



ATTACHMENTS

Ordinary Council Meeting

Tuesday, 15 March 2022

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BALRANALD SHIRE COUNCIL**Local Traffic Committee meeting minutes for 8 February 2022****1. ATTENDANCE**

Glenn Wilcox (BSC) - Chair
Sgt. Luke Haynes (NSW Police)
David Vant (TfNSW)
Janine House (TfNSW)
Margie Van Zanten
Fiona Scoleri (BSC)

2. APOLOGIES

Nil

3. GENERAL NOTICES

Mr. Ray Davy – Director of Infrastructure and Development - has departed from Council.
Advertising is underway for a new Director.

4. MINUTES

Minutes of the meeting of the Committee on 10 August 2021 were endorsed. (Mistakenly printed instead of 9 November 2021 meeting minutes – will present these at next meeting!)

5. BUSINESS CARRIED FORWARD**5.1 Urban Speed Limit SH14 – request for 80km/hr buffer zone**

Letter sent to TfNSW on 1 September 2021 regarding this issue – no reply received.

DV stated that buffer zones have been abolished in NSW as part of an action to reduce the number of speed zones generally. Practitioners have requested that they be reintroduced in some areas, but this has not been acted upon.

50km/hr sign being moved to beyond Endeavour Drive has helped somewhat.

Remove item from agenda.

5.2 Mallee Highway/Yanga Way – National route designation (B12)

As previously discussed – the proposal for a uniform corridor strategy and consistent route marking signage for Mallee Highway/Yanga Way has the support of the Central Murray Regional Transport Forum and all Councils along the route in three states.

Action: GW to write to Cross Border Commissioner

5.3 Tronox Mine a.k.a. Atlas-Campaspe Mineral Sands Project – road closures & issues

Magenta Wampo Road between the mine site and Boree Plains-Gol Gol Road remains closed.

Discussions being held between Council and Iluka regarding transport routes for staff. Iluka want to run a workers' bus from Wentworth to the mine site along Arumpo Road and have been advised that this route is not appropriate. Major upgrades would be required.

Road issues: Balranald side is rough and sandy, with no gravel, major rutting, scouring and erosion. Wentworth side is clay and very slippery during wet weather. Neither the road or shoulders are wide enough.

Route not suitable for buses or for large volumes of cars. Current road conditions would require a bus to travel at approximately 60km/hr. Would be quicker to travel via better roads.

Accidents likely to occur and there is no telephone service.

120km of road requires major upgrading. Tronox advised that Council has no funding for this.

5.4 Safety Upgrades on MR67

Shoulder widening works were closed in December, with no plans to restart.

The road will need continuous heavy patching once mine trucks begin.

Road is narrower in areas than ideal and needs to be widened.

5.5 Overtaking lanes on SH14

Letter was written to TfNSW on 1 September 2021 – no reply received.

Action: DV to follow up

6. New Business

6.1 Request for Designated School Bus Stop/Pullover Bay on Yanga Way

Discussion of request made by a community member for a designated school bus stop or pullover bay on Yanga Way.

No line of sight issues at this site.

Requested pullover bay on west side of Yanga Way not an option due to lack of funding.

Options:

- (i) Raise the prominence of the driveway currently used as a bus stop?

Install school bus stop signs?

- (ii) Create bus stop at alternate location?

Create bus turn-around area on Balranald Road instead of Yanga Way?

No funding available for this option from either TfNSW or BSC.

Action: Create a basic design for discussion at next meeting. (Who?)

6.2 Entrance of Weimby Kyalite Road onto Yanga Way

- First nut harvest due in coming months from first lot of mature trees.
- Current expected harvest time is approx. 6 weeks.
- Volume and length of harvest will increase in future years as more trees mature.
- Weight and length of proposed trucks (80 tonnes) unable to cross Tooleybuc or Swan Hill bridges - trucks will therefore need to travel through Balranald to Robinvale.
- No funding to create a turning lane – especially for B-Double/AB-Triple trucks.
- No appropriate warning signs currently in place for slow, heavy trucks pulling onto Yanga Way.
- Site inspected by David Vant
 - only warning is a single, size B, road sign.
 - 15-20 second sight distance for cars on Yanga Way, of a turning truck.
 - Advises oversized signage to begin 400m from intersection.

Action: DV to design sign BSC will then obtain quotes and install.

6.3 HPAA (High Pedestrian Activity Area) 40 km/hr. Zoning

NSW is allowing Councils to nominate areas of high pedestrian activity to create 40km/hr. speed zones with extra signs and road markings for high visibility.

Council must decide where the zone(s) would be.

Public consultation is required for this - article in Community Newsletter would be sufficient.

TfNSW would be prepared to attend a public meeting if desired.

**Action: Ask Alan Lodge to carry out MetroCount on Market Street
Discuss location of zoning at next meeting.**

6.4 Thank You

Margie Van Zanten expressed her thanks to the 'boys' for shifting the bus zone signs on Jones Lane. It has made life easier for the school bus drivers.

Action: FS has sent an email to the depot staff relaying the thanks.

7. NEXT MEETING

The next meeting will be held on Tuesday 10 May 2022 commencing at 12.30pm.

Location: BSC Council Chambers, Market St

Start Time: 4.00-5:30 pm

Or via Zoom: <https://us02web.zoom.us/j/82598986558?pwd=RDMwdllyWjl4dDJPQTRNd3VoRnV1Zz09>

1. Opening of Meeting
2. Acknowledgement of Country
We pay our respect to the Traditional Custodians of the Lands where we hold this meeting and pay our respects to Elders past, present and emerging.
3. Apologies: Michelle White, Lea Lawrie, Lyn Flanagan
Present: Nat Lay, Emma Moore, Sue Balshaw, Mandy Haley, Hodi Beauliv, Rachael Williams
Present via zoom:
4. Previous Minutes (NOV 2021) – Are a true and accurate record: Moved: Nat Lay, Seconded: Sue Balshaw. Carried
5. Disclosures of Interest – NIL

Guest Speaker – none

6. Reports from Council / Chair,
Hodi discussed the DIAP and reported needing feedback from the Strengthening Community Access, Inclusion & Wellbeing Advisory Committee ASAP. DIAP discussion recorded at Agenda item 9.
7. Correspondence / Connections of note
 - Hodi – Local Services Networking Event, discussion needed (email circulated)
SCAIW discussed this request from Council, agreeing with the merit of the idea and to support.
MOTION SCAIW Advisory Committee in partnership with Council organise and hold a Local (and Visiting) Services Networking Event. Moved: Mandy Haley, Seconded: Nat Lay.
Carried.
In conjunction with Hodi the tentative date of Thursday 7th April was set (due to Thursday being a popular day for visiting services, pre school holidays and avoiding Seniors Week events). 11am-3pm suggested timeframe.
ACTION Hodi to check date with Glenn and availability of Theatre Royal (Hodi indicated no hire fee for use of the Theatre Royal by SCAIW for this event but will check and confirm).
With date and venue agreed advertising can be developed and invites circulated.
Sharing of workload discussed – request that Council will provide venue, catering (grazing table of finger food for duration), and support with advertising, set-up and pack-up on the day. SCAIW support will develop invite list (Council to circulate to look more formal), promotion through networks and set-up and pack-up on the day develop full invite list.
Agreement the event will be open to all services (local and visiting) and community members.
SCAIW will use the invitation as an opportunity to also circulate the link for the Service Direction data capture survey.
ACTION SCAIW finalise survey questions

ACTION SCAIW members collate emails / names, share with Council for them to circulate invitation

- Hodi - Built-to-Rent-to-Buy and shared equity solutions for at-risk and vulnerable women (email circulated) –
Discussion: group agreed scheme was interesting / worthy, but emergency / crisis accommodation was our ongoing concern. During Michael Knitzelman's time as General Manager it was noted that two transportables from the Accommodation Village were donated to Council for the purpose of providing emergency / crisis accommodation. It was believed the commitment was made that these be placed in the caravan park (and a cement slab may have already been poured for one).

MOTION the SCAIW Advisory Committee seeks formal advice from Council regarding progress of the initiative to place the two donated transportables from the Accommodation Village at the Balranald Caravan Park as emergency accommodation. Moved: Nat Lay, Seconded Sue Balshaw. Carried.

- National Recovery & Resilience Agency - Drought Community Outreach Events (Balranald 7th March) – **ACTION** SCAIW members would promote this event through their services / organisations (Balranald advert circulated with these minutes).

8. Review of Service Directory development

- Printed copies of the services listed so far were circulated to members present.

ACTION Please review, add any additional services and place your name next to any services you have a connection with). Thank you Nat, Emma, Lyn for having already done so.

- Final review of survey – **ACTION** Rachael to circulate link to group for final review. Survey MUST be finalised ahead of circulation of the invite for the Services Networking Event (tentatively scheduled for the 7th April).
- Commence circulation – as agreed through the current list of services – via the invitation for the Services Networking Event and through the professional networks of Advisory Committee membership.
- Further discussion covered the role of the PHN in service mapping – should this be already done (to some level for Balranald)? PHN's also have a role in developing referral networks for GPs, this might support the development of the Service Directory?

ACTION Emma to contact Natalie Welsh (PHN based in Broken Hill) to ask what already exists and what support they might offer.

ACTION Rachael to check on the progress of the Balranald Shire Community Health Profile Western PHN were requested to develop in 2021. **SEE ADDENDUM AT END OF MINUTES**

9. Discussion re progress of the Disability Inclusion and Access Plan (draft circulated)

Hodi highlighted that current draft is old plan with some preliminary adjustments, no community engagement has been undertaken, data needs updating etc. Hodi was seeking input from SCAIW on draft, advise re other community groups, cohorts to hear from and input specifically on the 'Action Plan' section.

SCAIW members noted:

- Wentworth Plan is excellent and should be reviewed as a foundation
- Gopher (mobility scooter) parking and accessibility was noted as an issue (including footpath concerns), a suggestion was that the group borrow motor scooters and identify all the challenge areas around the community.
- Agreement that comprehensive community engagement required – paper and electronic survey as well as focus groups / meetings -
Groups suggested included: SCAIW, Ageing Well, Senior Cits (active again with Karen Norfolk president).
Key individuals included: Jedda Kelly, Mandy Haley, residents at Mandala Place, seek out Euston cohorts.
Service providers included: Live Better, MacKillop, Leaane G (Day Care), Mission Australia, Vinnies, NDIS – Social Futures or Access Your Supports, Dareton Mental Health, Balranald Multi-Purpose Service (Denise McCallam)
- Neurodiverse community residents must be included in consultations, identified as a cohort often overlooked
- Ditto mental health as an issue, identifying pathways, advocacy for clients – talk to Western PHN about what they are doing in this space (raise awareness of Mental Health First Aid training – note Robinvale commitment to seeing 80% of community trained in Mental Health First Aid)
- School Bus to Swan Hill was raised as a safety issue due to the complexity of some travellers. Noted that Moore's Bus Lines have questioned the need an aide on the bus for travel times to ensure safety for all passengers, however this has not been formally pursued. Noted that Janine Pout might be able to provide further advice / support.
- Services at the info day can contribute to DIAP development also
- **ACTION** SCAIW Advisory Committee members to feedback thoughts on draft DIAP to Hodi – from action Plan section specifically – by 4th March (note DIAP circulated with these minutes)

10. Review of potential guest speakers to support priorities and workplan

Sue Balshaw suggested Janine Pout (Transport) as a future guest speaker

ACTION Sue Balshaw will contact and arrange

11. Items without Notice

- Coordinated, accessible and inclusive play infrastructure for the Balranald community.

SCAIW requested update on the Lions Park development. Hodi noted: Lions Park funding is in the form of a Crown Reserve Improvement Grant. Council are currently reviewing if the Lions Park is in fact the best Crown Reserve area to invest in. Concern that is it not a central location and that encouraging travellers to stop there (because of the improved playground) encourages no spending in the community, only the use of free resources (toilets, playground etc).

Suggestion that Greenham Park / tennis courts and pool area is also Crown Reserve and may be a better location in terms of being more central.

Suggestion of the Pool area opened up further discussion regarding the inclusion of a splash park in the pool parameter (with fencing designed to support uninhibited use of the splash park [i.e. not limited to pool opening hours]). Hay splash park was noted as an excellent example.

Hodi noted that Council had received a \$770,000 grant to further improve the Balranald Caravan Park, noting that this might include some playground infrastructure. It was noted this is not open to general community use however.

MOTION SCAIW Advisory Committee invite Glenn to attend next meeting (24th March 2022) so a fuller discussion and consideration of options can be held. Moved: Nat Lay, Seconded Emma Moore. Carried.

- Observation amongst Strengthening Community Access, Inclusion & Wellbeing Advisory Committee members that an increasing proportion of ageing community members are becoming isolated due to fear of COVID, many are no longer attending events and outings that would have been common on their calendars (for example Friday nights for the draw at the RSL Club)

MOTION That Council, in their plans for Seniors Week, include a guest speaker to raise awareness of the mental health impacts of COVID and the importance of getting out and about. Moved: Sue Balshaw, Seconded: Emma Moore. Carried.

12. Next Meeting (24th March 2022) venue TBC

ADDENDUM

ACTION Rachael to check on the progress of the Balranald Shire Community Health Profile Western PHN were requested to develop in 2021.

NOTE both Emma and I chased this up. Linda Mason called Rachael Friday 18th February (day after our meeting).

Phone conversation covered both the development of the (1) Balranald Shire Community Health Profile (data document as discussed and agreed with PHN in 2021) and (2) the role of the PHN in supporting service mapping / directories.

1. Balranald Shire Community Health Profile:

- This initiative stalled when Ollie left BSC and Linda's correspondence to Council was not responded to. Linda is very excited and committed to re-starting this project.
- Linda will revise the project plan, seek approval from Western NSW PHN leadership and reconnect with us within the next 2 weeks.
- Linda wants to include comprehensive engagement with the local Indigenous community to inform the Health Profile (Linda sees Emma M as a critical resource in this process).
- Also waiting for 2021 Census Data release (June 2022) before finalising – so will be late 2022 before we get profile.
- Western NSW PHN will work closely with SCAIW Advisory Committee in the Profile's development and wishes to form a working group with some members to guide process.
- Each Profile contains the community's future proofing aims – we might want to think about this being increased community knowledge / awareness of services, better funding models for rural service delivery etc
- Believes that the Profile they create with / for us will be the template for all future Profiles they develop.

2. Role of the Western NSW PHN in supporting service mapping / directory development:

- PHN has not undertaken comprehensive service mapping in the Balranald Shire area.
- The Western Area Health Service (also within the Western NSW PHN) has done comprehensive mapping. The Far West Area Health Service (FWAHS) has NOT. Currently the FWAHS uses a program called Ruby to map services, not accessible to the broader community. Western Area Health Service used the National Health Service Directory (NHSD) platform for service mapping.
- Community members can service the NHSD by simply entering the name of their town. This link shows the result of my search for 'Accommodation Services' in Balranald
<https://widget.nhsd.healthdirect.org.au/v1/widget/search?widgetId=9b5494f2-b4e6-495b-8d9c-e813dcebb7ca&types=%5Bservices+types%5D%3Aaccommodation+support+service&location=balranald%3B2715&locationLabel=BALRANALD%2C+NSW%2C+2715¢roid=-34.332811%2C143.417218>
- Individual services can update their own data within the NHSD using their unique login – so information can be kept current (although this relies on the individual service doing this).
- Linda's advice is that we could / should encourage all services in and visiting Balranald to use the NHSD – we should apply pressure to the Balranald Multi-Purpose Service and FWAHS that this work be undertaken (as the Western AHS led this work in their region).

- Linda believes this would be a better long-term result than us (as a group) circulating our own survey and trying to keep a directory up-to-date (which would be resource intensive).
- So, in this case we would be encouraging all services attending the Networking Event (7th April) to sign up for the NHSD (available to all services – government, private and NGOs) and register their service with it, indicating which communities within the Balranald Shire Council area they attend / outreach to.
- Linda noted they have good contacts within the Murray PHN (Vic side of our service delivery) that they can lean on to support with this information / mapping as well.

3. Final Comments

- Balranald MPS and Far West Area Health Service are critical stakeholders and should be promoting use of NHSD for all communities.
- Linda is really pushing for improvements in community's knowledge of, and access to, services right across their area (many communities they support have our same concerns) so invites us to go on this journey with them – would love to pilot the model of work with us before they take it out to the rest of the areas.
- Natalie Welsh (Western NSW PHN based in Broken Hill) will be in Balranald Tuesday 1 March. Natalie will email time for group catch up, I will pass this on as soon as I hear from her.

Euston Progressive Advisory Committee

Monday 28th February 2022

Opening Meeting at 6.07pm

Acknowledgement of Country

Present: Guy Fielding, Louie Zaffina, Geoff and Jan Windmill, Bill Vandenberg,

(Phil Lamattina and David Camera as guest presenters)

Apologies: Glenn Wilcox, Santina Zappia, Glen Stewart, and Rusty Roberts.

Minutes of Previous Meeting: Moved by Louie Zaffina, 2nd Bill Vandenberg. Carried

Presentation: Phil Lamattina and David Camera, representing the Robinvale Euston Football Netball Club, presented their concerns for player welfare due to the condition of the Euston Football oval.

Requesting support from local council and community members to upgrade oval.

It was suggested letters of request need to be drafted and submitted detailing what is required.

Phil and David departed meeting at 6:37pm.

Matters Arising: Moved by Louie Zaffina, 2nd Bill Vandenberg. Carried

- No matters arising from the previous minutes.

Correspondence:

Glen Wilcox: Letter detailing items received and actioned for follow up after the previous EPAC meeting. Main items included:

- Concrete repairs to footpath and guttering at Euston Hotel corner

- Cleaning of gutters at the Post Office
- Grant deed requirements for grants that have received approval
- Development of a Village Plan for Euston
- Seeking a third employee to be based in Euston to assist with maintenance and upkeep

Carolyn Holmes: Email detailing BSC meeting held on 15th of February 2022, Resolution 2022/6.

Moved four items of which items 2 and 4 are not yet complete.

Recommendations to Council:

February 2021 Meeting:

- Committee puts a recommendation to Council, from Ray's suggestion to repurpose the budget item for the upgrade of the Recreation Reserve Entrance to the master plan.

Moved by Glen Stewart, 2nd Gary Mannix. Carried

March 2021 Meeting:

- Committee puts to Council, to tile the toilets at Lake Benanee.

Moved by Geoff Windmill, 2nd Rusty Roberts. Carried.

June 2021 Meeting:

- That the grading of Tapaulin Mail Rd be put to Council in their July meeting.

Moved by Geoff Windmill, 2nd by Jan Windmill. Carried

- That council investigate installing address numbers to curbs so it is easier for emergency vehicles to find street addresses.

Moved by Geoff Windmill, 2nd by Jan Windmill. Carried.

July 2021 Meeting:

- Council requested to approach TFNSW regarding heavy vehicles using engine brakes in residential area.

September 2021 Meeting:

- Council to attend to insulation of Euston Recreation Ground Club rooms.
- Conversion of the netball court to a covered multipurpose court facility, to be made a priority.
- Council to consider leasing soon to be vacant shop front in Murray Terrace as to provide a council presence in Euston including Service NSW.

October 2021 Meeting:

- Council to send email to Euston Progressive Advisory Committee on updates on all the previous recommendations.

November 2021 Meeting:

- To unblock gutters in front of post office
- To have paving fixed on the corner of the Pub, (Murray Terrace & Perry Street)

January 2022 Meeting:

- Still waiting on a response from Council on all the recommendations that were made.
- Can the committee have a maintenance schedule on roughly when maintenance will take place?

Items without notice:

Louie: Glenn Wilcox yet to respond to request at previous meeting. *Ask council as to where they are up to regarding the entrances to Bertram Rd & Taylor Rd; Glenn will send details.* Disappointed and frustrated that no email or feedback has been received.

Geoff: Will there be community consultation on new toilet and change room amenities block for Euston Reserve?

Jan: Euston Public toilet block on Murray Terrace requires more regular cleaning. Is this scheduled to be carried out daily?

Guy: Will submit a letter to BSC representatives on behalf of EPAC members detailing community sentiment and Euston resident's concerns that are being communicated to us.

Next Meeting: Monday 28th March 2022

Meeting Closed at 7.17pm

MODEL CODE OF MEETING PRACTICE

for Local Councils
in NSW

2021



MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW
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Produced by the NSW Office of Local Government, Department of Planning, Industry and Environment.

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Model Code of Meeting Practice for Local Councils in NSW

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.

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

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

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

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

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

Model Code of Meeting Practice for Local Councils in NSW

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.

Model Code of Meeting Practice for Local Councils in NSW

3 Before the Meeting

Timing of ordinary council meetings

3.1 ~~Ordinary meetings of the council will be held on the following occasions: {council to specify the frequency, time, date and place of its ordinary meetings}.~~

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2.

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

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

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

Extraordinary meetings

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

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

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

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

3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

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

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

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

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

Notice to councillors of extraordinary meetings

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

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

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **5** business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

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

Questions with notice

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

Agenda and business papers for ordinary meetings

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

the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

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

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

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

Statement of ethical obligations

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

Availability of the agenda and business papers to the public

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

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A) (b) of the Act.

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

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

- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

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

- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under 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

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

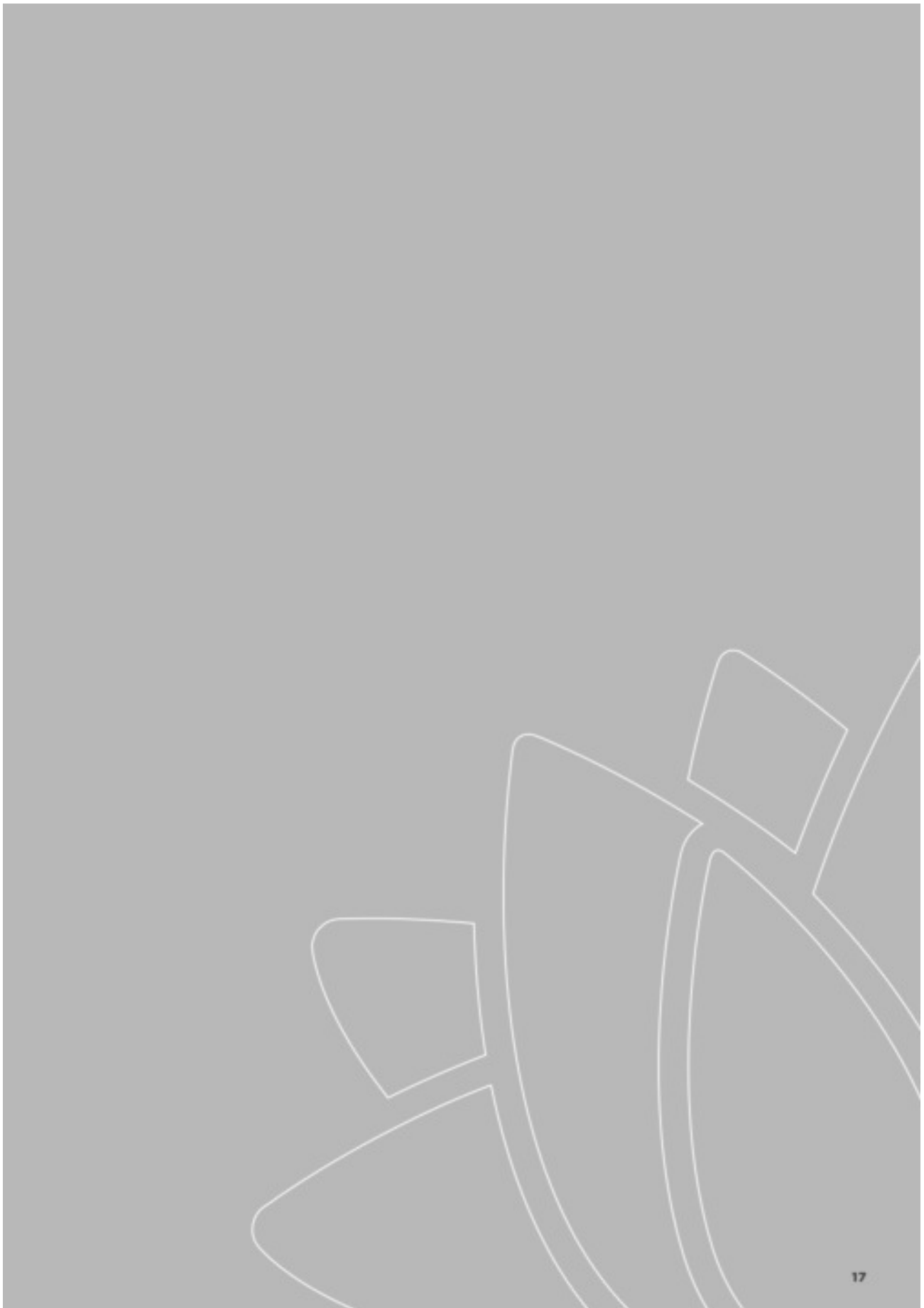
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4 Public Forums

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 ~~A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.~~
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.

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- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **2** 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 **5** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.
- Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**



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

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

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making

an apology if they are unable to attend a meeting. However, 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.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

- 5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or 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.
- 5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

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

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.34–5.39. Joint organisations that choose not to webcast meetings may omit clauses 5.34–5.39.

Attendance of the general manager and other staff at meetings

- 5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note:** Clause 5.40 reflects section 376(1) of the Act.
- 5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note:** Clause 5.41 reflects section 376(2) of the Act.
- 5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note:** Clause 5.42 reflects section 376(3) of the Act.
- 5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.44 The general manager and other council staff may attend meetings of the council and committees of the council by 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.

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7 Modes of Address

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

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8 Order of Business for Ordinary Council Meetings

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

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

01 Opening meeting

02 Acknowledgement of country

03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors

04 Confirmation of minutes

05 Disclosures of interests

06 Mayoral minute(s)

07 Reports of committees

08 Reports to council

09 Notices of motions/Questions with notice

10 Confidential matters

11 Conclusion of the meeting

Note: Councils must use either clause 8.1 or 8.2.

8.3 The order of business as fixed under **8.2** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

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

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

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9 Consideration of Business at Council Meetings

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Business that can be dealt with at a council meeting

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

it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20-10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

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

9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

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

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to

answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



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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.

Participation by non-voting representatives in joint organisation board meetings

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

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

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

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11 Voting

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Voting entitlements of councillors

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

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

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

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

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

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

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

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

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

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

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

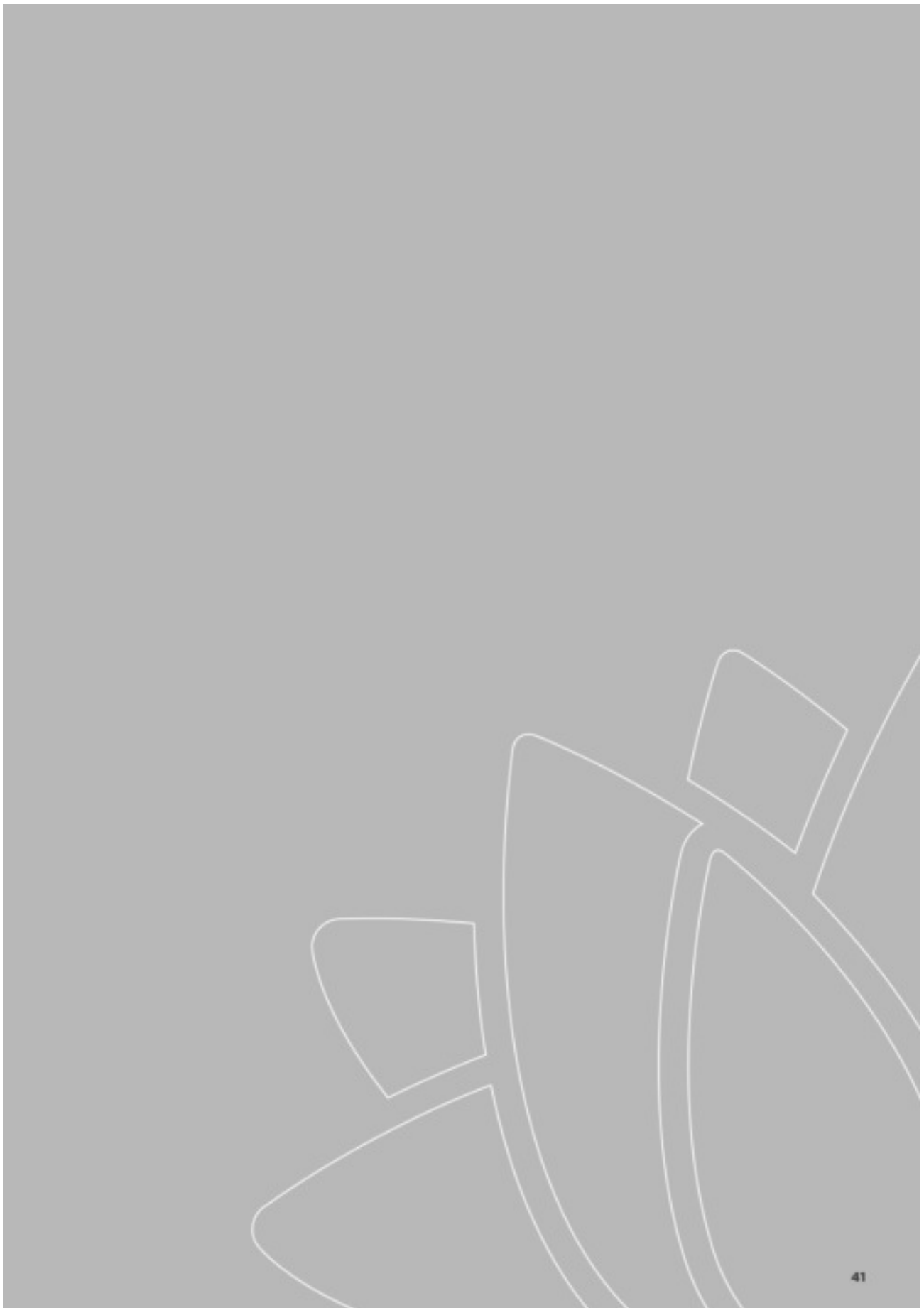
Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

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

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

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



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12 Committee of the Whole

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

Note: Clause 12.1 reflects section 373 of the Act.

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

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

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

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13 Dealing with Items by Exception

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

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14 Closure of Council Meetings to the Public

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Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

(i) alleged contraventions of the council's code of conduct.

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

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

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

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

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

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

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

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

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

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

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

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

Representations by members of the public

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

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

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

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **1 business 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 2 speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the

persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **2** speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed **5** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

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.

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15 Keeping Order at Meetings

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Points of order

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

Questions of order

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

Motions of dissent

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

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
 - (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a councillor:

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

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

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

Expulsion from meetings

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

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

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

15.16 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

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

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

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

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

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

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

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

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

Use of mobile phones and the unauthorised recording of meetings

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

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

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

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

Model Code of Meeting Practice for Local Councils in NSW

16 Conflicts of Interest

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2021

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

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Model Code of Meeting Practice for Local Councils in NSW

17 Decisions of the Council

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Council decisions

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

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

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

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

Rescinding or altering council decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **21 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.

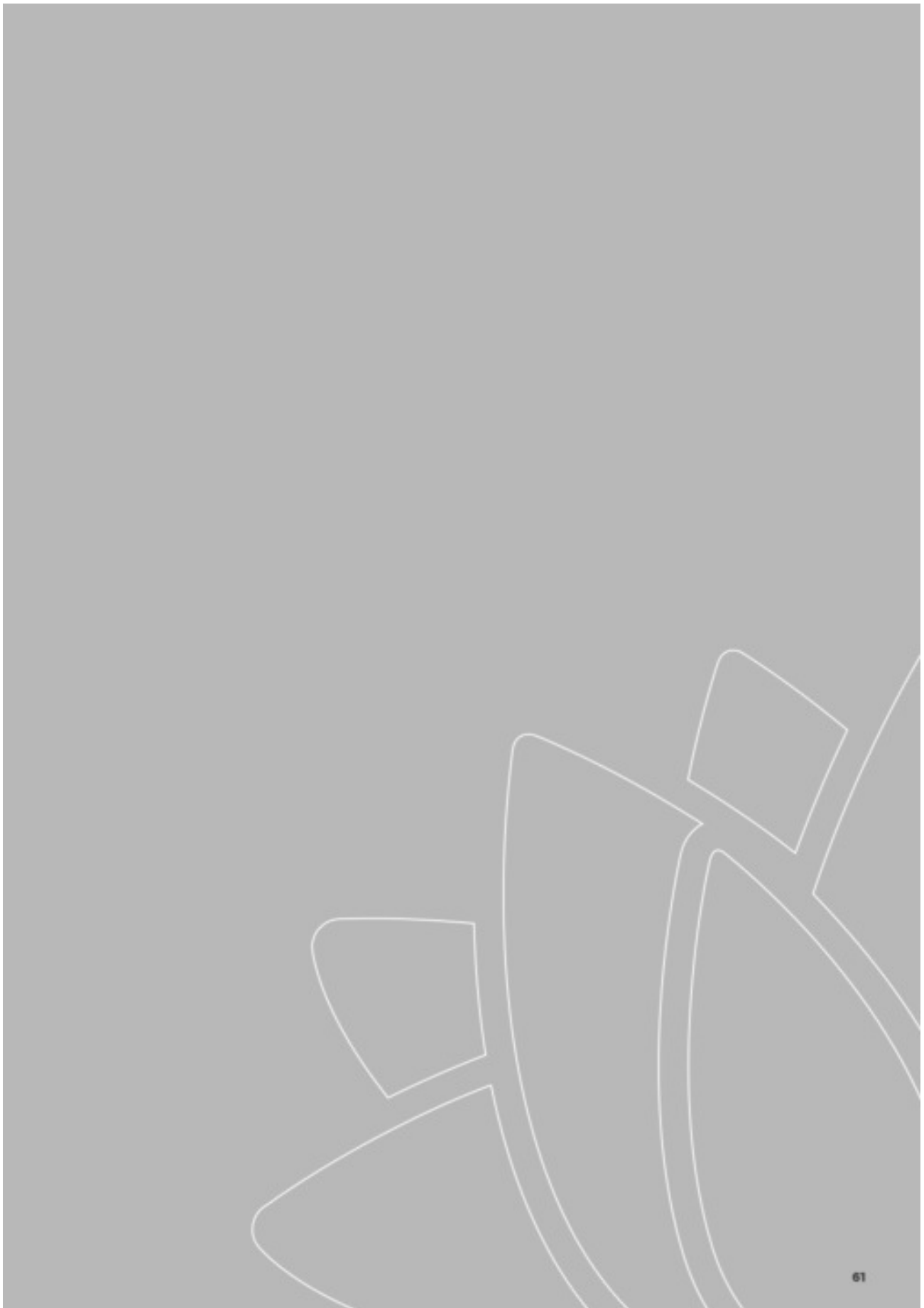
17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

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.



Model Code of Meeting Practice for Local Councils in NSW

18 Time Limits on Council Meetings

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- 18.1 Meetings of the council and committees of the council are to conclude no later than **9pm**.
- 18.2 If the business of the meeting is unfinished at **9pm**, 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 **9pm**, 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.

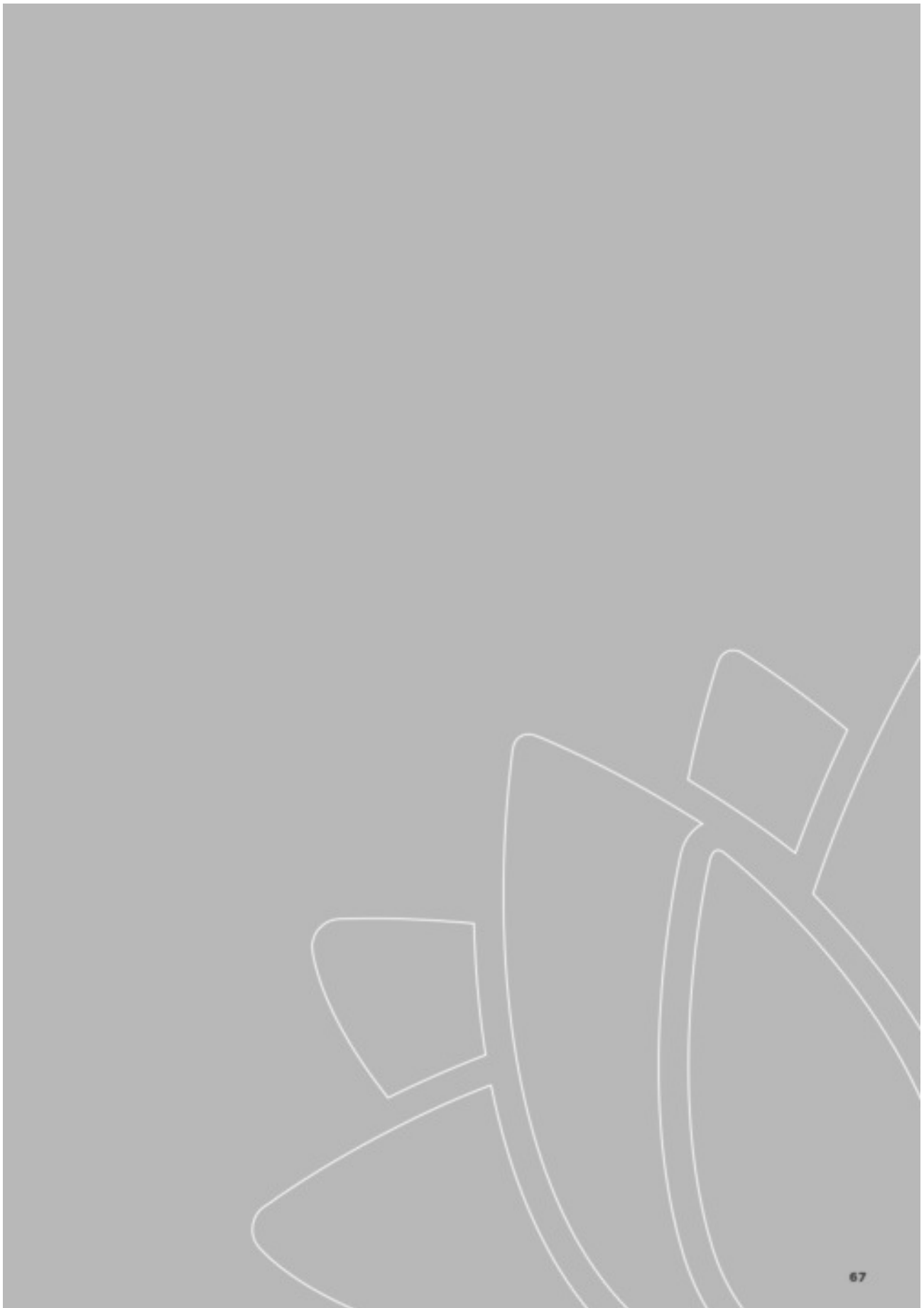
Note: Clause 19.10 reflects section 11(3) of the Act.

- 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.



Model Code of Meeting Practice for Local Councils in NSW

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.

20.17 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

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

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

Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 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.

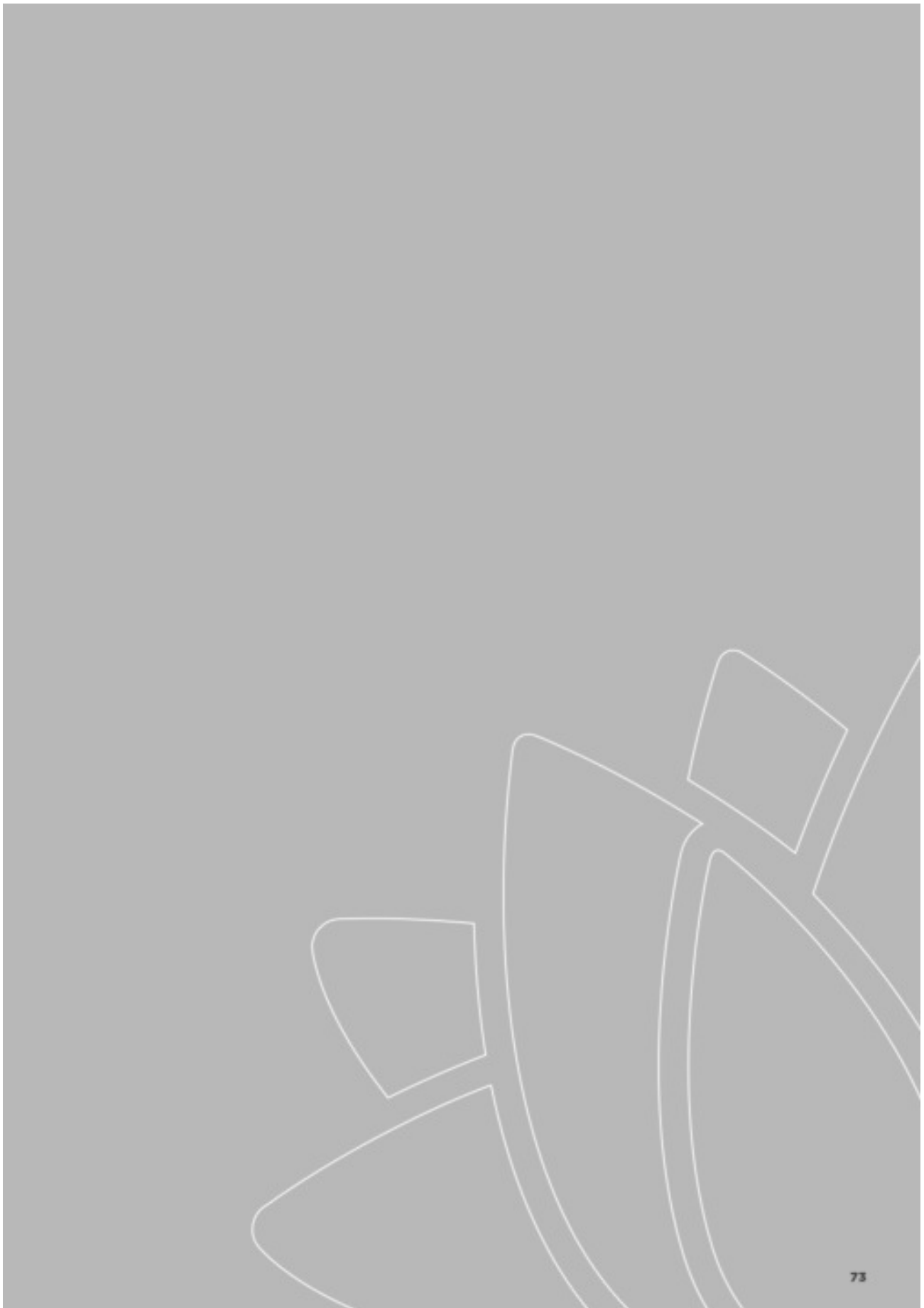
20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

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

Model Code of Meeting Practice for Local Councils in NSW

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

2021

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

Note: Clause 21.1 reflects section 374 of the Act.

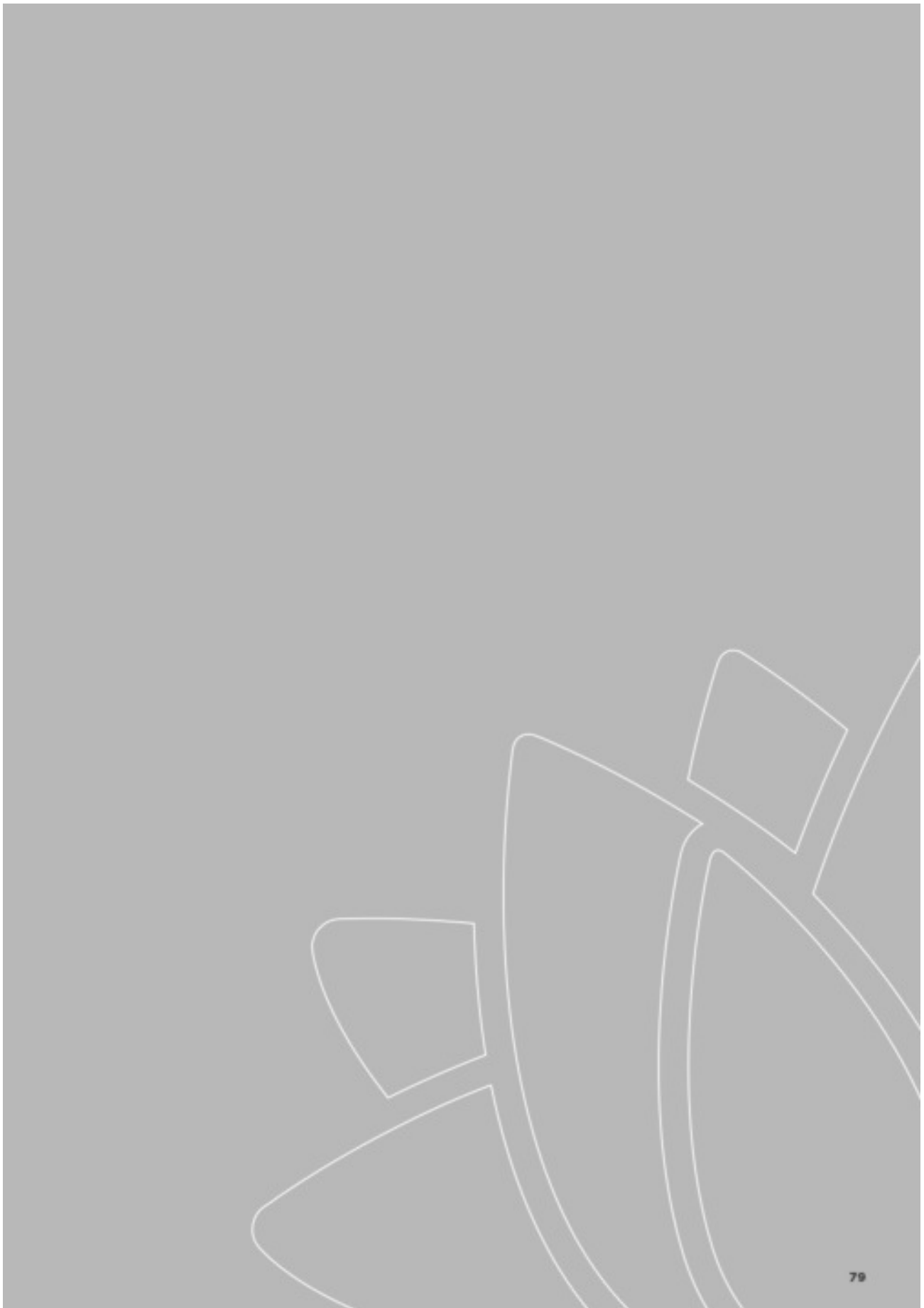
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22 Definitions

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 <i>Model Code of Conduct for Local Councils in NSW</i>
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

Model Code of Meeting Practice for Local Councils in NSW

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







Australian Government

Glenn Wilcox
Acting General Manager
Balranald Shire Council
PO Box 120
Balranald NSW 2715

21 February 2022

Dear Mr Wilcox

I am contacting you regarding the Community Recovery Outreach Tour that will travel to Euston on Saturday 26th March 2022.

The National Recovery and Resilience Agency is delighted to present a night of free entertainment, featuring award-winning country music artist Sara Storer. The event is aimed at providing communities who have been grappling with multiple disasters, including drought, floods, bushfires, mouse plague and COVID, for the opportunity to connect with friends and receive information about available financial and well-being support.

As well as Recovery Support Officers from the National Recovery and Resilience Agency, providers from the Rural Financial Counselling Service, Rural Aid and RAMPH among others, will be on hand to ensure that the community is aware of the help and assistance available to them. Application forms for the Drought Communities Outreach Program (to the value of \$500 to be spent locally) will be available to primary producers, farm workers, farm contractors and suppliers, as well as information regarding additional payments and sources of funding.

Above all, it will be a wonderful opportunity to relax and enjoy a night out with one of Australia's most-loved singer-songwriters who was born to sing about real people, honest emotions, and the land she loves.

Given that this is a free event for the communities, we would be most grateful if the Balranald Shire Council would consider waiving the hire fee for the Euston Recreation Reserve. We strongly believe that the significant benefits that the event brings warrants the support and backing from the Council in providing this valuable opportunity to its communities.

With thanks for your support and kind consideration.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'SM'.

Sandy McNaughton
Recovery Support Officer

**National Recovery
and Resilience Agency**

contact@recovery.gov.au
121 Marcus Clarke Street, Canberra ACT 2601
PO Box 133, Canberra ACT 2601
[recovery.gov.au](https://www.recovery.gov.au)

NATIONAL RECOVERY AND RESILIENCE AGENCY PRESENTS

SARA STORER

WITH SPECIAL GUEST GREG STORER
RECOVERY OUTREACH TOUR

FREE OUTDOOR EVENT!



EUSTON RECREATION RESERVE

SAT 26 MAR 2022 7PM

FREE EVENT! BYO CHAIRS, DRINKS + NIBBLES

Funded by the Foundation for Rural and Regional Renewal

 Australian Government

 National Recovery and Resilience Agency

 FRRR
Foundation for Rural and Regional Renewal

 YULGHUBAR
The Yulghubar Foundation

 RFCS
Rural Financial Counselling Service
New South Wales

BALRANALD MURRUMBIDGEE CLASSIC

Email: murrumbidgeeclassic@gmail.com

President: Marshall Bodinnar

Vice President: Wayne Beer

0448842766

0414868770

Secretary: Helen Slocombe

Treasurer: Ash Bodinnar

0411512526

0488631056

Local Business Sponsorship

Balranald Shire Council

We are emailing with much excitement to say the "MURRUMBIDGEE FISHING CLASSIC" is back as of March 2023. We, the Committee have been meeting on a regular basis to organise and prepare for one incredible fishing competition.

Unfortunately, we have had a forced break due to COVID over the last couple of years, in the meantime we have made changes to the event to allow it to be family friendly, allow for more competitors and to ensure a great weekend of fishing, while bringing people into the community and other local businesses.

We would be honoured if your business would participate in sponsoring or donating to the 'Classic' weekend. These donations can be in cash (bank transfer) or in prizes/vouchers that we can use to raffle off or as prizes, either on the day or through the year to help with our fund raising.

For more information or to be apart of our local event, please contact Marshall – or reply by return email.

We would like to thank you in advance for your time and contribution.

Sponsorships can be direct deposited into our bank account:

Balranald Murrumbidgee Classic

BSB 032868

A/C No 141816

Yours Faithfully

Marshall Bodinnar

President



Murrumbidgee Classic Fishing Competition

Business Plan for Fishing Competition Annual Event


Bahamald, NSW, 2715

In conjunction with the Anglers Fishing Club and Lions Club


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- 6.0 - Location and Hours of Operation
- 7.0 - Services
- 8.0 – Suppliers
- 9.0 - Running of the Event
- 10.0 – Pricing, Fees and Payables


Highlights

-  To reinstate the annual running of the Murrumbidgee Fishing Competition. Using the existing banner and incorporated organisation and existing funding with changes made to the committee and running the effectiveness of the event.


Objectives

-  Successful running of the Murrumbidgee Classic by 2023.


Mission Statement

-  The Murrumbidgee Classic in the past has been a successful event, bringing tourism into the town. In recent times there has been increased interest in getting it up and running in the future. To ensure the start up of the competition is successful, changes will be made to ensure the workload is minimized and incorporates other bodies from the community to assist with their fund-raising efforts.


Keys to Success

-  To develop a new committee, with fresh, new, and work efficient ideas to ensure the Murrumbidgee Classic is run to a high standard with maximum number of entries, sponsorship, and prizes.

Company Ownership/Legal Entity

-  The Murrumbidgee Classic will be running by a committee. This will consist of:
- President (or joint position)
 - Vice President
 - Secretary
 - Treasurer
 - 2 committee members from the Anglers Fishing Club
 - 2 committee members from the Balranald Lions Club


Location

-  The location designation for the running of the Murrumbidgee Classic is the Balranald Caravan Park.
- With the boundaries for fishing applicable within the Balranald area.
- The boat ramp at the caravan park and the swimming bend will be utilised during the event as main access points to launch boats.

Hours of Operation

- Competition signs on from 5pm Friday, with the competition closing at 11am Sunday.
-  Fishing commences 7.30am Saturday til 5.30pm.
- Sunday 7.30am to 11am.

Services

-  Camping facilities will be available from the Balranald Caravan Park, this

includes powered sites, non-powered sites, and cabins.

In the entry fee, meals for fishing competitors will be breakfast Saturday morning (BBQ consisting of a bacon, egg, and cheese roll) and a dinner Saturday (TBA decided – BBQ?).

Suppliers

i Local suppliers will be approached first, before seeking outside materials and goods.

The meat for the BBQ will be quoted and supplied by Meat on the Market.

Additional food and suppliers by Balranald IGA and Foodworks.

Running of the Event

i Sign on will be completed at the Balranald Caravan Park cabin. entrants will receive a card with their associated number, a brag mat and a outline of the rules and requirements for the competition.

PRE-ENTRY:

- All competitors must have a valid NSW fishing license and produce it if asked.
- All boat drivers must have a valid boat license.
- The committee's decision is final.

FISHING RULES –

- Photos must be taken at the time and place of capture and the fish must be alive in both photos.
- Brag mat must be flat and straight with at least one edge showing. if both edges are hidden the entry maybe rejected.
- First photo is the competitor holding the fish up. face must be shown and supporting the fish's body. card must be visible in photo.

Second photo is the fish on the brag mat, positioned correctly with competitors card shown.

- Both photos are sent in, if the entry is accepted the competitor will receive a thumbs up.

(This information and photo evidence of the requirements will be given to each competitor on the day of registration).

When a fish is caught the following rules are in place to measure the catch.

- Fish are judged on length not weight – if two fish of the same length are caught the first fish wins.

- You can enter as many times as you like; you cannot enter the same fish twice.

- Fish must be measured and photographed on an Australian Brag mat (brag mat must have stopper at the end). Brag mat must be in 1cm increments.

- Measure the fish's mouth on the tip of the tail.

Pricing



Pricing, fees, and other payable items to be discussed and agreed upon at a later meeting, with set date, time, and agenda

BALRANALD SHIRE COUNCIL

PROPOSED BUDGET 2022/2023

8/03/2022

1

	Budget 2022/23
REVENUE	
Governance	\$10,000
Admin & Corporate Services	\$7,514,219
Engineering Operations	\$62,000
Health Services	\$30,300
Public Order & Safety	\$224,500
Community Services & Education	\$1,397,000
Housing & Community Amenities	\$727,800
Recreation & Culture	\$98,900
Building Control	\$15,170
Roads, Bridges & Airport	\$6,424,262
Business Undertakings	\$613,700
Water Services	\$1,776,300
Sewer Services	\$784,400
TOTAL REVENUE	\$19,678,551
EXPENSES	
Governance	\$1,288,215
Admin & Corporate Services	\$1,923,210
Engineering Operations	\$2,748,500
Health Services	\$210,125
Public Order & Safety	\$426,375
Community Services & Education	\$1,387,000
Housing & Community Amenities	\$1,322,650
Recreation & Culture	\$417,785
Building Control	\$74,500
Roads, Bridges & Airport	\$5,576,657
Business Undertakings	\$762,980
Water Services	\$1,018,600
Sewer Services	\$477,020
TOTAL EXPENSES	\$17,633,617
TOTAL OPERATING SURPLUS	\$2,044,934
CAPITAL	
Income	
Grants and Contributions	\$6,685,800
Transfers from Restrictions - General	\$350,000
Transfers from Restrictions - Water	\$627,300
Transfers from Restrictions - Sewer	\$499,620
Transfers from Restrictions - Waste Management	\$0
Transfers from Restrictions - Caravan Park	\$0
Transfers from Restrictions - Bidjee Haven Hostel	\$0
Total Capital Income	\$8,162,720
Expenditure	
Capital Projects	
- General	\$1,870,300
- Water	\$6,295,000
- Sewer	\$622,000
Capital Loan Principal Payments	
- General	\$128,930
- Water	\$74,300
Transfers to Restrictions - General	\$574,000
Transfers to Restrictions - Water (Depreciation)	\$290,000

BALRANALD SHIRE COUNCIL
PROPOSED BUDGET 2022/2023

8/03/2022

2

	Budget 2022/23
Transfers to Restrictions - Sewer (Depreciation)	\$185,000
Transfers to Restrictions - Waste Management	\$128,600
Transfers to Restrictions - Caravan Park	\$37,740
Transfers to Restrictions - Bidgee Haven Hostel	\$0
Total Capital Expenditure	\$10,205,870
Nett Capital - Expenditure less income	\$2,043,150
CASH POSITION	
TOTAL OPERATING SURPLUS	\$2,044,934
LESS NETT CAPITAL	\$2,043,150
AVAILABLE CASH SURPLUS	\$1,784

BALRANALD SHIRE COUNCIL
GOVERNANCE

8/03/2022

5

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Other Revenue	\$10,000
	TOTAL REVENUE	\$10,000
EXPENSES		
	Civic Functions - Promotions & Receptions	\$7,650
	Subscriptions & Memberships	\$48,800
	Delegates Expenses	\$9,775
	Donations & Contributions	\$37,485
	Strategic Development and Projects	\$275,000
	Joint Organisation	\$2,000
	Administrator	\$163,080
	Office of the General Manager	\$744,425
	TOTAL EXPENSES	\$1,288,215
NET CASH SURPLUS (DEFICIT)		-\$1,278,215
CAPITAL		
	Capital Projects	\$0
	TOTAL CAPITAL EXPENDITURE	\$0

BALRANALD SHIRE COUNCIL
 CORPORATE & ADMINISTRATIVE SERVICES
 PROPOSED BUDGET 2022/2023

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Grants	\$3,220,000
	Rates	\$3,134,679
	Subsidies	\$0
	User Charges	\$22,300
	Other Revenue	\$1,137,240
	TOTAL REVENUE	\$7,514,219
EXPENSES		
	Salaries & Related Costs	\$784,450
	Materials & Contractual Services	\$270,700
	Other Expenses	\$104,000
	Insurances	\$162,400
	Other Support Services	\$0
	Financing Costs	\$76,960
	IT Department	\$246,000
	Human Resources and Risk Management	\$278,700
	TOTAL EXPENSES	\$1,923,210
NET CASH SURPLUS (DEFICIT)		\$5,591,009
CAPITAL		
	Capital Projects	\$18,500
	TOTAL CAPITAL EXPENDITURE	\$18,500

BALRANALD SHIRE COUNCIL ENGINEERING OPERATIONS		
DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Engineering Administration - Revenue	\$62,000
	TOTAL REVENUE	\$62,000
EXPENSES		
	Engineering Administration and Operations	\$1,130,350
	Engineering Materials and Contracts	\$50,000
	Truckwash	\$3,050
	Works Depots	\$1,589,100
	Balranald Store	\$0
	TOTAL EXPENSES	\$2,748,500
NET CASH SURPLUS (DEFICIT)		-\$2,686,500
CAPITAL		
Income	Transfer from Restriction	\$350,000
Expenditure	Plant Acquisition	\$350,000
	Transfer to Restriction - Plant (Depreciation)	\$335,000
	Total Capital Expenditure	\$685,000
	Net Capital - Expenditure less Income	\$335,000

BALRANALD SHIRE COUNCIL
PUBLIC ORDER & SAFETY

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Rural Fire Service	\$220,000
	Animal Control	\$2,500
	Law Enforcement	\$2,000
	TOTAL REVENUE	\$224,500
EXPENSES		
	Contributions to Fire Service Levy	\$305,000
	Rural Fire Service	\$105,000
	Animal Control	\$9,875
	Rescue Squad	\$6,500
	TOTAL EXPENSES	\$426,375
NET CASH SURPLUS (DEFICIT)		-\$201,875
CAPITAL		
	Capital Projects	\$100,000
	TOTAL CAPITAL EXPENDITURE	\$100,000

BALRANALD SHIRE COUNCIL
HEALTH, ENVIRONMENT and DEVELOPMENT SERVICES

Job Number	DESCRIPTION	Budget 2022/23
SUMMARY		
REVENUE		
	Grants	\$30,300
	User Charges	\$0
	TOTAL REVENUE	\$30,300
EXPENSES		
	Health, Environment and Development	\$157,125
	Noxious Weed Control	\$53,000
	Health Building	\$0
	Iluka Building	\$0
	Little Bunyip	\$0
	TOTAL EXPENSES	\$210,125
TOTAL CASH SURPLUS (DEFICIT)		-\$179,825

BALRANALD SHIRE COUNCIL
COMMUNITY SERVICES

DESCRIPTION		Budget 2022/23
CAPITAL		
Capital Projects		
2620-4999-0000	Capital Works	
	Total Capital Expenditure	\$0

SUMMARY

REVENUE		
	Youth Services	\$2,000
	Bidgee Haven Retirement Hostel	\$1,371,000
	Self Contained Hostel Units	\$24,000
	TOTAL REVENUE	\$1,397,000
EXPENSES		
	Aged & Disabled	\$3,400
	Youth Services	\$3,000
	Bidgee Haven Retirement Hostel	\$1,367,100
	Self Contained Hostel Units	\$13,500
	TOTAL EXPENSES	\$1,387,000
TOTAL CASH SURPLUS (DEFICIT)		\$10,000
CAPITAL		
	Capital Projects	\$0
	TOTAL CAPITAL	\$0

BALRANALD SHIRE COUNCIL
HOUSING & COMMUNITY AMENITIES

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Council Housing	\$75,200
	Waste Management	\$476,200
	Town Planning	\$77,600
	Cemetery Fees	\$39,500
	Stormwater Charges	\$18,800
	Council Buildings and Facilities Rent / Hire	\$40,500
	TOTAL REVENUE	\$727,800
EXPENSES		
	Town Planning	\$103,050
	Domestic Waste Management	\$235,600
	Domestic Waste Tip Costs	\$37,000
	Commercial Waste	\$30,000
	Street Cleaning	\$45,000
	CWA Building	\$0
	Other Community Amenities - Urban Drainage	\$12,750
	Public Cemeteries	\$48,450
	Public Conveniences	\$0
	Council Offices & Chambers	\$0
	Council Owned Property and Buildings	\$810,800
	Family Refuge Centre	\$0
	Senior Citizens Building	\$0
	Pre-School Building	\$0
	Other Council Expenses - Comm & Housing	\$0
	Community Amenities -Environmental Protection	\$0
	TOTAL EXPENSES	\$1,322,650
NET CASH SURPLUS (DEFICIT)		-\$594,850
CAPITAL		
	Capital Projects	\$0
	Transfer to Restriction - Waste Management	\$128,600
	TOTAL CAPITAL EXPENDITURE	\$128,600

BALRANALD SHIRE COUNCIL
RECREATION & CULTURE

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Grants	\$67,900
	Parks and Recreation	\$31,000
	Theatre Royal	\$0
	TOTAL REVENUE	\$98,900
EXPENSES		
	Library	\$80,995
	Art Gallery	\$0
	Museum	\$0
	Balranald Parks	\$88,000
	Theatre Royal	\$0
	Euston Courthouse	\$0
	Golf Course - Balranald	\$8,800
	Parks & Gardens Other	\$44,000
	Swimming Pool	\$96,550
	Greenham Park - Parks & Recreation	\$61,600
	Euston Parks & Gardens	\$22,000
	Euston Recreation Reserve	\$15,840
	TOTAL EXPENSES	\$417,785
NET CASH SURPLUS (DEFICIT)		-\$318,885
CAPITAL		\$629,800
	Capital Projects	\$629,800
	TOTAL CAPITAL EXPENDITURE	\$629,800

**BALRANALD SHIRE COUNCIL
BUILDING CONTROL**

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	User Charges	\$15,170
	TOTAL REVENUE	\$15,170
EXPENSES		
	Building Control Expenses	\$74,500
	TOTAL EXPENSES	\$74,500
TOTAL CASH SURPLUS (DEFICIT)		-\$59,330

BALRANALD SHIRE COUNCIL
BUSINESS UNDERTAKINGS

DESCRIPTION		Budget 2022/23
CAPITAL		
Income		
	Crown Reserves Improvement Fund - Caravan Park	\$772,000
	Total Capital Income	\$772,000
Expenditure		
	Caravan Park - Upgrading Infrastructure- CRIF Grant	\$372,000
	Caravan Park - Purchase of 4 new on site Cabins - CRIF Grant	\$400,000
	Transfers to Restriction - Caravan Park	\$37,740
	Total Capital Expenditure	\$809,740
	Nett Capital - Expenditure less Income	\$37,740

SUMMARY

REVENUE		
	Tourism	\$69,700
	Caravan Park	\$504,000
	Council Properties	\$0
	Private Works	\$40,000
	TOTAL REVENUE	\$613,700
EXPENSES		
	Tourist Information Centre	\$266,720
	Caravan Park	\$466,260
	Private Works	\$30,000
	TOTAL EXPENSES	\$762,980
NET CASH SURPLUS (DEFICIT)		-\$149,280
CAPITAL		
Income	Crown Reserves Improvement Fund - Caravan Park	\$772,000
Expenditure	Capital Projects and Transfer to Trstriction Caravan Park	\$809,740
	Nett Capital - Expenditure less Income	\$37,740

BALRANALD SHIRE COUNCIL
TRANSPORT

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
Roads & Bridges		\$6,382,262
Grant Funding - LRCI Round 2		\$0
Aerodrome		\$2,000
Street Lighting		\$40,000
Tronox Contribution to Road Upgrade Works - RMS to Advise		\$0
TOTAL REVENUE		\$6,424,262
EXPENSES		
Local Roads - Urban Sealed		\$40,000
Local Roads - Urban Unsealed		\$10,000
Local Roads - Rural Sealed		\$40,000
Local Roads - Rural Unsealed		\$510,000
Kerb & Gutter		\$15,300
Bridges		\$1,700
Footpaths		\$12,750
Gravel		\$8,500
Bores		\$9,000
Shelters		\$2,975
Street Lighting		\$45,000
Other Transport Costs		\$60,725
Aerodromes		\$18,445
Traffic Facilities		\$0
Regional Roads - Rural Sealed		\$0
Regional Roads - Rural Unsealed		\$0
Operational Grants and Contributions - Roads		\$4,802,262
TOTAL EXPENSES		\$5,576,657
NET CASH SURPLUS (DEFICIT)		\$847,605
CAPITAL		
Income		
Contribution from TRONOX for Heavy patching works		\$0
Roads To Recovery Grant		\$0
TfNSW Block Grant		\$0
Local Roads Community Infrastructure (LRCI) Phase 3		\$0
Fixing local Roads (FLR) Phase 3		\$0
TOTAL CAPITAL INCOME		\$0
Expenditure		
Capital Projects		\$100,000
TOTAL CAPITAL EXPENDITURE		\$100,000
Nett Capital - Expenditure less Income		\$100,000

BALRANALD SHIRE COUNCIL
WATER SUPPLIES

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Subsidies	\$11,000
	Rates	\$888,500
	User Charges	\$869,800
	Other Revenue	\$7,000
	TOTAL REVENUE	\$1,776,300
EXPENSES		
	Administration	\$390,100
	Pumping Stations	\$309,000
	Water Treatment	\$68,000
	Water Mains	\$90,000
	Water Services	\$93,500
	Reservoir	\$68,000
	TOTAL EXPENSES	\$1,018,600
NET CASH SURPLUS (DEFICIT)		\$757,700
CAPITAL		
Income	Grants and Contributions	\$5,200,000
	Transfer from External Restriction	\$627,300
	Total Capital Income	\$5,827,300
Expenditure	Capital Projects	\$6,295,000
	Transfers to External Restriction - Depreciation	\$290,000
	Total Capital Expenditure	\$6,585,000
TOTAL NETT CAPITAL		\$757,700
NET CASH SURPLUS (DEFICIT) AFTER CAPITAL		\$0

BALRANALD SHIRE COUNCIL
SEWER SERVICES

DESCRIPTION		Budget 2022/23
SUMMARY		
REVENUE		
	Subsidies & Grants	\$6,400
	Rates	\$683,000
	User Charges	\$92,000
	Other Revenue	\$3,000
	TOTAL REVENUE	\$784,400
EXPENSES		
	Administration	\$282,020
	Treatment Works	\$29,000
	Sewer Mains	\$67,000
	Pumping Stations	\$99,000
	TOTAL EXPENSES	\$477,020
NET CASH SURPLUS (DEFICIT)		\$307,380
SEWER CAPITAL		
Income	Transfer from External Restriction	\$499,620
	Total Capital Income	\$499,620
Expenditure	Capital Projects	\$622,000
	Transfers to External Restriction - Depreciation	\$185,000
	Total Capital Expenditure	\$807,000
TOTAL NETT CAPITAL		-\$307,380
NET CASH SURPLUS (DEFICIT) AFTER CAPITAL		\$0

Long Term Financial Plan 2022/23 to 2031/32

	Actual 2021	Budget 2021/22	Estimated 2022/23	Estimated 2023/24	Estimated 2024/25	Estimated 2025/26	Estimated 2026/27	Estimated 2027/28	Estimated 2028/29	Estimated 2029/30	Estimated 2030/31	Estimated 2031/32
Income from Continuing Operations												
Rates and Annual Charges	4129	4652	5218	5740	6314	6756	7229	7735	8276	8855	9475	10139
User Charges and Fees	1980	2175	3346	3681	4049	4332	4635	4960	5307	5678	6076	6501
Other Revenue	339	317	966	985	1005	1025	1046	1067	1088	1110	1132	1154
Grants and Contributions - Operating Purposes	8791	8283	9899	10097	10299	10505	10715	10929	11148	11371	11598	11830
Grants and Contributions - Capital Purposes	3685	10178	6685	4080	4162	4245	4330	4416	4505	4595	4687	4780
Interest and Investment Income	74	93	70	71	73	74	76	77	79	80	82	84
Other Income	115	100	120	122	125	127	130	132	135	138	141	143
Net gains from Disposal of Assets	0	25	0	15	15	15	15	15	15	15	15	15
Total Income from Continuing Operations	19113	25823	26304	24792	26041	27079	28175	29331	30552	31842	33206	34647
Expenses from Continuing Operations												
Employee benefits and on costs	5777	5733	6812	7016	7227	7444	7667	7897	8134	8378	8629	8888
Materials and Services	2814	2330	7815	7971	8131	8293	8459	8628	8801	8977	9157	9340
Borrowing Costs	125	115	101	90	77	64	51	30	20	15	10	3
Depreciation, Amortisation and Impairment	5214	5346	5191	5295	5401	5509	5619	5731	5846	5963	6082	6204
Other Expenses	518	2141	2746	2801	2857	2914	2972	3032	3092	3154	3217	3282
Net Share of Interests in Joint Ventures	227	0	100	100	100	100	100	100	100	100	100	100
Total Expenses from Continuing Operations	14675	15665	22765	23273	23792	24324	24868	25418	25993	26587	27195	27816
Operating Result from Continuing Operations	4438	10158	3539	1518	2248	2755	3307	3913	4559	5255	6010	6831
Net Operating Result Attributable to Council	4438	4438	3539	1518	2248	2755	3307	3913	4559	5255	6010	6831
Net Operating Result for the year before grants and contributions provided for Capital purposes	753	-5740	-3146	-2562	-1913	-1489	-1023	-503	55	661	1324	2050

Operational Budget 2022/23 to 2025/26 - Consolidated Funds

	Estimated 2022/23	Estimated 2023/24	Estimated 2024/25	Estimated 2025/26
Income from Continuing Operations				
Rates and Annual Charges	5218	5740	6314	6756
User Charges and Fees	3346	3681	4049	4332
Other Revenue	966	985	1005	1025
Grants and Contributions - Operating Purposes	9899	10097	10299	10505
Grants and Contributions - Capital Purposes	6685	4080	4162	4245
Interest and Investment Income	70	71	73	74
Other Income	120	122	125	127
Net gains from Disposal of Assets	0	15	15	15
Total Income from Continuing Operations	26304	24792	26041	27079
Expenses from Continuing Operations				
Employee benefits and on costs	6812	7016	7227	7444
Materials and Services	7815	7971	8131	8293
Borrowing Costs	101	90	77	64
Depreciation, Amortisation and Impairment	5191	5295	5401	5509
Other Expenses	2746	2801	2857	2914
Net Share of Interests in Joint Ventures	100	100	100	100
Total Expenses from Continuing Operations	22765	23273	23792	24324
Operating Result from Continuing Operations	3539	1518	2248	2755
Net Operating Result for the year before grants and contributions provided for Capital purposes	-3146	-2562	-1913	-1489
Operating Result from Continuing Operations	3539	1518	2248	2755
Capital Movements				
Income				
Transfers from Restrictions	1477	1257	1925	3032
Depreciation - Asset renewals provided for in Budget	5191	5295	5401	5509
Total Capital Income	6668	6552	7326	8541
Expenditure				
Projects	-8787	-5000	-6000	-7000
Transfers to Restrictions	-1215	-2300	-3000	-3700
Loan Principal Payments	-203	-215	-227	-240
Total Capital Expenditure	-10205	-7515	-9227	-10940
Total Budget Surplus / Deficit	2	555	347	356

Estimate of External and Internal Restrictions - Balranald Shire Council

<i>Details of Restrictions</i>	Balance as at 30 June 2022	Balance as at 30 June 2023	Balance as at 30 June 2024	Balance as at 30 June 2025	Balance as at 30 June 2026
External Restrictions - Other					
Specific purpose unexpended grants - General Fund	-				
Water Supplies	2,499,850	2,162,550	2,412,550	1,612,550	1,560,550
Sewerage Services	1,033,350	718,730	271,730	496,730	616,730
Domestic Waste Management	679,150	807,750	757,750	537,750	237,750
Urban Stormwater Drainage	18,870	37,670	56,470	75,270	95,270
Total External	\$ 4,231,220	\$ 3,726,700	\$ 3,498,500	\$ 2,722,300	\$ 2,510,300
Internal Restrictions					
Discretionary Use					
Plant and Vehicle replacement	166,104	151,104	351,104	551,104	651,104
Infrastructure replacement	469,405	469,405	869,405	1,369,405	1,369,405
Council Properties	-	75,200	155,200	235,200	215,200
Employee Leave Entitlements	269,000	269,000	319,000	369,000	569,000
Insurance	-	25,000	50,000	80,000	110,000
Elections	-	20,000	40,000	60,000	60,000
Gravel pits rehabilitation	234,065	234,065	249,065	264,065	279,065
Future Development Fund	441,456	441,456	862,656	1,658,856	2,153,856
Hostel - Other	-	-	-	-	-
	1,580,030	1,685,230	2,896,430	4,587,630	5,407,630
Financial Assistance Funds	-	-	-	-	-
Discretionary Use	1,580,030	\$ 1,685,230	\$ 2,896,430	\$ 4,587,630	\$ 5,407,630
Non Discretionary Use					
Deposit, retentions and bonds	127,842	127,842	127,842	127,842	127,842
Caravan Park	49,038	86,778	136,778	186,778	136,778
Roads Contribution - Tronox	-	100,000	110,000	220,000	330,000
Hostel bonds	1,747,060	1,747,060	1,747,060	1,747,060	1,747,060
Self Care unit bonds	140,000	140,000	140,000	140,000	140,000
Non Discretionary Use	2,063,940	\$ 2,201,680	\$ 2,261,680	\$ 2,421,680	\$ 2,481,680
Total Internal	\$ 3,643,970	\$ 3,886,910	\$ 5,158,110	\$ 7,009,310	\$ 7,889,310
Summary					
External Restrictions	4,231,220	3,726,700	3,498,500	2,722,300	2,510,300
Internal Restrictions	3,643,970	3,886,910	5,158,110	7,009,310	7,889,310
	\$ 7,875,190	7,613,610	8,656,610	9,731,610	10,399,610