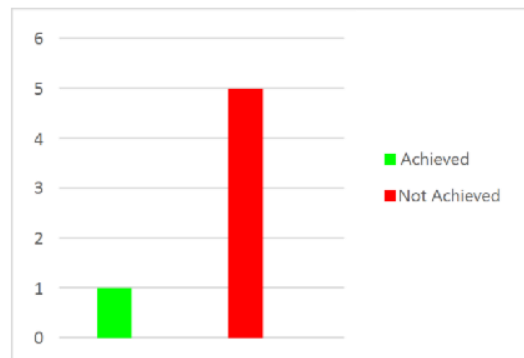
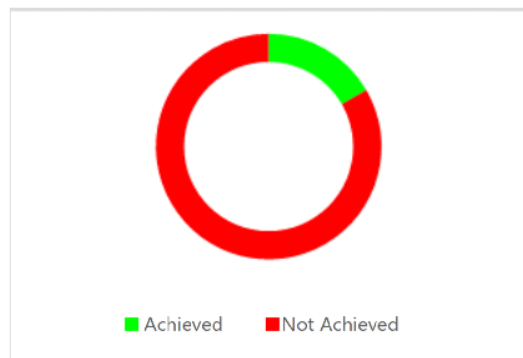
Property Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	2	2
Our Environment	0	2	2
Our Economy	0	1	1
Our Civic Leadership	1	0	1
	1	5	6



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.1.1.7 - Explore options for developing a "Civic Precinct" in the vicinity of the old Boggabri Bowling Club site, subject to the ability to purchase site from Crown Lands.	30/06/2022	Not Achieved	Investigations in the Civic precinct are ongoing and will carry over into 2022/23. An new application to purchase the Bowling club site has been submitted.	50 %
1.1.2.13 - Conduct annual condition inspections for all land and buildings to maintain public safety.	30/06/2022	Not Achieved	Building inspections have commenced on facilities under Property Services control; these inspections are ongoing. Facilities management plans have been drafted and presented to Council.	50 %
2.1.2.3 - Develop and implement Plans of Management for urban open spaces and environmental areas.	30/06/2022	Not Achieved	Implementation of Plans of Management scheduled to be completed by June 2023.	15 %
2.3.1.3 - Develop and implement plans for installing energy efficient technologies and innovations at identified Council facilities i.e. solar panels, LED lighting, air conditioning.	30/06/2022	Not Achieved	Initial investigations in energy efficient technologies have been undertaken in 2020. Budgets restrictions prevented projects from being undertaken in the short term. Further works to take place in 2022/2023.	80 %
3.4.1.3 - Market and transact developed Shannon Estate blocks and englobo site.	30/06/2022	Not Achieved	All allotments within Shannon Estate are now under offer.	75 %
4.3.1.2 - Investigate update and renewal requirements (including assets) for Caravan Parks throughout the Narrabri Shire.	30/06/2022	Achieved	Renewal requirements investigated and updated. Boggabri Caravan Park has been refurbished with new amenities and facilities installed. Narrabri Caravan Park rectification works of the amenities building are well underway and on track to be completed by December 2021.	100 %

Property Services – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Reduce overall energy consumption (kilowatt hours)	> 25 %	0 %

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Response time to unforeseen / urgent repairs	< 3 Days	7 Days
Collection of property leasing and licensing fees and charges	> 80 %	50 %
Attend to, negotiate and update all expiring leases, licences and occupancy agreements (leases per annum)	> 12	42

Workload Measure	2021/2022 Estimated	YTD
Complete property related Insurance claims	< 10	8
Undertake ongoing condition based assessment of Council buildings	> 50	12
Prepare plans of management, property related policies, property management protocols, structures and frameworks	> 6	2
Preparation of correspondence responding to external enquiries	> 250	105

Property Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700010 - Property Capex - Narrabri Depot Stores Office Construction (carryover 2019/2020)	0	445	25 %	The final design for the Narrabri Depot Stores office is being finalised with the relevant stakeholders. DA to be relodged with updated plans and specifications. Following DA approval quotations for the construction will be sourced. Possible delays due to current material and trades shortages.
722005 - Property Capex - Demolish Old Boggabri Bowling Club	200,000	163	25 %	DA is ready to subject once Crown Landowner's consent is approved. The contractor has been appointed. Works to commence in October 2022.
721053 - Property Capex - Narrabri Caravan Park - Amenities Building Refurbishment	85,000	81,349	80 %	Refurbishment works are progressing. Works are due to be completed by October 2022.
721054 - Property Capex – Boggabri - New Doctors House (VPA Funded)	3,000	4,460	10 %	The procurement process has commenced. Experiencing significant price inflation due to timber shortages and a shortage of local and suitably qualified tradespeople. The Development Application for the dwelling has been lodged.
721055 - Property Capex – Gwabegar - Hall (DCP2 Funded)	6,552	6,552	100 %	Project completed.
722042 - Property Capex – Wee Waa – Community Building Refurbishment (Murray-Darling Basin Economic Development Program Funded)	188,205	146,300	100 %	Building works are now completed. The grand opening was on Saturday 12/03/2022.
700026 - Property Capex - Boggabri - Caravan Park Upgrade	0	92	100 %	Stage one of the Boggabri Caravan Park upgrade has been completed with the park operational.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700328 - Property Capex - Narrabri - Admin Building Refurbishment (Stage 2)	15,000	4,331	0 %	Admin building refurbishment on hold. Works subject to available funding and a further review of workspace.
722046 - Property Capex - Narrabri - Residents Furniture	9,000	16,754	100 %	Council house has now been furnished.
722058 - Depot Capex - Chemical Wash-Down Bay	60,000	0	25 %	Scope of works completed. Construction to commence in 2022/2023. Budget will carryover to 2022/2023.
Total:	566,757	260,447		

Saleyard Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Net Operational cost per animal sold (\$ per animal)	< \$8	\$48
Net cost of operation to Council (excluding capital)	< \$120,000	\$257,095

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Survey of agents and customers achieves minimum 80% satisfaction rating	> 80 %	20 %
Zero reported WHS incidents attributable to Council	< 0	0
Incidences of non-compliance with the National Saleyards Quality Accreditation (NSQA) Annual Audit	< 0	0

Workload Measure	2021/2022 Estimated	YTD
Number of head sold per annum	> 14,000	4,857
Number of separate uses of truck wash facilities	> 1,500	1,046
Number of individual sale days per annum	> 23	14

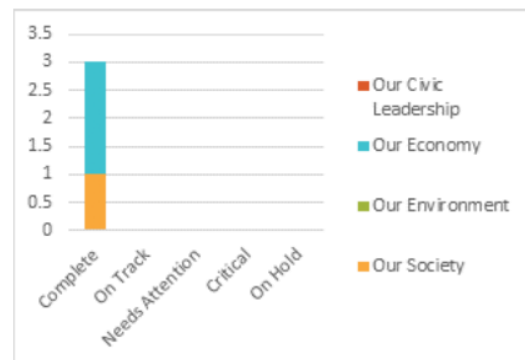
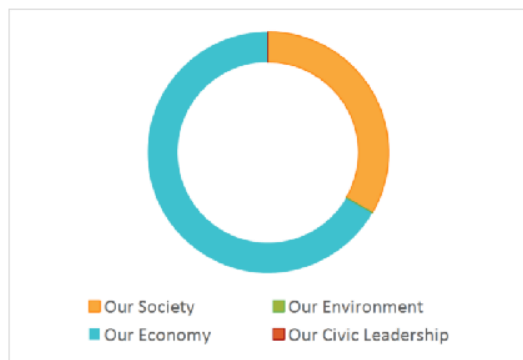
Saleyard Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721009 - Saleyards Capex - Infrastructure Renewal (carryover 2020/2021)	10,000	29,960	100 %	The scanner for transit cattle has been installed and is operational.
Total:	10,000	29,960		

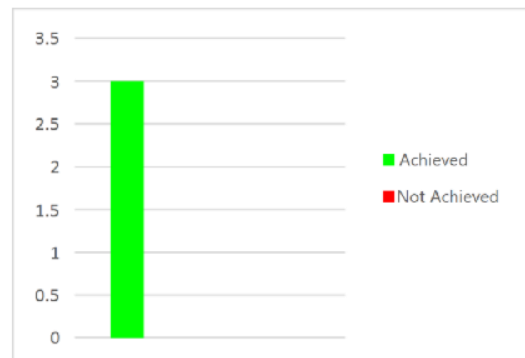
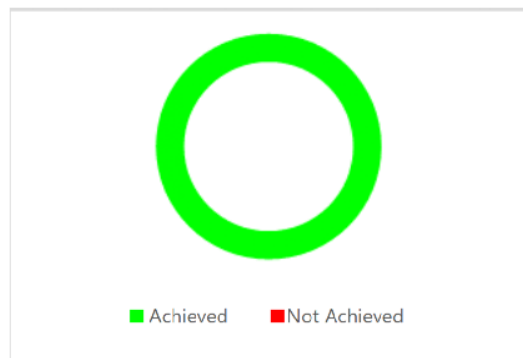
The Crossing Theatre - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	1	0	1
Our Environment	0	0	0
Our Economy	2	0	2
Our Civic Leadership	0	0	0
	3	0	3



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.2.2.1 - Explore opportunities for the provision of arts and cultural events in all towns and villages.	30/06/2022	Achieved	A range of cultural events have been delivered throughout the Shire. For example, in May 2022, a Cabaret Show was held at the Boggabri Golf Club. The David Malin Winning Skies Astrophotography Exhibition was held at the Crossing Theatre from April through to June 2022. This exhibition was provided by the Museum of Applied Arts and Sciences. Council is a member of the Arts North West (ANW) group and routinely liaises with ANW regarding cultural event opportunities.	100 %
3.1.1.2 - Identify external funding opportunities to assist with the provision of events through The Crossing Theatre.	30/06/2022	Achieved	Council continues to identify and apply for external funding opportunities to assist with the provision of events through The Crossing Theatre. A funding application was submitted for CREATE 2022 and Narra-BRIGHT 2022.	100 %
3.1.1.3 - Identify opportunities to host regional and rural conferencing in Narrabri Shire.	30/06/2022	Achieved	Room booking prices reduced for 2022/2023 to attract increased patronage. Catering packages updated to meet market expectations. Engagement has commenced with corporate clients of The Crossing Theatre to inform them of new prices and packages, and better understand how to meet the community's needs for the use of the venue. Automatic doors were installed in June 2022 to increase accessibility to the venue. A database of Conference Sales Platforms is being developed. Currently in the process of updating the branding.	100 %

The Crossing Theatre – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Venue to fiscally operate at no more than 5.25% of General Rates revenue	< 5 %	13 %
Operating Costs per paying venue patron	< \$12	\$47

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Maintain and improve Cinema patronage levels	> 10,000	18,153
Maintain and improve Cafe patronage levels	> 12,000	15,043

Workload Measure	2021/2022 Estimated	YTD
Maintain and improve User Pay Events	> 200	161
Number of User Live Events held	> 29	8
Number of events held in Riverside Room	> 75	47
Number of events held in Auditorium	> 55	44
Number of events held in Exhibition Room	> 42	42
Number of events held in Gallery Lounge	> 32	31

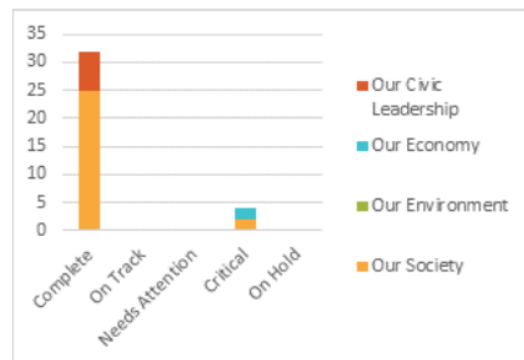
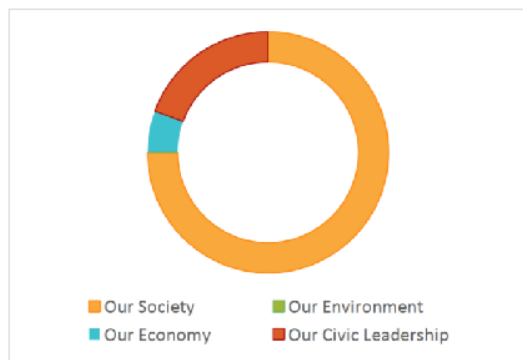
The Crossing Theatre – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700022 - TCT Capex - The Crossing Theatre Band Room Refurbishment (incl Storage) (carryover 2020/2021)	61,382	67,361	100 %	This project was completed but has now been damaged by the November 2021 flood event.
722052 - TCT Capex - Replace Entry Doors with auto doors (50/50 Grant)	0	2,698	100 %	Project completed. Accessible automatic doors installed at the front entry to The Crossing Theatre.
Total:	61,382	70,059		

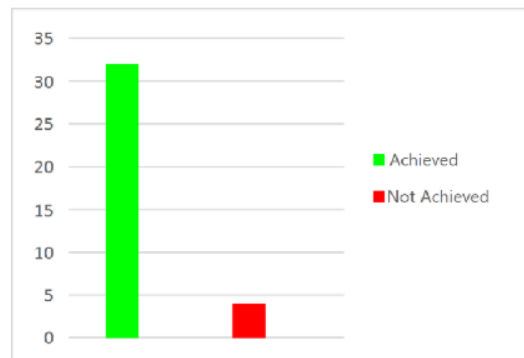
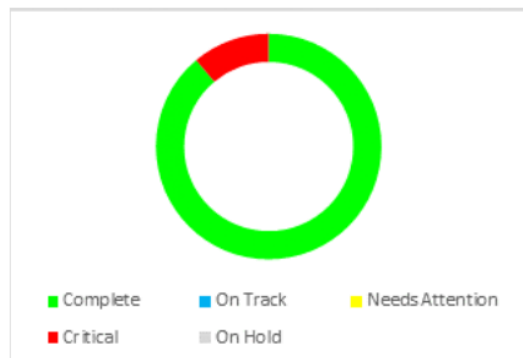
Tourism and Community Development Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	25	2	27
Our Environment	0	0	0
Our Economy	0	2	2
Our Civic Leadership	7	0	7
	32	4	36



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.1.1.8 - Development of a New Resident's Kit.	30/06/2022	Not Achieved	Council has been successful in receiving funding for a Tree Change Campaign and will be using funding towards a "Tree Change Website/Landing Page". Contents of the Resident's Kit is being developed and costed. Web design has been engaged. Project delays have been experienced due to unexpected staff vacancies and competing priorities.	50 %
1.1.2.19 - Support NSW Police to improve the community's perception of the level of crime within Narrabri Shire.	30/06/2022	Achieved	Council worked with many stakeholders including the NSW Police to deliver a strong inaugural program for Crime Prevention Week. The program was delivered across the Shire and covered a diverse group of topics including personal home and cyber safety, tackling rural crime, domestic violence, business security and online scams.	100 %
1.1.2.20 - Support and promote educational programs targeted at assisting young people in developing healthy, respectful relationships.	30/06/2022	Achieved	<p>The Crime Prevention week was delivered to all the community including the youth demographic. Part of the program included talks on domestic violence.</p> <p>The Youth Mental Health Podcast project is a youth led and driven project which was initiated by the Youth Council.</p> <p>A Regional Youth Leadership forum was held at Wee Waa High School and facilitated by Burn Bright focusing on positive youth initiatives.</p>	100 %
1.1.2.25 - Provide regular and up to date information to the community regarding personal safety measures and strategies.	30/06/2022	Achieved	Council delivered a strong program as part of the inaugural Crime Prevention Week. Council worked with local law enforcement agencies, schools, businesses, health, civic groups, and other organisations to promote awareness about crime prevention and personal safety.	100 %

Actions	Target	Status	Progress	%
1.1.2.26 - Work collaboratively with government and local agencies to promote and support programs related to harm minimisation and the reduction of alcohol related violence.	30/06/2022	Achieved	Council delivered a strong program as part of the inaugural "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups and other organisations to promote awareness about crime prevention and personal safety. The event included information about harm minimisation aimed at reducing alcohol related violence. Council worked collaboratively with the Hunter New England Local Health District to deliver this program.	100 %
1.1.2.27 - Support and encourage the provision of drug education programs in collaboration with other services to inform community members about drug use and associated health issues.	30/06/2022	Achieved	Council delivered a strong program as part of the inaugural "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups and other organisations to promote awareness about crime prevention and personal safety. The event included information about harm minimisation aimed at reducing drug and alcohol related violence. Council worked collaboratively with the Hunter New England Local Health District to deliver this program.	100 %
1.1.2.29 - Provide encouragement and support to the delivery of alcohol and drug free community events within Narrabri Shire.	30/06/2022	Achieved	Council has an internal committee that reviews all event applications for Council managed properties. All community events are encouraged to be drug and alcohol free. Where alcohol is proposed to be served the committee puts in place measures to ensure that service of alcohol is undertaken with RSA principles and in line with legal requirements.	100 %

Actions	Target	Status	Progress	%
1.1.2.30 - Support educational and community based programs that encourage participation and celebrate the achievements of young people within the Shire.	30/06/2022	Achieved	<p>The Narrabri Shire Youth Council has been established to represent and promote the voice of young people in the Region, offering a platform for input into youth focused programs and the opportunity to strengthen their professional development.</p> <p>The youth representatives focus on the needs of young people in the community to influence programs and projects, and represent their priorities. The Youth Council also informs Council on programs they believe will encourage further youth participation in their communities.</p> <p>Council delivered an Autumn School Holiday program with activities held across the Shire to engage and encourage participation, including a Youth and Family Fun Day during Youth Week in April 2022, which incorporated a Sports and Services Expo.</p>	100 %
1.1.2.32 - Raise awareness of vandalism and malicious damage that is occurring within Narrabri Shire.	30/06/2022	Achieved	Council continues to encourage residents to report vandalism or malicious damage to Council facilities. Media releases, which aim to increase community awareness, are periodically issued.	100 %
1.1.2.34 - Support NSW Police to promote the provision of workshops in regional NSW aimed at tackling rural crime.	30/06/2022	Achieved	Council delivered a strong inaugural program for "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups and other organisations to promote awareness about crime prevention and personal safety. The event included information about harm minimisation aimed at tackling rural crime and other locally applicable topics.	100 %
1.1.2.35 - Raise awareness through the facilitation of NSW Police talks about community safety and rural crime prevention methods at community meetings and activities.	30/06/2022	Achieved	Council delivered a strong program for the inaugural "Crime Prevention Week" in June 2022. Council worked with NSW Police to deliver a comprehensive community awareness-raising initiative that promoted awareness about crime prevention and personal safety.	100 %

Actions	Target	Status	Progress	%
1.1.2.36 - Provide regular and up to date information to the rural community regarding crime prevention strategies and measures.	30/06/2022	Achieved	Council delivered a strong, inaugural program for "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups, and other organisations to promote awareness about crime prevention and personal safety.	100 %
1.1.2.37 - Raise awareness through the facilitation and promotion of Domestic Violence campaigns.	30/06/2022	Achieved	Council delivered a strong inaugural program for "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups, and other organisations to promote awareness about crime prevention and personal safety. The program specifically included talks on Domestic Violence.	100 %
1.1.2.40 - Raise awareness and provide support for programs and campaigns aimed at reducing drug use (e.g. Dob in a Dealer).	30/06/2022	Achieved	Council delivered a strong program for the inaugural "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups, and other organisations to promote awareness about crime prevention and personal safety. The program included presentations and engagement on drug use.	100 %
1.1.2.41 - Investigate methods to capture information and statistics on the type, location, and scope of vandalism and malicious damage to Council resources and facilities.	30/06/2022	Achieved	Council staff are continuing to liaise with applicable internal stakeholders to review current processes and to identify methods to better capture information and statistics on incidents of vandalism and malicious damage to Council facilities.	100 %
1.1.2.42 - In conjunction with NSW Police, design and deliver an awareness campaign on the importance of reporting rural crime to Police.	30/06/2022	Achieved	Council delivered a strong inaugural program for "Crime Prevention Week" in June 2022. Council worked with local law enforcement agencies, schools, businesses, health, civic groups, and other organisations to promote awareness about crime prevention and personal safety. Rural crime was specifically addressed as part of this initiative.	100 %

Actions	Target	Status	Progress	%
1.1.2.43 - Lobby for a PCYC to be established in the Narrabri Shire.	30/06/2022	Achieved	Council continues to review the viability of establishing a PCYC. Council staff are currently reviewing a Draft Memorandum of Understanding (MoU) between Council and PCYC which focuses on collaboration opportunities for establishment of a local PCYC. Council meets regularly with PCYC representatives to discuss opportunities surrounding the project.	100 %
1.1.4.6 - Establish and operate a Narrabri Shire Youth Council in collaboration with the Shires Schools.	30/06/2022	Achieved	The Narrabri Shire Youth Council has now been formally established having held successful elections for the Youth Mayor, Youth Deputy Mayor and Secretary. The Youth Council has a total of 10 representatives who will look to highlight youth issues and be a voice for young people across the Shire. The Youth Council meets monthly and guest speakers are invited to each meeting to develop awareness of services within the Shire, and thus identify gaps. Council will look to work with the Youth Council to develop a Youth Strategy in 2022/2023.	100 %
1.2.3.3 - Review sign posting for adequacy and incorporate latest digital technology to raise awareness of assets across the Shire.	30/06/2022	Achieved	The large LED Screen at the Narrabri Region Visitor Information Centre has been installed and is now fully operational. The LED Screen displays a range of contemporary images promoting the Shire's tourism assets and attributes and has been well received by the local community and travelers.	100 %
1.2.3.5 - Identify opportunities to showcase Narrabri Region through the development and implementation of tours (e.g. AgriTourism, Historical, Natural Wonders).	30/06/2022	Achieved	Coach tours visiting the VIC are starting to return to pre-covid numbers. Council staff are currently investigating the feasibility of cotton tours. Tourism staff continue to promote local Agritourism tours such as the Narrabri Fish Farm. Council also submitted an Expression of Interest (EoI) to participate in the NSW Department of Planning and Environment (DPE) Agritourism initiative which aims to encourage further development within this sector and promote farm diversification.	100 %

Actions	Target	Status	Progress	%
1.2.4.11 - Establish a working group to develop and implement the 'Review and Reflect' Reconciliation Action Plan.	30/06/2022	Not Achieved	<p>Council received a number of expressions of interest (EoIs) from external consultancies to develop the Review and Reflect Reconciliation Action Plan (RAP). Murawin Pty Ltd has been recently appointed and will commence the project in early July 2022. Preparation has also commenced in the formulation of Working Group(s) to assist in Plan delivery.</p> <p>Council is committed to working with local Aboriginal stakeholders on this important plan.</p>	80 %
1.2.4.7 - In partnership with local indigenous Community stakeholders, facilitate Reconciliation Week and NAIDOC Week.	30/06/2022	Achieved	Reconciliation Week took place 27/05/2022 to 03/06/2022 and featured a demonstration of the use of Native Grains and how they're processed. This was followed by a morning tea which included biscuits and muffins made from native grains.	100 %
1.2.4.9 - Support and progress the State Heritage Register nomination for Waterloo Creek.	30/06/2022	Achieved	This item is complete. On 25/06/2021 Waterloo Creek massacre site at 3837 Millie Road, Jews Lagoon, was declared a site of state heritage significance as "a place of frontier conflict" and formally gazetted. This action has been completed and Council will continue to work with the committee to further establish the site.	100 %
1.3.4.10 - Support community organisations and sporting clubs to remove barriers and increase participation of people with a disability.	30/06/2022	Achieved	Council is committed to supporting inclusion in sport across the Shire and ongoing assistance is provided to encourage local sporting clubs to encourage the removal of barriers to participation for people with a disability. Council recently adopted a revised Disability Inclusion Action Plan (DIAP) in collaboration with its Access and Inclusion Committee.	100 %
1.3.4.20 - Support interagency meetings to improve communications and develop mutually beneficial outcomes.	30/06/2022	Achieved	Council continues to attend meetings within the community including Narrabri Interagency and Youth Interagency Meetings. Council is proactively engaged in the Narrabri Interagency Meetings and is working to develop a variety of community activities. Council also leverages on the membership of Interagency Meetings to identify stakeholders for events such as Youth Week, Seniors Week and Volunteers Week.	100 %

Actions	Target	Status	Progress	%
1.3.4.4 - Promote an understanding of inclusion within the business community through distribution of information and support for educational programs.	30/06/2022	Achieved	The Council Access and Inclusion Committee has been established to inform Council activities and decision-making processes. The Committee are progressively engaged with in relation to Council programs. Investigations are currently being undertaken to review and update the previous Access and Inclusion Business Brochure for local distribution. Development of the 2022/2026 Disability Inclusion Action Plan (DIAP) was completed and adopted by Council in June 2022.	100 %
1.4.1.3 - Advocate for a School for Specific Purpose (SSP) to be established in Narrabri to provide specialist and dedicated support for students with moderate to high learning needs, and who meet the NSW Department of Education's Disability Criteria.	30/06/2022	Achieved	Council is in the process of establishing a working group to further advocate for the establishment for a School for Specific Purpose (SSP). Recently, Council and the Access and Inclusion Advisory Committee met with the Principal of GS Kidd Memorial School, located in Gunnedah, who provided the Committee with the background to the establishment of the school and discussed considerations as to stakeholders for the working group. Through the current Special Activation Precinct Investigations, Council has raised the issue of a School for Specific Purpose for Narrabri, with relevant consultants being made aware of the community need. The Access and inclusion Committee is supportive of the establishment of a working group/steering committee to further investigate the establishment of this school.	100 %
3.1.2.9 - Improve the gateway entry signage on the Shire boundaries.	30/06/2022	Not Achieved	Council has received formal concurrence from Transport for NSW (TfNSW) for the installation of the new gateway signage. Council is now working with contractors regarding manufacturing and progressive installation of the signs across the Shire.	90 %
3.3.1.8 - Develop and implement campaign to attract new residents to the Shire.	30/06/2022	Not Achieved	Council has secured funding for a 'Tree Change' campaign aimed attracting new residents to the Shire. This initiative will develop a new website which will incorporate Visit, Live, Events and Business components, providing all information that residents may need when considering relocating to the Narrabri Shire LGA.	50 %

Actions	Target	Status	Progress	%
4.1.1.3 - Successfully organise and run Australia Day Event.	30/06/2022	Achieved	This item is complete. The Australia Day Awards Ceremony was successfully held on the 26/02/2022 at The Crossing Theatre with the Australia Day Ambassador present. Due to the ongoing COVID-19 pandemic other community events were unfortunately cancelled to ensure public health and safety.	100 %
4.1.1.4 - Successfully organise and run the Lillian Hulbert Scholarship and award presentation.	31/01/2022	Achieved	This item is complete. The Lillian Hulbert Memorial Prize Award Ceremony was successfully held on the 24/02/2022.	100 %
4.1.1.5 - Successfully organise and run International Women's Day Event.	28/02/2022	Achieved	This item is complete. International Women's Day was successfully held on 8/03/2022 at The Crossing Theatre where the community was invited to a free breakfast event celebrating regional women who have forged successful careers in STEM.	100 %
4.1.1.6 - Successfully organise and run Youth Week activities.	31/03/2022	Achieved	Youth Week was held from 04/04/2022 to 14/04/2022. Council successfully hosted a Family Fun Day that featured a Sports and Services Expo. Transport was made available from both Boggabri and Wee Waa. A Youth Movie was also held at The Crossing Theatre.	100 %
4.1.1.8 - Successfully organise the Bush Bursary Placement Program.	30/04/2022	Achieved	This item is complete. Council successfully hosted two medical students through the Bush Bursary Program in January 2022. Students attended a range of medical placements to better understand and be exposed to health services in regional NSW and to encourage future practitioners to consider a placement in the region. The 2022 program is now finalised.	100 %
4.1.1.9 - Organise and run the Seniors Festival and Awards.	28/02/2022	Achieved	A Seniors Award presentation at The Crossing Theatre was followed by a Morning Tea. Award ceremonies at Wee Waa and Boggabri were also convened.	100 %
4.1.4.2 - Annual National Volunteers week celebration held.	30/06/2022	Achieved	A Volunteer Awards ceremony was held at The Crossing Theatre followed by a lunch.	100 %

Tourism and Community Development Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
That each Youth Council meeting is completed within the allocated timeframe (school lunch break).	> 85 %	100 %
Percentage of Access and Inclusion Committee Meetings that comply with operating procedures as set out in the Terms of Reference (ie quorum is met and agenda prepared and distributed in time and adhered to).	> 100 %	100 %
Percentage of Crime Prevention Committee Meetings that comply with operating procedures as set out in the Terms of Reference (ie quorum is met and agenda prepared and distributed in time and adhered to).	> 100 %	100 %
Net cost for provision of visitor service per visitor (VIC patrons)	< \$2	\$30

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Percentage of Council and Community Grants submitted that are successful.	> 25 %	59 %
Value of Council and Community Grants submitted that are successful (\$).	> \$6,000,000	\$10,976,569
The number of youth-based actions formulated through the Youth Council that are undertaken.	> 6	87
Provide advice and recommendations on major projects, community events and significant development applications to ensure access and inclusion issues are identified and resolved.	> 4	5
Average sales per walk in patron for the Narrabri VIC	< \$3	\$7
Number of redeemed voucher from trade show distributions	> 250	2,343
Overall visitor satisfaction (Surveys and Social Media)	> 96 %	94 %

Workload Measure	2021/2022 Estimated	YTD
Attend Shire wide community group meetings.	> 60	23
Number of Grant Applications submitted by Council or jointly with Community Groups.	> 48	22
Facilitate and provide resources to community events	> 12	21
Co-ordinate and run Narrabri Shires Youth Council Meetings.	> 8	11
Co-ordinate and run Narrabri Shires Access and Inclusion Advisory Committee.	> 4	4
Co-ordinate and run Narrabri Shires Crime Prevention Advisory Committee.	> 4	102
Number of visitors to the VIC	> 35,000	16,687
Number of Information packs distributed at trade shows	> 8,100	3,287
Complete visitor satisfaction survey	> 125	290
Number of social media users	> 1,800	630
Number of community events and conferences facilitated	> 38	23

Tourism and Community Development Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700350 - Tourism Capex - Gateway Signage (carryover 2019/2020)	321	321	90 %	Council has received formal concurrence from Transport for NSW (TfNSW) for the installation of the new gateway signage. Council is now working with contractors regarding manufacturing and progressive installation.
722009 - Tourism Capex - Town Signage	0	0	40 %	This project has been deferred to 2022/2023 due to lack of funding.
700349 - Tourism Capex - Digital Signage	0	666	100 %	Minor works completed.
722053 - VIC Capex - Replace Entry Doors with auto door (50/50 Grant Funded)	0	12,760	100 %	Project completed. Accessible automatic doors installed at the front entry to the Visitor Information Centre.
Total:	321	13,747		

Infrastructure Delivery

DIRECTORATE



NARRABRI SHIRE
DISCOVER THE POTENTIAL

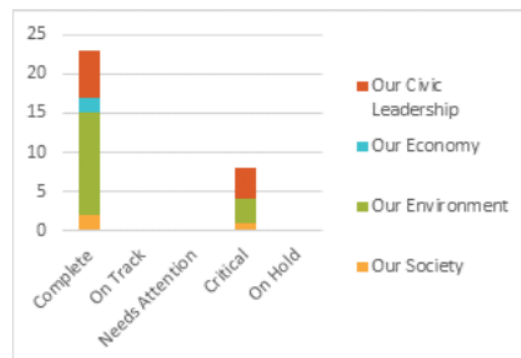
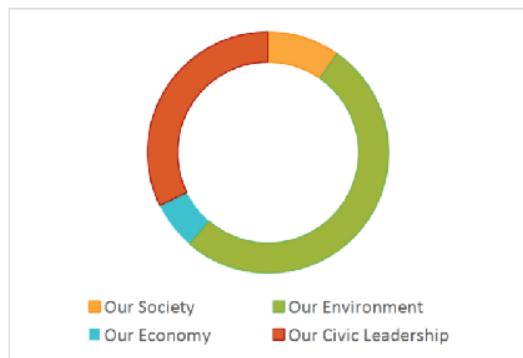
Service Plan Quarterly Report **June 2022**

Operational and Service Plan Progress Report – June 2022

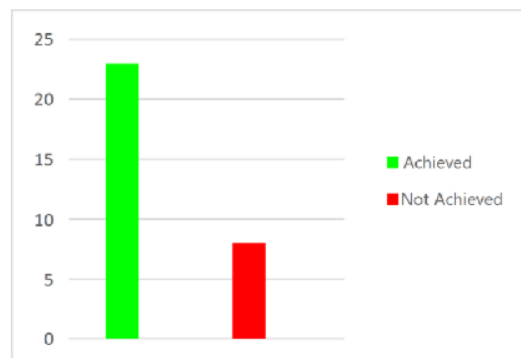
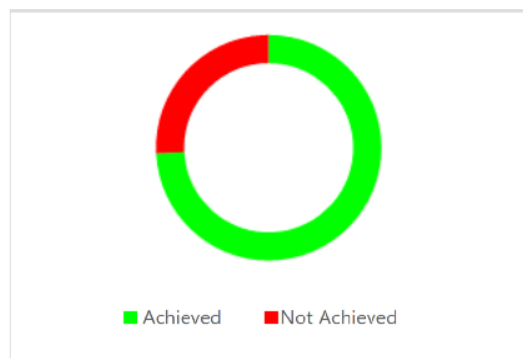
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Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	2	1	3
Our Environment	13	3	16
Our Economy	2	0	2
Our Civic Leadership	6	4	10
	23	8	31



Progress by Action - June 2022



Cemetery Services – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Revenue from interments fee charges cover at least half of the associated Interment Expenses.	< 50 %	61 %

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Number of written complaints relating to interments	< 0	0
Number of written complaints regarding maintenance of Cemeteries	< 0	1

Workload Measure	2021/2022 Estimated	YTD
Number of incidents of vandalism incurred at Council managed Cemeteries	< 10	19
Number of casket interments	90	94
Number of ash interments	10	12

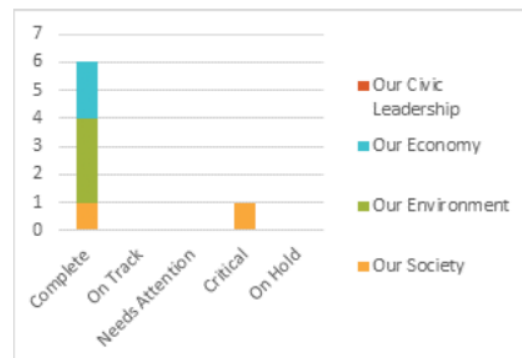
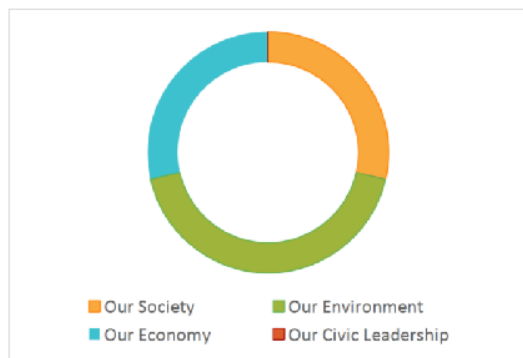
Cemetery Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700132 - Cemeteries Capex - Narrabri Lawn Cemetery - Renew Internal Roads & Carpark	50,000	0	10 %	Designs have been completed as this project was to be combined with the kerb and gutter project tender this project is now on hold to next financial year. The funds have been re-voted to projects in Wee Waa and Boggabri Cemeteries to improve their access roads.
721050 - Cemeteries Capex – Gwabegar - Columbarium Wall Construction (carryover 2020/2021)	7,000	6,982	100 %	Columbarium wall completed in July 2021.
722045 - Cemeteries Capex – Wee Waa – Upgrade Entrance Road	0	0	25 %	Designs complete and work scheduling in progress.
Total:	57,000	6,982		

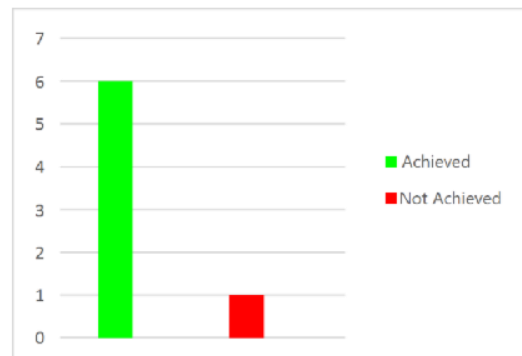
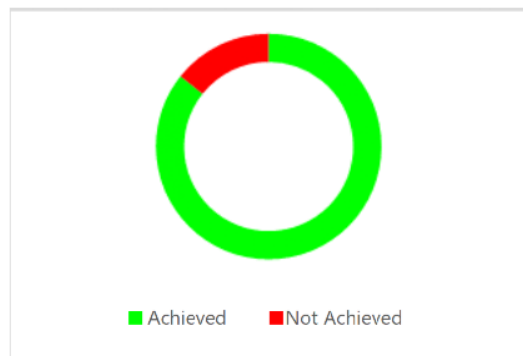
Design and Investigation Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	1	1	2
Our Environment	3	0	3
Our Economy	2	0	2
Our Civic Leadership	0	0	0
	6	1	7



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.1.2.3 - Support and liaise with community groups and local residents regarding traffic and alcohol free zoning requirements.	30/06/2022	Achieved	Alcohol Free Zones are due for renewal by 01/07/2023 (Minute 091/2020). Support of local events and assistance for community groups requiring Council approval for traffic related matters and suspension of alcohol-free zones is ongoing and as required.	100 %
1.2.3.7 - Undertake a preliminary feasibility study into the establishment of a weir down stream from The Crossing Theatre.	30/06/2022	Not Achieved	Awaiting project brief to enable preliminary investigation for works to commence.	0 %
2.1.3.14 - Develop a Safe Routes for Seniors program in the Shire by auditing popular routes in association with a senior/aged care facility, make improvements and then promote their use (including signage of routes).	30/06/2022	Achieved	Safe Routes for Seniors Program to be developed as part of the 2022/2026 Disability Inclusion Action Plan (DIAP). Identified routes that specifically require consultation with community groups are submitted to the Access and Inclusion Advisory Committee for comment.	100 %
2.1.3.15 - In association with schools, audit key routes to school and improve the facilities along these routes and report to Council.	30/06/2022	Achieved	Priority routes have been identified and concept designs completed for future Capital Works programs. Identified projects will be constructed once grant funding opportunities are made available.	100 %
2.1.3.6 - Ensure appropriate regulatory and guidance signage is provided on all existing and proposed walk and cycle facilities.	30/06/2022	Achieved	Audit of signage along walk and cycle facilities is ongoing as part of routine maintenance and improvement projects. All engineering designs consider appropriate regulatory and guidance signage requirements in accordance with Australian Standards, Transport for NSW and AustRoads guidelines.	100 %
3.2.2.1 - Adapt road strategies to manage the impact of regionally important projects such as the Inland Rail and other significant freight requirements on the future road network of the Narrabri Shire.	30/06/2022	Achieved	As a part of the road network hierarchical review, roads will be classified in accordance with their future use and funding sought on this basis. Work has also commenced into the expansion of one of Council's main quarries to help decrease reliance on privately owned sources of material.	100 %

Actions	Target	Status	Progress	%
3.2.3.1 - Consult with relevant stakeholders on opportunities to increase efficiencies on freight movements to, through and from the Narrabri Shire and report findings to Council.	30/06/2022	Achieved	Discussions with heavy vehicle operators are ongoing and as required. All heavy vehicle movements are processed by the National Heavy Vehicle Regulator. New routes are assessed in accordance with the Heavy Vehicle National Law and Regulations.	100 %

Design and Investigation Services – Key Performance Measures

<i>Efficiency Measure</i> <i>'Doing things right'</i>	2021/2022 Estimated	YTD
Cost per kilometre of road design produced (\$/km)	< \$7,500	\$5,700

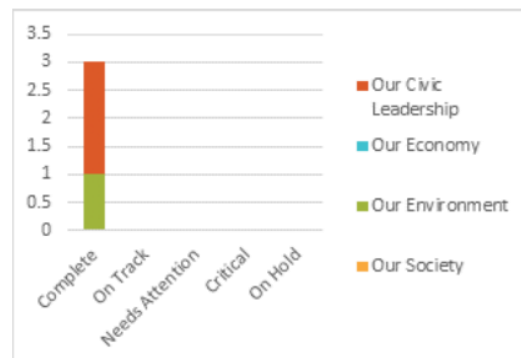
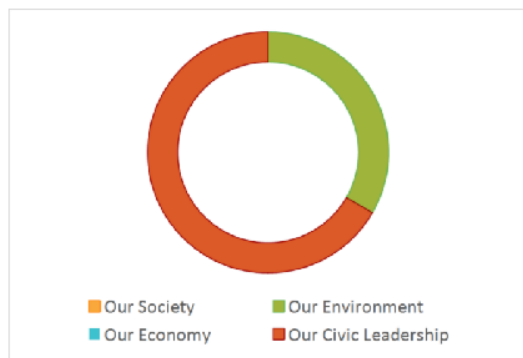
<i>Effectiveness Measure</i> <i>'Doing the right things'</i>	2021/2022 Estimated	YTD
Internal designs completed within the allocated (agreed) timeframe	100 %	100 %
External designs reviewed and comment provided within 15 working days	100 %	100 %
Heavy Vehicle permits assessed and completed within 15 working days	100 %	100 %
Development Applications assessed and reply submitted to the Director of Infrastructure Delivery within 15 working days	100 %	100 %
Dial Before You Dig requests are replied to within 3 working days	100 %	100 %

<i>Workload Measure</i>	2021/2022 Estimated	YTD
Number of major projects completed (>\$100,000 total project cost)	20	26
Number of minor projects completed (<\$100,000 total project cost)	150	108
Number of external designs assessed	60	102
Number of Traffic Count Data collected	> 200	196
Number of Heavy Vehicle Permits assessed	120	618
Number of Development Applications assessed	60	71
Number of Dial Before You Dig requests completed	50	68

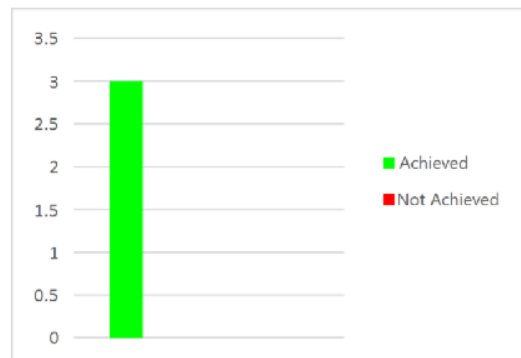
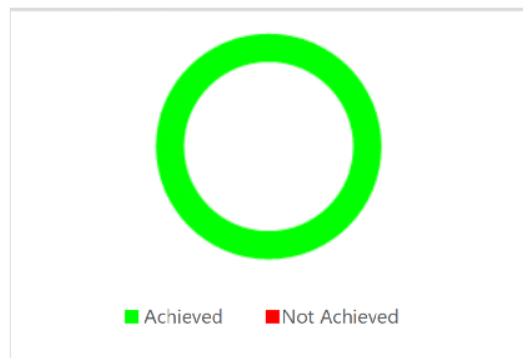
Fleet Management - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	1	0	1
Our Economy	0	0	0
Our Civic Leadership	2	0	2
	3	0	3



Progress by Action - June 2022



Actions	Target	Status	Progress	%
2.2.1.1 - Actively partner with the Rural Fire Service (RFS) and State Emergency Services (SES) to ensure plant and equipment are appropriate.	30/06/2022	Achieved	Council's Fleet Services Department continues to assist RFS and SES with maintenance schedules for emergency vehicles and provides technical assistance as required. All insurance details provided to Arena portal	100 %
4.4.4.2 - Develop, review and prioritise relevant fleet replacement programs.	30/06/2022	Achieved	Council has developed a Fleet Management Policy to address: <ul style="list-style-type: none"> • Conformity with Statutory and Regulatory requirements. • A cost-effective approach. • A safe, reliable, and competitive service. • Investment security in a "base level" of Fleet assets, replaced at regular intervals. • Minimisation of environmental impact. 	100 %
4.4.4.3 - Consult with key stakeholders on plant and vehicle replacement requirements to ensure fit for purpose and greatest return for Council.	30/06/2022	Achieved	Council's Fleet Services maintains a 10-year asset replacement program that is used to justify asset replacement and specify asset inclusions with the asset owner.	100 %

Fleet Management – Key Performance Measures

<i>Efficiency Measure</i> <i>'Doing things right'</i>	2021/2022 Estimated	YTD
Percentage of total maintenance conducted was unplanned	< 40 %	33 %

<i>Effectiveness Measure</i> <i>'Doing the right things'</i>	2021/2022 Estimated	YTD
Number of planned maintenance activities completed on time	> 95 %	63 %
Residual Value vs Auction Proceeds	85 %	73 %

<i>Workload Measure</i>	2021/2022 Estimated	YTD
Number of Service Requests recorded	2,274	2,025
Number of Plant Procurement Renewals	80	53
Number of Insurance Claims	< 20	55
Number of Disposal Assets Despatched to Auction	77	53

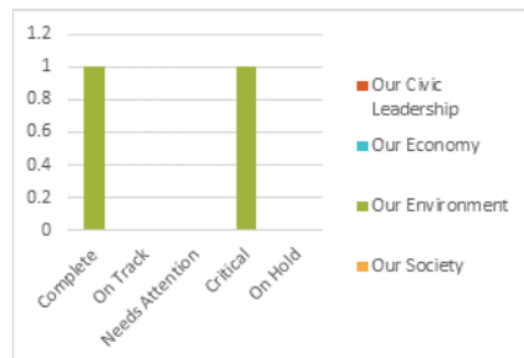
Fleet Management – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700087 - Fleet Capital Acquisitions	3,753,000	2,668,194	100 %	Capital Fleet acquisitions proceed following the approval of the Capital budget and progress through Council's normal procurement guidelines. Supply has been impacted by COVID-19 and manufacturer's - some assets will carry over mainly Light Vehicles - especially Toyota. All Larger plant has been supplied.
Total:	3,753,000	2,668,194		

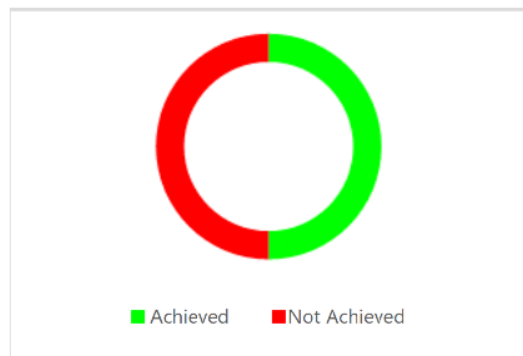
Parks and Open Spaces - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	1	1	2
Our Economy	0	0	0
Our Civic Leadership	0	0	0
	1	1	2



Progress by Action - June 2022



Actions	Target	Status	Progress	%
2.1.3.22 - Investigate the feasibility of planting a northern tree corridor along the Newell Highway.	30/06/2022	Not Achieved	This project will align with the Town entry signage project that will be finalised in 2022/2023.	0 %
2.1.4.6 - Promote vegetation rehabilitation as a key part of weed management.	30/06/2022	Achieved	Council weeds team will distribute information on rehabilitation and improved weed control as part of their public engagement strategy.	100 %

Parks and Open Spaces – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Annual cost per Ha to maintain Sports Facilities.	< \$3,500	\$4,995
Annual cost per Ha to maintain Open Space and stormwater areas	< \$1,762	\$2,065
Cost to clean public toilets across shire (Total of 11)	< \$280,962	\$319,000
Annual cost per Ha to maintain Recreation Parks	< \$2,012	\$4,175
Percentage of Plans of Management reviewed by date	> 100 %	100 %
Amount of Grant funding received annually for Parks and Open Spaces	> \$150,000	\$1,918,000
Weeds monthly and quarterly reporting (performed in accordance with the Biosecurity Act 2015 (NSW) submitted on time to NSW Department of Primary Industries	> 100 %	100 %

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Hours of the Shire's sports field bookings and utilisation	> 2,000 Hours	3,656 Hours
Customer satisfaction with level of service provided at parks, recreation and sporting facilities	> 75 %	82 %
Percentage of property inspected that had applied effective weed management	> 80 %	77 %

Workload Measure	2021/2022 Estimated	YTD
Number of hectares of sports fields maintained	15 Hectares	22 Hectares
Number of hectares of recreational areas maintained	38 Hectares	41 Hectares
Number of hectares of open spaces maintained	221 Hectares	221 Hectares
Number of roadside hectares inspected for noxious weeds	> 10,000	77,533
Number of individual properties inspected by Council's Weed Officers	> 800	1,655
Number of weed management education programs delivered	> 5	5

Parks and Open Spaces – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700231 - P&OS Capex - Wee Waa - CBD Upgrade (VPA) (carryover 2020/2021)	50,000	145	40 %	Council has ordered sculptures and will install on arrival.
700069 - P&OS Capex - Pilliga - Anzac Park - install new playground equipment (carryover 2018/19)	2,545	2,545	100 %	Project completed.
700070 - P&OS Capex - Pilliga - Anzac Park - install shade shelter (carryover 2018/19)	40,962	40,962	100 %	Project completed in July 2021.
700072 - P&OS Capex - Pilliga - Rural Transaction Centre - replace amenities (carryover 2018/19)	50,000	44,571	100 %	Project completed in July 2021.
721031 - P&OS Capex - Pilliga - Sports Precinct Planning (carryover 2020/2021)	22,828	14,555	100 %	Project completed in June 2022.
721035 - P&OS Capex - Narrabri - Collins Park Main Gate Shared Pathway (carryover 2020/2021)	0	0	100 %	Project is now completed.

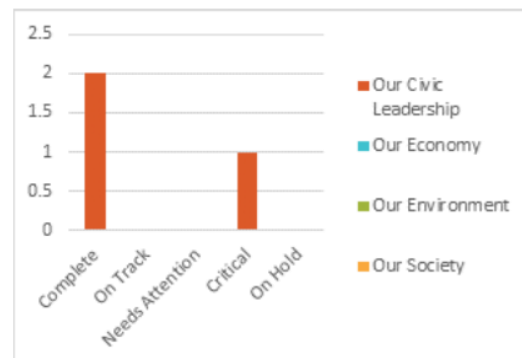
Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721043 - P&OS Capex - Mt Kaputar - Signage and Shelter (Kaputar Road SR5) (carryover 2020/2021)	24,037	38,376	100 %	Carpark and landscaping completed in July 2021. Shelter installed in January 2022. Carpark sealing completed in June 2022. Project completed in June 2022.
722015 - P&OS Capex - Tourism Hub	50,000	20,326	100 %	Work scheduled for 2021/2022 completed. Plans and designs are complete. Construction phase will begin after approvals for native title have been resolved.
722016 - P&OS Capex - Renewals Program	60,000	0	100 %	Preparation works scheduled for 2021/2022 completed. Contractor awarded and due to commence painting works in Quarter 1 2023.
721028 - P&OS Capex - Narrabri - Collins Park - Grandstand Renewal (Carryover)	0	0	25 %	Painting and repairs contractor awarded and is due in Quarter 1 2023.
722017 - P&OS Capex - Sporting Fields Renewals Program	14,400	14,400	10 %	Quotations from contractor currently being sourced. This project will be aligned with works in Boggabri and Wee Waa to attract a wider range of contractors.
721063 - P&OS Capex - Pilliga - Pilliga Park Improvements (Grant Funded - LRCI)	50,369	50,369	100 %	Concrete slab and footings installed and Electric BBQ procured in July 2021. Shelter tables and BBQ installed in March 2022. Project completed in March 2022.
700419 - P&OS Capex - Bellata - Drought Stimulus Multi-Purpose Court (DCP2 Funded) (carryover 2020/2021)	140,000	140,605	100 %	Concrete foundations laid in July 2021. Multisport Court installed in January 2022. 3 picnic tables installed in March 2022. Project completed in March 2022.
700421 - P&OS Capex - Narrabri Creek Shared Pathway Stage 4 (DCP2 Funded) (carryover 2020/2021)	120,000	108,107	100 %	The pathway was installed in September 2021. This project was combined with the Collins Park Main Gate Shared Pathway.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700058 - P&OS Capex - Bellata - Bellata Oval - Replace Wire Fence (DCP2 Funded) (Carryover 2020/2021)	0	0	10 %	Quotations from contractor currently being sourced this project will be aligned with works in Boggabri and Wee Waa to attract a wider range of contractors.
700409 - P&OS Capex - Narrabri - Tennis Court Infrastructure (SCCF3 Grant)	45,883	45,883	50 %	Lighting has been installed, fencing to be installed in September 2022 with concrete ramps.
700355 - P&OS Capex - Narrabri Jetty Area - additional pathway	0	11,536	100 %	Pathway linking to the Narrabri Jetty Area completed.
722055 - P&OS Capex - Collins Park Electronic Scoreboard (Grant Fund)	\$18,000	15,460	100 %	Electronic scoreboard installed.
Total:	689,024	547,840		

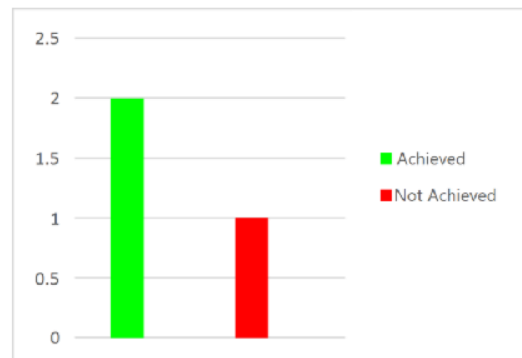
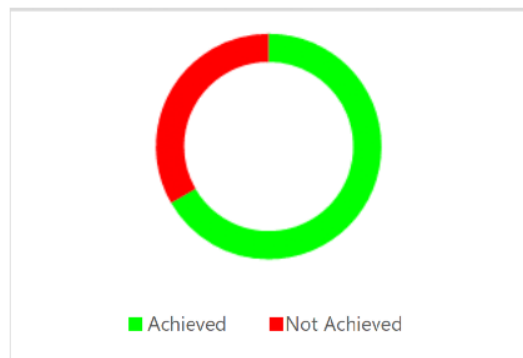
Projects and Assets - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	2	1	3
	2	1	3



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.3.3.1 - Review Project Management Strategy and Policy.	30/06/2022	Not Achieved	This project has been delayed due to staffing shortages. A consultant has been engaged to complete works to be submitted for Council endorsement in late 2022.	50 %
4.3.3.5 - Explore opportunities with private suppliers/ contractors to partner in civil infrastructure projects and maintenance.	30/06/2022	Achieved	Council undertakes this on a regular basis, and this is also built into the procurement guidelines with a partial preference to local suppliers. Contact is made available to local suppliers to assist with accessing the procurement system.	100 %
4.4.2.11 - Review Asset Management Strategy and Policy annually.	30/06/2022	Achieved	Council's Asset Management Strategy and Asset Management Policy has been reviewed in parallel with the renewal of the asset management plans.	100 %

Projects and Assets – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Financial reports for Infrastructure New South Wales, Roads & Maritime Services, Roads to Recovery, etc. projects are forwarded by the due date	100 %	100 %

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Number of legislative and/or Policy breaches relating to tendering	0	0
Contract Progress Claims are checked and processed within the stipulated time	100 %	100 %

Workload Measure	2021/2022 Estimated	YTD
Number of new construction and plant contracts processed	> 10	1
Number of current annual contracts managed (Unit Rate Panel Type Contracts)	> 9	10
Number of new Assets created for associated Capital Works Projects	> 110	0
Asset inspections work schedules developed for services with maintenance schedules	> 4	10
Number of Capital Works Projects documented as per Project Management Framework	> 85 %	12 %

Projects and Assets – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721049 - Projects Capex - TechOne Quality Management System Implementation	31,912	0	0 %	Council's Governance and Risk team are working with a cross section of Council to undertake a development of an Integrated Management System. Once that project is completed, implementation into TechOne will be undertaken.
Total:	31,912	0		

Sewerage Services – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Percentage of water treated to water delivered	> 28 %	67 %

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Reduction in number of main breaks and chokes (blockages)	< 144	25
Meeting compliance requirements	100 %	90 %
Respond/rectify reported chokes within 3 hours	> 90 %	100 %

Workload Measure	2021/2022 Estimated	YTD
Sewerage collection, treatment and disposal	996,000 Kilolitre	907,722 Kilolitre
Average Annual Sewerage collection per connection (kL/connection)	252 Kilolitre	56 Kilolitre
Total number of connections	> 3,960	4,072
Total length of pipes maintained	120 Kilometres	121 Kilometres

Sewerage Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722035 - Sewer Capex - CCTV Equipment	61,000	60,556	100 %	Project Completed in January 2022. CCTV equipment will enable assessment of sewer mains at a reduced cost to Council. Suitable equipment identified. Equipment purchased, delivered and training provided to staff. Equipment operational.
722036 - Sewer Capex - Narrabri STP Options Study	40,000	0	30 %	The Sewerage Treatment Plant at Narrabri is approaching its treatment capacity and infrastructure at the plant is showing noticeable signs of deterioration. Number of different options available for Narrabri Sewerage Treatment, requiring an options study and unification of previous reports to identify the most appropriate course of action. Number of reports done by consultants within last few years, with current growth rates and future projections remaining before ultimate options study can commence. Dependencies upon major strategic projects happening locally, including IWCM, SAP and N2IP and utility works associated with projects. Project to be carried over to 2022/2023.
722037 - Sewer Capex - Narrabri Sewer Mains Replacement	96,925	1,949	45 %	There are localised points within the Narrabri sewer scheme that experience higher number of sewer chokes and service interruptions. These have been identified for upgrades. Scope of works to be determined and procurement finalised by December 2022. Schedule of rates contract can be used by Council to engage contractor directly. Project to be carried over to 2022/2023.
722038 - Sewer Capex - Narrabri Zimmerman Street Pump Station Upgrade	70,000	0	25 %	The Zimmerman Street sewer pump station is experiencing pumping issues due to mechanical failures within the pump station. It has been identified by further investigation into the project that there may be a systemic issue with the hydraulic loading on the pump station and the design of the receiving rising main. This is to be included into the Narrabri sewerage treatment plant options study as part of strategic assessment of the Narrabri sewerage scheme.

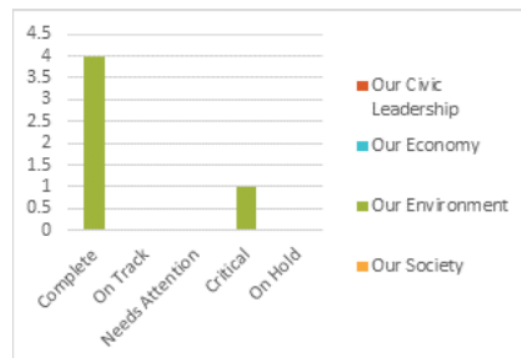
Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722039 - Sewer Capex - Wee Waa - Sewer Mains Replacement	109,000	0	30 %	There are localised points within the Wee Waa sewer scheme that experience higher number of sewer chokes and service interruptions. These have been identified for upgrades. Scope of works to be determined and procurement finalised December 2022 Standard rates contract to be used to engage contractor directly. Project to be carried over to 2022/2023.
722040 - Sewer Capex - Wee Waa - Installation of Sewer Grinder Pumps	100,000	21,904	95 %	Grinder pumps that can self-clear blockages within the pump are to be installed within Sewer Pump Stations D, E and F in the Wee Waa sewerage scheme. This will help reduce incidences of maintenance as well as reduce health and safety risks of accessing pump wells. Pumps installed June 2022, waiting on programming for smart component of pumps to finish commissioning of grinder pumps.
700129 - Sewer Capex - Telemetry Upgrades	0	0	100 %	With the available funds for the project, it has been identified that fibre optic connection to the NSTP will increase the reliability of the SCADA system and telemetry operation for sewer operations. This has been installed this year.
700120 - Sewer Capex – Boggabri - Sewerage Treatment Works Augmentation (Carry over 2020/2021)	50,000	50,310	100 %	Minor rectification works completed during the warranty period to increase longevity of the asset. Closeout completed. Project completed, awaiting final invoices.
700124 - Sewer Capex – Narrabri - Pump Stations Improvement Works (Carry over 2020/2021)	30,000	28,785	100 %	Safety improvement works completed at the sewer pump stations. Works included the installation of handrails and signage. Project completed.
700126 - Sewer Capex – Wee Waa – Sewerage Treatment Works Augmentation (Carry over 2020/2021)	50,000	15,668	100 %	Minor rectification works completed during the warranty period to increase longevity of the asset. Closeout completed. Project completed, awaiting final invoices.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722050 - Sewer Capex - Narrabri - STP Environmental Improvements	260,000	0	15 %	Identified by NSW EPA assessment from environmental incident mid 2021 that dredging of stormwater overflow pond at Narrabri STP required. Works involve removal, storing, drying and testing of material prior to disposal. Procurement to commence by December 2022. Project to be carried over to 2022/2023.
722051 - Sewer Capex - Narrabri - STP Fibre Connection	10,125	10,125	100 %	Works completed in Quarter 3 2022.
Total:	877,050	189,297		

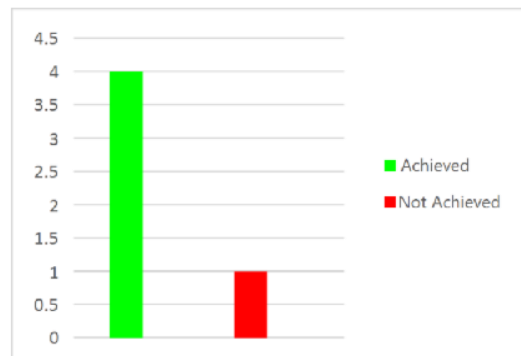
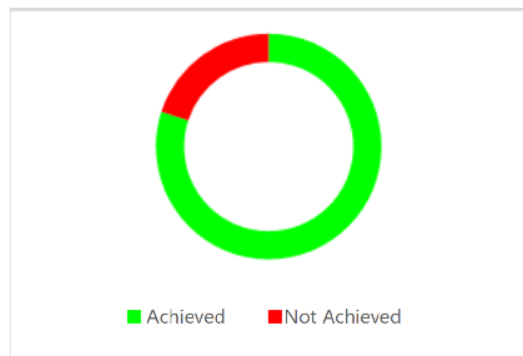
Solid Waste Management Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	4	1	5
Our Economy	0	0	0
Our Civic Leadership	0	0	0
	4	1	5



Progress by Action - June 2022



Actions	Target	Status	Progress	%
2.3.2.15 - Develop, implement and adopt a Waste Management Strategy for the Shire.	30/06/2022	Not Achieved	Draft document completed. A consultant has been engaged by Council to prepare and run community consultation. New service trial commenced on 03/01/2022 in line with the draft document, currently monitoring performance.	80 %
2.3.2.16 - Implement a long term strategy for the Narrabri Landfill.	30/06/2022	Achieved	Long Term Landfill Strategy has been completed and approved by the EPA. Implementation has commenced with the construction of cell 1 to start on 10/01/2022. A report for the purchase of the neighbouring land and was approved by MANEX in December 2021.	100 %
2.3.2.2 - Seek funding to improve the current waste infrastructure to allow an increase in separation at source and recycling rates for households, business and industry.	30/06/2022	Achieved	17 projects identified and included in Draft 20 Year Shire Waste Strategy. \$144,000 application submitted to the Resources for Regions - Round 8 in July 2021. Grants Team and Development Team working with Waste Team for funding opportunities for the remaining projects identified.	100 %
2.3.2.6 - Support local industries on implementing a waste minimisation program that involves the use of more efficient manufacturing processes, better and recycled materials to reduce the production of waste.	30/06/2022	Achieved	The Draft 20 Year Shire Waste Strategy Actions includes stakeholder engagement for future waste separation projects. The Waste Team is currently working with local businesses including Plastics Australia Narrabri, Challenge Recycling Narrabri, Namoi Cotton Wee Waa, Narrabri Bakery and Namoi Waste to reuse material and minimise the volume of commercial waste going to landfill. Council's Waste Services Manager is part of a Northern Inland Regional Waste Program Committee that looks for opportunities to engage key stakeholders for the processing/repurposing and the implementation of a waste plan for material flow following the completion of a Regional Material Flow Analysis.	100 %

Actions	Target	Status	Progress	%
2.3.2.8 - Conduct educational programs for community members on the effects on kerb side collection contamination.	30/06/2022	Achieved	<p>COVID-19 hampered the school education process in the first half of the financial year. The school have been slow to engage since this time.</p> <p>Contamination rate are at an all-time high however, it must be noted that pressure placed on the contractor to justify data provided to council and improved record keeping on their behalf (utilising council weighbridge data) has seen the figures increase.</p> <p>Asbestos, Community Recycling Centre, DrumMuster and the house chemical clean-out topics have been updated on the Council page and social media sites.</p> <p>Northern Inland Regional Waste Group in partnership with the NSW EPA have developed a material flow analysis for the region which is waiting on Council signature publication and public viewing.</p>	100 %

Solid Waste Management Services – Key Performance Measures

Efficiency Measure 'Doing things right'	2021/2022 Estimated	YTD
Cost per tonne to operate Council waste disposal facilities	< \$110	\$89
Zero breaches of EPL Licence requirements for Narrabri Landfill site	< 0	0
Percentage of recycling bin contamination	< 20 %	21 %

Effectiveness Measure 'Doing the right things'	2021/2022 Estimated	YTD
Percentage of waste diverted from Landfill originating from kerbside collection	> 46 %	211 %
Number of written valid complaints per annum of waste services	< 5	0
Tonnes of Waste Recycled	> 950 Tonnes	2,543 Tonnes

Workload Measure	2021/2022 Estimated	YTD
Number of residential premises presenting for kerbside collections per week	> 4,308	4,326
Number of days Narrabri Landfill open	> 360	364
Delivery of face to face waste minimisation program	> 5	7
Attendance at Northern Inland Regional Waste (NIRW) and Cleanaway contract group meetings	> 7	8
Tonnes of Organic Waste Collected	> 2,400 Tonnes	3,287 Tonnes

Solid Waste Management Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700027 - Waste Capex - Narrabri Landfill - Construction of a New Cell (carryover 2020/2021)	2,365,000	766,233	75 %	Tender awarded and management plans received for Synergy Resource Management. Mobilisation for plant material to commence on 10/01/2022. Construction quality assurance engineer engaged by Council. Leachate Management Plan under review by the EPA. Landfill environmental management plan and soil and water management completed and approved by the EPA. Construction to commence on Cell 1 from 10/01/2022. Delays expected with the manufacturing of the liner material due to COVID-19 and flooding in QLD. The manufacturing company continues to update both Synergy and Council to assist with the planning and construction operations. Constructive Solutions engaged by Council to project manage. Delays in the manufacturing of the liner material continue to push out the completion date until September 2022, at this time.
700343 - Waste Capex - Narrabri Landfill - Improvements (carryover 2020/2021)	50,397	37,600	100 %	Leachate Management Plan approved by the EPA. Money for this project diverted into the Cell construction project. Landfill Environmental Management Plan and Soil & Water Management Plan completed. Ground water channel system maintenance commenced at Narrabri Waste Management Facility by Council's Waste Team.
Total:	2,415,397	803,833		

Swimming Pools – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Percentage of water quality compliance with NSW Health Regulations	> 100 %	100 %
Operational cost per patron at Boggabri is maintained below \$15 per patron	< \$11	\$20
Operational cost per patron at Narrabri is maintained below \$15 per patron	< \$7	\$30
Operational cost per patron at Wee Waa is maintained below \$15 per patron	< \$8	\$18

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Number of Membership passes increased on previous year	> 5 %	21 %
Number of events held at the Narrabri Aquatic Centre Multi-Function Room increased on previous year	> 5 %	90 %
Number of written complaints relating to health, safety or customer service	< 10	0

Workload Measure	2021/2022 Estimated	YTD
Number of patrons accessing the pools - Boggabri	> 9,000	5,246
Number of patrons accessing the pools - Narrabri	> 47,000	44,263
Number of patrons accessing the pools - Wee Waa	> 11,850	6,532
Number of Learn to Swim classes offered at Boggabri, Narrabri and Wee Waa pools	> 550	699

Swimming Pools – 2021/2022 Capital Works Program

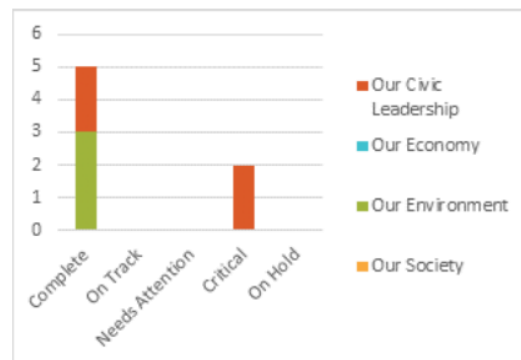
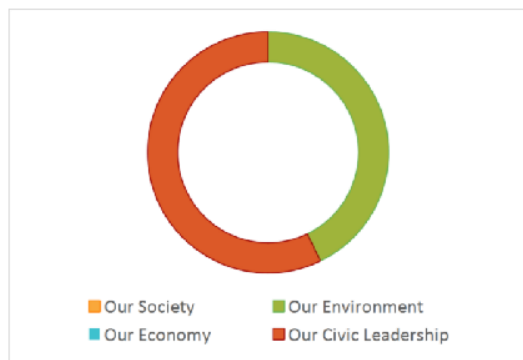
Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721020 - Pools Capex - Boggabri - Chemical Dosing Upgrades (carryover 2020/2021)	74,172	60,942	100 %	Chemical dosing system is completed.
721021 - Pools Capex - Boggabri - Building Improvements & Asbestos Removal (carryover 2020/2021)	21,040	18,978	95 %	Asbestos has been removed and new wall linings installed minor cladding to the pump shed is still ongoing with contractor to complete works in August 2022 during winter shut down.
722010 - Pools Capex - Narrabri - 50m Pool - Replace 3x Sand Filters	80,000	6,266	100 %	Filters have been installed and project completed.
722011 - Pools Capex - Narrabri - Tile Replacement in Pool Shell	18,000	17,885	100 %	Tiles and expansion joints have been replaced project is complete.
722012 - Pools Capex - Wee Waa - Paint Shell and Surrounds	15,000	13,836	100 %	Project completed
722013 - Pools Capex - Boggabri - Paint Shell and Surrounds	15,000	7,108	50 %	Painting will be completed in September 2022.
722014 - Pools Capex - Narrabri - Replace Indoor Heat Mats	30,000	24,362	100 %	Heat mats have been installed and project completed.
721025 - Pools Capex – Wee Waa – Chemical Dosing (carryover 2020/2021)	7,034	0	100 %	New chemical dosing units and self-bunded acid unit installed. Project completed in September 2021.
721026 - Pools Capex – Wee Waa – Replace Asbestos Lining (carryover 2020/2021)	31,710	31,710	100 %	Removed all asbestos from all public amenities' buildings at the Wee Waa Pool. Replaced with Colourbond. Project completed in July 2021.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721019 - Pools Capex - Narrabri – Aquatic Pool Tile Replacement (Carryover 2020/2021)	0	495	100 %	Works completed in 2020/2021. Remaining invoices receipted and expended in Quarter 1 2022.
Total:	291,956	181,580		

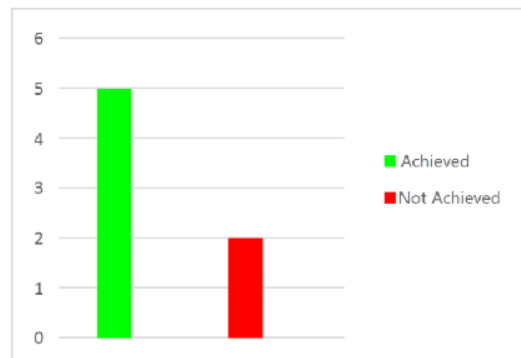
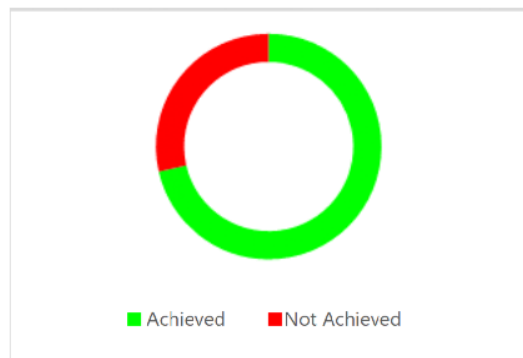
Transport Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	3	0	3
Our Economy	0	0	0
Our Civic Leadership	2	2	4
	5	2	7



Progress by Action - June 2022



Actions	Target	Status	Progress	%
2.1.3.18 - Review existing maintenance program to ensure it incorporates regular maintenance of footpaths, shared paths and on road cycle facilities.	30/06/2022	Achieved	Continual inspection and maintenance of footpaths and cycleways are undertaken by Roads staff across the Shire on annual basis and maintenance requirements reviewed in line with budget constraints and asset management requirements.	100 %
2.2.1.4 - Facilitate and support the Local Emergency Management Committee.	30/06/2022	Achieved	Support is offered in the capacity of Deputy LEMO, stepping in for the LEMO when they are unavailable. Quarterly LEMC meeting have been attended as well as COVID-19 meetings when required.	100 %
2.4.4.1 - Council's gravel pits are operated and maintained in an environmentally compliant manner.	30/06/2022	Achieved	Council gravel pits are operated and maintained to an environmentally friendly standard.	100 %
4.2.1.3 - Continually review the condition of the road network to reassess the amount of backlog and lifecycle costing required.	30/06/2022	Achieved	Review of road conditions are undertaken on a regular basis. A whole network condition assessment is due in 2022 that will help identify the overall conditions and aid in developing the strategic asset management plans.	100 %
4.3.3.6 - Maintain a tier 1 qualified/accredited contractor for Road Construction.	30/06/2022	Achieved	Accreditation has been obtained and NSC has Transport for NSW R2 prequalification.	100 %
4.4.1.1 - Determine a satisfactory level of service for the transport network that is acceptable by the community within budgetary constraints.	30/06/2022	Not Achieved	Significant work has been completed on reclassification of the road network, which will form the basis for levels of service. A whole network condition assessment is due in 2022 (after flood rectification works) and will aid in developing a strategic asset management plan.	40 %
4.4.1.2 - Develop a Rural Roads Maintenance Strategy.	30/06/2022	Not Achieved	Significant work has been completed on reclassification of the road network, which will form the basis for levels of service. A whole network condition assessment is due in 2022 (after flood rectification works) and will aid in developing a strategic asset management plan.	0 %

Transport Services – Key Performance Measures

<i>Efficiency Measure</i> <i>'Doing things right'</i>	2021/2022 Estimated	YTD
Cost per kilometre of grading roads	< \$500	\$1,000

<i>Effectiveness Measure</i> <i>'Doing the right things'</i>	2021/2022 Estimated	YTD
Completing road inspection following public complaint and lodgement of CRM within 48 hours.	> 80 %	75 %

<i>Workload Measure</i>	2021/2022 Estimated	YTD
Transport for NSW State Highways Maintained	165 Kilometres	165 Kilometres
Regional Roads Maintained	168 Kilometres	168 Kilometres
Collector Roads Maintained	416 Kilometres	416 Kilometres
Local Access Roads Maintained	1,561 Kilometres	1,561 Kilometres
Narrabri Streets Maintained	91 Kilometres	91 Kilometres
Wee Waa Streets Maintained	30 Kilometres	30 Kilometres
Boggabri Streets Maintained	35 Kilometres	35 Kilometres
Village Streets Maintained	20 Kilometres	20 Kilometres

Transport Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700102 - Roads Capex - Bullawa Creek Bridge SR6 Eulah Creek Road - Concept, Geotechnical (carryover 2020/2021)	27,520	0	100 %	Geotechnical investigation and concept design are completed.
700314 - Stormwater Capex - Stormwater Renewals (carryover 2020/2021)	150,000	78,180	100 %	Trevena Lane (SR123) floodway completed.
700306 - Roads Capex - Shire Road Reseals	550,000	210,759	100 %	Works completed in December 2022.
700096 - Roads Capex - Culgoora Road (SR30) Upgrade (Carryover 2020/2021)	32,663	65,761	0 %	Land acquisition has been finalised, however, project has now been deferred to 2022/2023 following the November 2021 flood and uncertainty of time surrounding the land.
700307 - Roads Capex - Town Streets Rehabilitation	0	0	0 %	Works have been deferred to 2022/2023.
700309 - Roads Capex - Town Streets Reseal	334,498	119,914	90 %	Works are nearing completion, awaiting line marking that is scheduled to occur in Quarter 1 2023.
700405 - Roads Capex - Flood Damage Restoration (Flood Event 8-2-2020)	3,700,000	1,069,102	60 %	Works are progressing well on the IRW works and the REPA claim has been finalised and works are well under way. An extension has been granted for the completion of these works, due to the additional flood events in the Shire.
721037 - Roads Capex - Spring Creek Bridge Replacement (carryover 2020/2021)	366,094	366,094	100 %	Construction has been completed and opened to traffic.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
721040 - Stormwater Capex - Narrabri Aquatic Centre - Replace Discharge System (carryover 2020/2021)	25,580	0	25 %	Investigation works have been completed and are awaiting follow up works to commence in 2022/2023.
700198 - Roads Capex - Pilliga Road (MR127) Rehab (REPAIR/Block) (carryover 2020/2021)	112,032	177,091	100 %	Project completed after facing numerous delays due to significant adverse weather.
721041 - Roads Capex - Killarney Gap Road (MR133) - Rehabilitation (next stage)	800,000	302,152	80 %	Construction was delayed due to the rain. Construction to be completed in July 2022.
722018 - Roads Capex - Pilliga Road (MR127) Upgrade	0	0	0 %	Works have been deferred to 2022/202 due to the wet weather and the funding approval being delayed.
722019 - Roads Capex - Regional Roads Reseals	141,000	126,720	100 %	Works completed. Awaiting final invoices to close out the project.
722020 - Roads Capex - Millie Road (SR1) (6.5km)	3,605,340	87,100	20 %	Works delayed due to inclement weather. Construction works have commenced on Stage 1. Project scheduled to be completed in 2022/2023.
722021 - Roads Capex - Seal Harparary Road (SR11) to Browns Lane Intersection	124,735	124,735	10 %	Survey equipment procurement and survey component of the project was completed in Quarter 2 2022. Road construction component has been deferred to 2022/2023, following the November 2021 flood event.
722022 - Roads Capex - Culgoora Road (SR30) Rehabilitation	1,300,000	1,390,583	100 %	Project completed.
721059 - Roads Capex - Wave Hill Road (SR18) Upgrade (VPA)	652,000	565,805	100 %	Construction works have been completed. Whole 1.5 km of road upgraded from gravel to sealed in Quarter 1 2022.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722023 - Roads Capex - Shire Roads Resheets	732,000	697,973	100 %	Gravel re-sheeting program is completed.
721057 - Roads Capex - Replace Boston Street Bridge	3,480,000	1,378,950	50 %	Construction is progressing well, with piling, pile caps and abutments completed. Delays have occurred due to inclement weather and rising river levels.
721045 - Roads Capex - West Precinct	3,000,000	142,892	25 %	Works on the rehabilitation of Old Newell Highway have been completed. Council is still awaiting approval for the level crossing to be reopened from John Holland Rail/UGL.
722026 - Roads Capex - Footpath (Selina & Guest Streets)	0	0	0 %	Extra funding is being sought to complete the project. Council funds have been deferred to allow announcement of the grant.
722027 - Roads Capex - Tullamullen Bridge and Green Hills Quarry Design and Investigation	0	0	20 %	Investigation work has commenced and involved parties have been approached. Council is currently working through the required approvals.
700310 - Footpaths Capex - Renewals	0	3,992	70 %	George Street, Wee Waa shared path nearing completion. Works on Dangar Street, Narrabri have commenced and are progressing well.
700410 - Roads Capex - Carinya Road (SR143) Upgrade	266,720	64,930	100 %	Project complete.
700101 - Roads Capex - Boston Street Bridge - Concept & Geotechnical	0	33,125	100 %	Concept design and geotechnical analysis completed. Contract has been awarded.
700372 - Roads Capex - Narrabri - Maitland Street Road Surface Replacement (Carryover 2020/2021)	0	0	100 %	Works completed in 2020/2021. Remaining invoices receipted and expedited in 2021/2022.

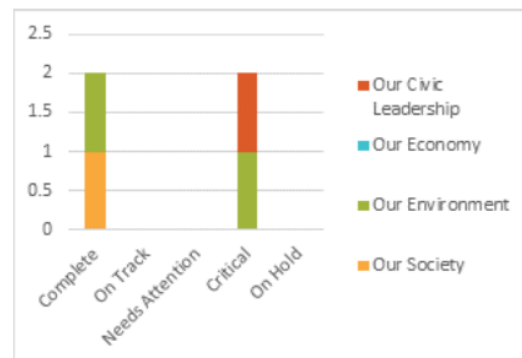
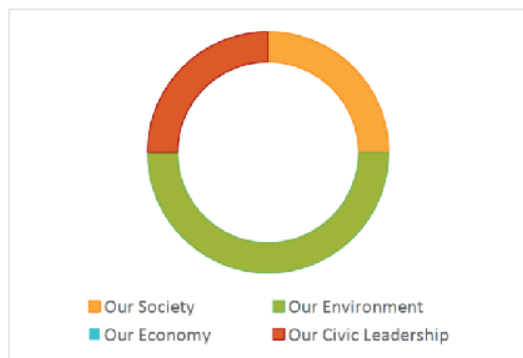
Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700391 - Roads Capex - Horse Arm Creek Bridge Replacement (Carryover 2020/2021)	24,905	24,905	100 %	Works completed in 2020/2021. Remaining invoices receipted and expedited in 2021/2022.
721058 - Roads Capex - Flood Damage (March 2021)	0	1,597,552	35 %	Immediate restoration works have been completed and work continues in preparing the REPA claim for resubmission.
722048 - Roads Capex - Flood Damage (November 2021)	0	653,036	10 %	Damage assessments were finalised in January 2022. IRW works have been approved and are scheduled. REPA claim is now being prepared for submission.
700305 - Roads Capex - Shire Roads - Resheeting	0	8,348	100 %	Gravel re-sheeting program completed.
721038 - Roads Capex - Narrabri - Collins Hogan Leitch Ovals Access Roads	0	0	0 %	Project deferred to 2022/2023, following November 2021 Flood Event.
721065 - Footpath Capex - Wee Waa - George Street Shared Path (TfNSW Grant)	467,000	326,740	100 %	Project completed
722025 - Roads Capex - Wee Waa - Doreen Lane (SR46) Rehabilitation	0	0	0 %	Project is scheduled for commencement early 2022/2023.
700304 - Roads Capex - Shire Road Rehabilitation	0	1,079	10 %	Project commenced and scheduled to be completed in 2022/2023.
700134 - Roads Capex - Barney Creek Bridge Replacement	0	2,918	10 %	Project commenced and scheduled to be completed in 2022/2023.
700156 - Footpath Capex - PAMP Cooma Road Shared Pathway	0	747	10 %	Project commenced and scheduled to be completed in 2022/2023.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722043 - Roads Capex - Saleyards Lane/ Newell Highway intersection	100,000	0	10 %	Project scheduled to commence in 2022/2023.
722044 - Roads Capex - K&G Replacement 2021/2022	280,000	367,589	100 %	Works completed.
722054 - Roads Capex - R4R8 - 029 - Bullawa Ck Bridge Replacement	0	358	10 %	Project commenced and scheduled to be completed in 2022/2023.
722056 - Roads Capex - Barwon & Tibbereena St Pedestrian Crossing	0	41,618	75%	Works commenced and scheduled to be completed on 2022/2023.
722062 - Roads Capex - Yarrie Lake to Pilliga Rd Freight Route	0	5,260	10 %	Project commenced and scheduled to be completed in 2022/2023.
722063 - Roads Capex - Shared Path Dangar St (BP to Gibbons St)	0	47,457	10 %	Project commenced and scheduled to be completed in 2022/2023.
723001 - Roads Capex - Caloola Rd realignment	0	1,702	10 %	Project commenced and scheduled to be completed in 2022/2023.
Total:	20,272,087	10,085,167		

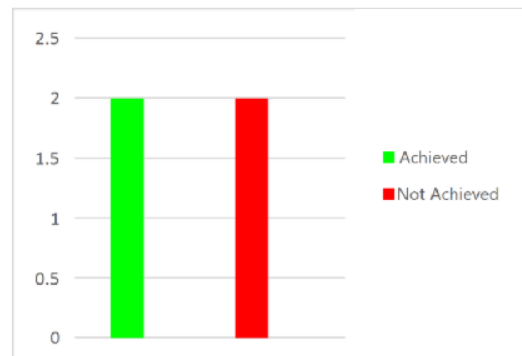
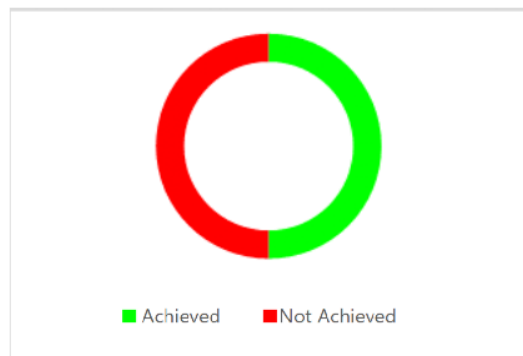
Water Services - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	1	0	1
Our Environment	1	1	2
Our Economy	0	0	0
Our Civic Leadership	0	1	1
	2	2	4



Progress by Action - June 2022



Actions	Target	Status	Progress	%
1.4.1.2 - Facilitate and support the continued operation of the Federation Farm share farming agreement.	30/06/2022	Achieved	<p>Pumping to Federation Farm maintained and irrigation schedule proceeding as normal.</p> <p>Environmental management plan to be reviewed and amended to reflect monitoring for salient parameters including groundwater impacts and impacts upon soil sodicity as identified within Pollution Impact Study.</p> <p>NSW EPA responded to review of environmental report for assessment done by consultants. Council to respond in coming months. EPA response includes proposed draft conditions to Narrabri Sewerage Treatment Plant, Council to include response to draft conditions within associated correspondence.</p> <p>Request for additional capital works for the farm made under the agreement conditions. Farm management proceeding as normal and Council proceeding to review the Federation Farm Share farming agreement in 2022/2023.</p>	100 %
2.3.3.7 - Engage with the Community on the subject of a treated water supply.	30/06/2022	Not Achieved	<p>Narrabri water customers have given feedback to Council regarding potential improvements to aesthetic quality of water provided within Narrabri's reticulated water scheme. To gauge the community's appetite for construction of a new water treatment plant to address these issues, Council intends to gain feedback from the community on this to inform next steps if any. Concept options will be investigated for a water treatment plant to address aesthetic issues for Narrabri water to inform an engagement and communication plan for the consultation to build a water treatment plant for Narrabri water customers. This activity is going to be undertaken as part of the IWCM project, and due to other components of that project it is expected that this project will not be completed as part of this financial year. It is expected that this will be completed in 2022/2023 based on IWCM project timeframes.</p>	20 %

Actions	Target	Status	Progress	%
2.4.3.1 - Monitor and record water quality performance and identify trends to ensure Safe Drinking Water Guidelines are met. Develop and Maintain record and reporting for the data.	30/06/2022	Achieved	Council has an obligation to produce safe drinking water in line with the Drinking Water Management System, with water complying with the Australian Drinking Water Guidelines. This is regularly conducted within all the drinking water schemes within Council to check for disinfection levels and to ensure compliance with guidelines. Council is currently compiling data in preparation for the 2021/2022 Drinking Water Management System report to NSW Health. The Drinking Water Management System Risk workshop was held in the last week of February 2022 with representatives from NSW Health, NSW Department of Planning and Environment, Bligh Tanner Consultants and members of Council's Risk Management and Water Services Teams. This was a successful workshop with engagement from all attendees. Major outputs of the workshop are due to be sent to Council within the next month, with these including further development of Standard Operating Procedures and quality control for water testing, as well as an improvement plan to inform future works to improve the monitoring and control of water quality within the shire, alongside a review of Not Achieved Control Points within the water schemes that Council operates. Waiting on results from risk assessment workshop before next steps for the DWMS review.	100 %

Actions	Target	Status	Progress	%
4.3.1.3 - Ensure accuracy of linear water and waste water assets in the asset information system.	30/06/2022	Not Achieved	Council requires up to date asset records and locations for linear water and sewer mains in order to more effectively and efficiently provide water and sewer services to customers. With the appointment of a new assets engineer in Council there is an increased ability to capture this information and record it appropriately within the Asset Management System. Water Section is working with the Assets and Projects section of Council to undertake this as part of updating Asset Management System in Tech1 and undertaking Fair Value assessment in 2022. During the closeout of defects for the Narrabri Water Augmentation project locations of some water mains constructed have been clarified and asset details to be included within asset system as part of this project. Procedures for asset registering for new projects to be reviewed and updated to ensure accuracy of asset records for linear water and sewer infrastructure, with excess funds from fair value assessments in 2022 to be redirected towards this activity. Council has engaged the services of GIS consultants to update assets in GIS system and ensure GIS records are kept up to date.	50 %

Water Services – Key Performance Measures

Efficiency Measure `Doing things right`	2021/2022 Estimated	YTD
Unaccounted for Water (losses/leaks/flushing)	< 20 %	24 %

Effectiveness Measure `Doing the right things`	2021/2022 Estimated	YTD
Reduction in Customer Service Requests (CSRs) - Water quality related to Iron and Manganese	< 80	37
Reduction in Customer Service Requests (CSRs) - Water pressure	< 60	12
Reduction in water mains breaks	< 165	41

Workload Measure	2021/2022 Estimated	YTD
Volume of water abstracted and distributed (kL)	3,545 Kilolitres	1,500,521 Kilolitres
Average volume of water supplied to each customer (kL/connection)	420 Kilolitres	62 Kilolitres
Total number of connections	> 4,470	4,734
Total length of pipes maintained	168 Kilometres	168 Kilometres

Water Services – 2021/2022 Capital Works Program

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722030 - Water Capex - Boggabri - Water Mains Renewals	198,122	129,550	75 %	Grantham Street completed with Wee Waa Street and Oakham Street to be the next water mains for replacement. Smaller sections of water mains around Boggabri have been sequentially replaced over the financial year to reduce incidents of main breaks. Remaining scope for designer to be engaged to finalise procurement. Schedule of rates contract determined to still be usable and can engage contractor directly once design is completed. Project to be carried over to 2022/2023.
722031 - Water Capex - Narrabri - Water Mains Renewals	348,268	0	30 %	Lines identified in Fitzroy Street and Guest Street for priority upgrade for water pressure and water quality. Scope of works to be determined and procurement finalised by December 2022. Schedule of rates contract able to be used, with contractor able to be directly engaged. Engaging designer for works to inform going to contractor. Project to be carried over to 2022/2023.
722032 - Water Capex - Wee Waa - Water Mains Renewals	150,000	0	30 %	One line identified in Boolcarrol Road for priority upgrade for water pressure. Scope of works to be completed and procurement finalised by December 2022. Schedule of rates contract able to be used, with contractor able to be directly engaged. Engaging designer for works to inform going to contractor. Project to be carried over to 2022/2023.
722028 - Water Capex - Operational Upgrades at Existing Facilities	250,000	0	60 %	Operational upgrades are being undertaken at the outlying water and sewer schemes to assist in bore productivity, Compound security, dosing, reservoir conditions and reliability of the water network. These works are also contingent upon Drinking Water Management System Review and associated Not Achieved Control Point levels for each of the outlying schemes. Project put on hold until review has been completed.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
722029 - Water Capex - Chlorine Monitoring On-line	100,000	0	30 %	Council is undertaking works to automate the chlorine sampling and monitoring system as part of disinfection quality control within the reticulated water network. This is to include online instrumentation, as well as integration into SCADA. This has a reliance upon the review of the Drinking Water Management System (DWMS) and associated Not Achieved Control Points (CCPs) for disinfection levels and monitoring points. DWMS risk review taken place in February 2022 and determined that chlorine monitoring is required at outlets of reservoirs. Have engaged contractor for regular servicing of chlorine dosing units and determined additional monitoring and automation required to be installed at these units. Further detail of monitoring points and equipment needs to be determined and detail of this will be a result of the Drinking Water Management System review process. This project is on hold until the review is completed.
722033 - Water Capex - Wee Waa - Bore Pump Upgrade	60,000	54,185	100 %	Upgrading the bore pumps for Wee Waa will maintain the asset life of the bore to help maintain the security of the Wee Waa water supply. Alma Street bore failed late February 2022 and investigation and Not Achieved repairs were required to the bore casing, pump and associated piping and telemetry. Funds associated with this project to be reallocated to these emergency repairs. Repairs completed mid-March 2022. Determined as part of repairs that assessment of pump and bore conditions required in future financial years, and this is to be programmed for future years.
722034 - Water Capex - Wee Waa Stop Valve Replacement	30,000	0	65 %	Maintaining stop valves in the Wee Waa water reticulation scheme helps Council maintain a reliability of service and response times for emergency repairs to water mains. This program will work to build upon the replacement program undertaken in previous years. Project to be carried over to 2022/2023.

Capital Work Description	Budget Adopted	YTD	% Completed	Progress
700193 - Water Capex - Wee Waa - Reservoir Roof & Access Steps	6,262	0	30 %	Roof work and access steps required for top of Alma Street, Wee Waa reservoir to increase safety in access and security of water supply and water quality. Further investigation of works required. Identified that budget insufficient to complete works as well as more details required for scoping of job. Project postponed until 2022/2023.
700114 - Water Capex – Narrabri – Water Augmentation (Carry over 2020/2021)	53,610	53,610	100 %	Defects liability period completed, and bank guarantees returned to contractor. Project completed.
700188 - Water Capex – Gwabegar Bore Replacement (Carry over 2020/2021)	50,000	43,050	100 %	Bore replacement finalised in July 2021, awaiting relocation of chlorine dosing unit. Scope of works associated with this project and budget has been completed as per specifications with new project to be opened for additional work to chlorine dosing units and other matters identified by the Drinking Water Management System risk assessment at Gwabegar.
700379 - Water Capex – Narrabri – Maitland Street Water Mains Replacement (Carry over 2020/2021)	0	2,015	100 %	Defect repaired in June 2021 and expenditure rolled to 2021/2022.
Total:	1,246,262	282,410		

Strategic Management

DIRECTORATE



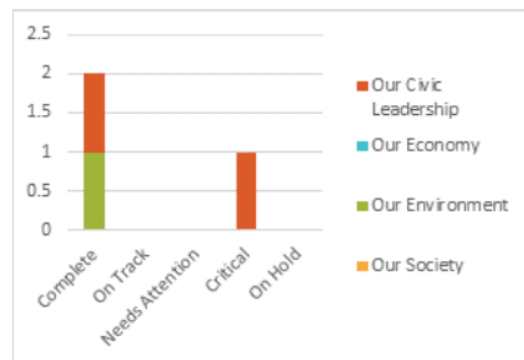
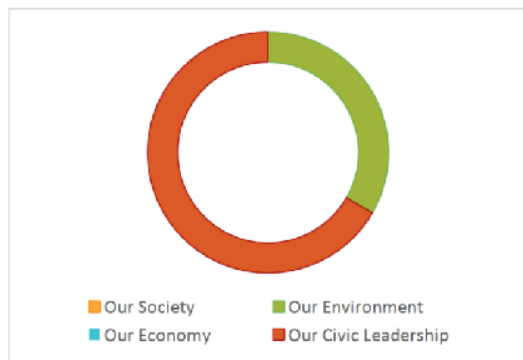
Service Plan Quarterly Report **June 2022**

Operational and Service Plan Progress Report – June 2022

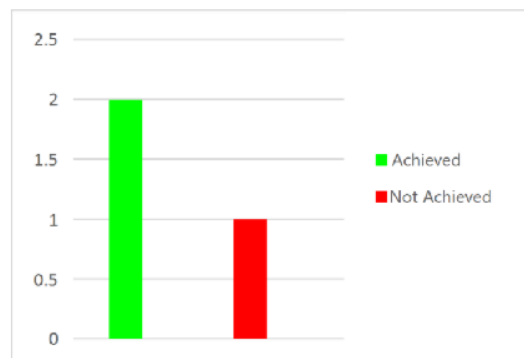
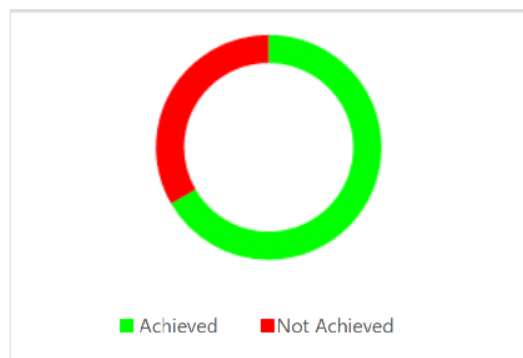
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Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	1	0	1
Our Economy	0	0	0
Our Civic Leadership	1	1	2
	2	1	3



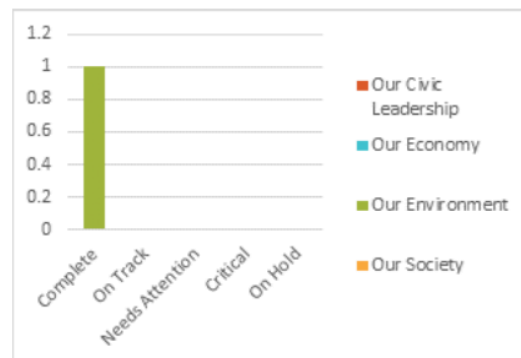
Progress by Action - June 2022



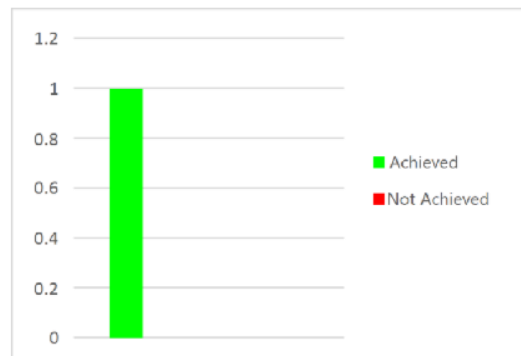
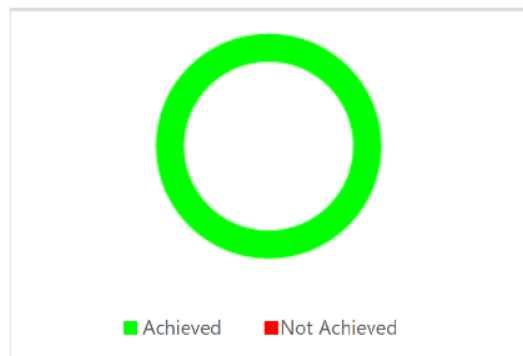
Emergency Support - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	1	0	1
Our Economy	0	0	0
Our Civic Leadership	0	0	0
	1	0	1



Progress by Action - June 2022

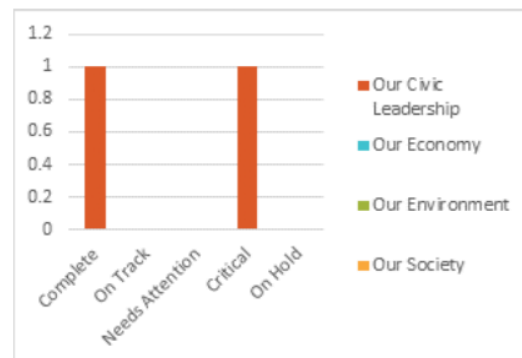


Actions	Target	Status	Progress	%
2.2.1.3 - Ensure Narrabri Shire has identified and adequately resources Disaster Recovery site(s).	30/06/2022	Achieved	Discussion at most recent LEMC Meeting, Council has nominated Disaster Recovery sites. Improvements being considered include obtaining a generator for the crossing theatre (planning complete, waiting on grant funding) and the North West Local Land Services are investigating short term options for livestock. Property Service team working in conjunction with Fleet to investigate Generator for The Crossing Theatre, being the emergency evacuation centre.	100 %

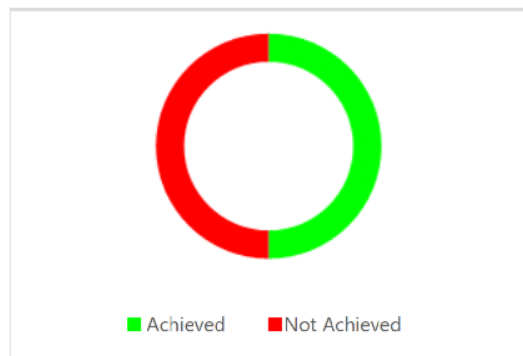
Strategic Management and Governance - Actions

Progress by Theme – June 2022

Theme	Achieved	Not Achieved	Total
Our Society	0	0	0
Our Environment	0	0	0
Our Economy	0	0	0
Our Civic Leadership	1	1	2
	1	1	2



Progress by Action - June 2022



Actions	Target	Status	Progress	%
4.4.2.20 - Review all of Council's policies post Local Government Elections in September 2021.	30/06/2022	Achieved	Commenced in February 2022 due to delay in Local Government elections to 04/12/2021. Plan developed and review on track for 2021/2022. Reviews to occur by Directorate in Quarter 1 2023.	100 %
4.4.2.22 - Review all of Council's committees post Local Government Elections in September 2021.	30/06/2022	Not Achieved	Council Election was delayed to 04/12/2021. Committees to be reviewed by newly elected Council in accordance with agreed schedule. Some Committees have had Terms of Reference reviewed. Others planned to occur in Quarter 1 2023. Council considering reinstating Council Committees in first half 2022/2023.	50 %

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