



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

Date: Tuesday 11 January 2022
Time: 5:00pm
Location: Council Chambers
Cnr Camp & Weddin Streets
GRENFELL NSW 2810

AGENDA

Extraordinary Council Meeting

11 January 2022

Jaymes Rath
ACTING GENERAL MANAGER

“Weddin Shire Council – working for and with the community”

Council’s Mission Statement

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01 OPENING

In accordance with the WSC Code of Meeting Practice, this meeting will be recorded for the purposes of audio-visual livestreaming via Council's website and Facebook page. Those in attendance are asked to refrain from making any defamatory statements and comply with all relevant WSC codes, policies and procedures at all times.

02 ACKNOWLEDGEMENT OF COUNTRY

Weddin Shire Council would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land.

Weddin Shire Council would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

03 ATTENDANCE**04 DISCLOSURES OF INTEREST**

05 OATH OR AFFIRMATION OF OFFICE

In accordance with section 233A of the *Local Government Act, 1993* Councillors are now required to take an oath or affirmation of office. The oath or affirmation of office must be taken by each Councillor at or before their first meeting of Council after being elected.

The General Manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each Councillor in the minutes of the Council meeting.

A Councillor who fails, without a reasonable excuse, to take the oath or affirmation of office will not be entitled to attend Council meetings until they do so and will be taken to be absent without leave. If a Councillor is absent without leave for three (3) consecutive Ordinary Council meetings, their office is automatically declared vacant and a by-election must be held. The oath or affirmation Councillors are required to take are listed below. Councillors may choose one of the options which will be duly recorded in the minutes of the Council meeting.

OATH:

I [*name of Councillor*] swear that I will undertake the duties of the office of Councillor in the best interests of the people of Weddin Shire and the Weddin Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act, 1993](#) or any other Act to the best of my ability and judgment.

AFFIRMATION:

I [*name of Councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of Weddin Shire and the Weddin Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act, 1993](#) or any other Act to the best of my ability and judgment.

06 ELECTION OF MAYOR AND DEPUTY MAYOR

In accordance with section 290 of the *Local Government Act, 1993* the election of the Mayor by Councillors is to be held: -

- (a) if it is the first election after an ordinary election of Councillors—within 3 weeks after the ordinary election; or
- (b) if it is not that first election or an election to fill a casual vacancy—during the month of September.

Councillors may also elect a Deputy Mayor.

The election of Mayor and Deputy Mayor must be conducted in accordance with Schedule 7 of the *Local Government (General) Regulation, 2021*. Schedule 7 prescribes three (3) methods of election of mayors:

- » open ballot
- » ordinary ballot
- » preferential ballot

Council must determine by resolution the method of voting for the position of Mayor and Deputy Mayor.

RECOMMENDATION

The elections for Mayor and Deputy Mayor be determined by ordinary ballot as usual.

06.01 ELECTION OF MAYOR

File Number:	C2.1.3
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. FORM_Nomination of Mayor
Precis:	Councillors must elect the Mayor from amongst their number
Budget:	\$ -

As per section 226 of the *Local Government Act, 1993* the role of the Mayor is as follows: -

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

Mayors elected by Councillors normally hold their office for two (2) years. Because of the postponement of the ordinary council elections to 4 December 2021, the newly elected Mayor will hold office for a shorter term that will conclude at the September 2023 Ordinary Council meeting.

Nominations for the position of Mayor of Weddin Shire Council are now invited. In accordance with the *Local Government (General) Regulation, 2021* two (2) or more Councillors may nominate a Councillor (one of whom may be the nominee) for the position of Mayor. Nominations must be in writing of the approved form and the nominee must consent to their nomination in writing. A Councillor may be nominated without notice for election as Mayor.

06.02 ELECTION OF DEPUTY MAYOR

File Number:	C2.1.3
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. FORM_Nomination of Deputy Mayor
Precis:	Councillors may elect a Deputy Mayor from amongst their number
Budget:	\$ -

As per section 231 of the *Local Government Act, 1993* the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

The Deputy Mayor may be elected for the Mayoral term or a shorter term. Usually, the Deputy Mayor of Weddin Shire Council holds office for the same term as that of the Mayor.

Nominations for the position of Deputy Mayor of Weddin Shire Council are now invited. In accordance with the *Local Government (General) Regulation, 2021* two (2) or more Councillors may nominate a Councillor (one of whom may be the nominee) for the position of Deputy Mayor. Nominations must be in writing of the approved form and the nominee must consent to their nomination in writing. A Councillor may be nominated without notice for election as Deputy Mayor.

07 ELECTION OF CENTRAL TABLELANDS WATER COUNTY COUNCIL MEMBERS

File Number:	U1.6.7
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. FORM_Nomination of CTW Board member 02. CTW Information Sheet for Councillors 03. CTW Correspondence re Constituent Delegates
Precis:	Council must elect two (2) Councillors as its representatives on the CTW Board.
Budget:	\$ -

Central Tablelands Water (CTW) is a single-purpose county council responsible for providing water supply services on behalf of its constituent councils; Blayney, Cabonne and Weddin.

The CTW Board is the governing body responsible for managing the affairs of CTW County Council. The Board comprises two (2) elected representatives from each of the three (3) constituent councils.

Ordinary meetings of the CTW Board are currently held six (6) times a year on the second Wednesday of every second month. The next meeting is to be held on 9 February 2022.

All CTW Board members are paid an annual fee that is determined for county councils by the Local Government Remuneration Tribunal. The annual fee for 2021/2022 has been set at \$10,340.

Council's most recent representatives were Crs Bembrick and Best.

Further information is provided in the attached Information Sheet.

Nominations for the two (2) positions of CTW Board member are now invited. In accordance with the *Local Government (General) Regulation, 2021* two (2) or more Councillors may nominate a Councillor (one of whom may be the nominee) for the position of CTW Board member. Nominations must be in writing of the approved form and the nominee must consent to their nomination in writing. Schedule 9 of the *Local Government (General) Regulation, 2021* stipulates that, if the number of candidates is greater than the number of vacancies, a preferential ballot is to be held.

08 GENERAL MANAGER REPORTS

08.01 FILLING CASUAL VACANCIES OCCURRING IN THE OFFICES OF COUNCILLORS

File Number:	C2.1.11
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	nil
Precis:	Council has the option to use countbacks to fill casual vacancies
Budget:	\$ -

RECOMMENDATION

- i) Pursuant to section 291A(1)(b) of the *Local Government Act, 1993* (the Act) Council declare that casual vacancies occurring in the office of a Councillor within eighteen (18) months after the last ordinary election held on 4 December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act.
- ii) Council direct the General Manager to notify the NSW Electoral Commission of Council's decision in accordance with clause 393C(3) of the *Local Government (General) Regulation, 2021*.

Section 291A of the *Local Government Act, 1993* provides a countback of votes cast at the last ordinary election to be used instead of a by-election should a casual vacancy occur in the office of a Councillor if: -

- (a) the casual vacancy occurs within eighteen (18) months after the date of the last ordinary election of the Councillors for the area; and
- (b) Council has at its first meeting following that ordinary election of Councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.

Such a declaration would allow Council to fill vacancies at a lower cost than that of holding a by-election.

If Council resolves that a countback election is to be held to fill any casual vacancies, the General Manager is required under the *Local Government (General) Regulation, 2021* to notify the election manager of the ordinary election within seven (7) days of the resolution.

08.02 WRITTEN RETURN OF INTERESTS

File Number:	C2.2.2
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. FORM_Written Return of Interests 02. A Guide to Completing Returns of Interests
Precis:	All Councillors must lodge a Written Return of Interests after being elected
Budget:	\$ -

Under the 'Model Code of Conduct for Local Councils in NSW' (the Model Code of Conduct), all Councillors are required to disclose their personal interests in publically available returns of interests. These operate as a key transparency mechanism for promoting community confidence in Council decision making.

Councillors must make and lodge with the General Manager a return in the attached form, disclosing their interests within three (3) months after: -

- (a) becoming a Councillor; and
- (b) 30 June each year; and
- (c) becoming aware of an interest they are required to disclose under schedule 1 of the Model Code of Conduct that has not been previously disclosed in a return lodged under (a) or (b).

Council must make all returns of interests publically available in accordance with the requirements of the *Government Information (Public Access) Act, 2009*, the *Government Information (Public Access) Regulation, 2018* and relevant guidelines issued by the NSW Information Commissioner.

Information Access Guideline 1 states that Councillors' returns of interests must be made publicly available free of charge on Council's website, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on Council. It is open to Council to redact information from returns of interests (e.g. a person's signature and residential address) when publishing returns on its website where there is an overriding public interest against the disclosure that information.

08.03 DISCLOSURES OF POLITICAL DONATIONS AND ELECTORAL EXPENDITURE

File Number:	A2.39
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. Disclosures reporting periods and due dates 2021-2022
Precis:	Councillors must disclose political donations and electoral expenditure
Budget:	\$ -

All Councillors must submit political donations and electoral expenditure disclosures to the NSW Electoral Commission periodically during their term of office.

There are three (3) types of disclosures to submit each year: two (2) half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

Councillors must also submit disclosures in relation to their capacity as a candidate in the 2021 local government elections. These being two (2) half-yearly disclosures of political donations made and received and an annual disclosure of electoral expenditure incurred.

A timeline of the relevant disclosure obligation periods and lodgement dates for 2021/2022 is attached; the first disclosure must be submitted **by 25 February 2022**.

Detailed information about political donations and electoral expenditure disclosures is available on the [NSW Electoral Commission website](#).

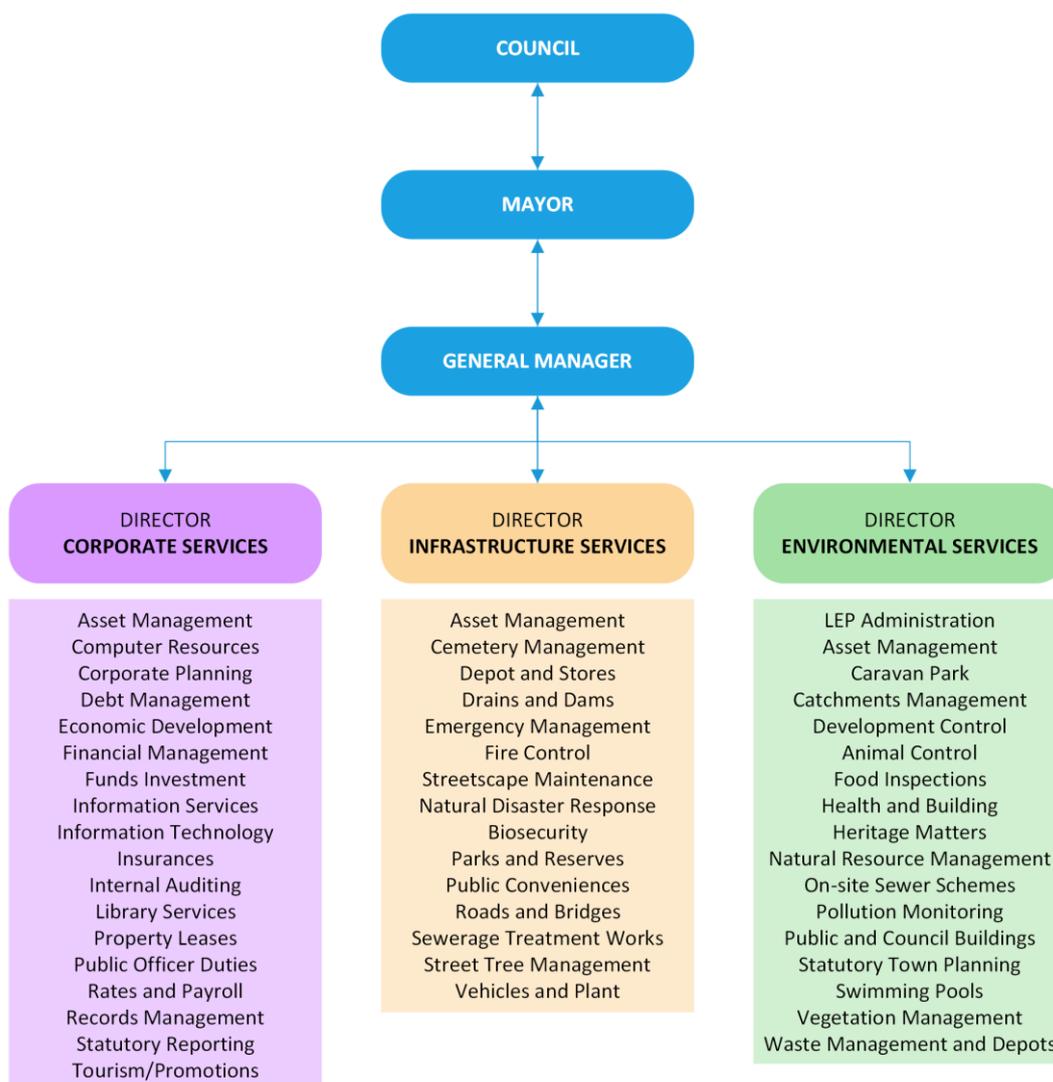
Section 328A of the *Local Government Act, 1993* stipulates that the General Manager must keep a register of copies of current declarations of disclosures of political donations lodged with the NSW Electoral Commission by or on behalf of Councillors. Council has a link on its website to the NSW Electoral Commission's website, which facilitates access to declarations of disclosures. The link satisfies the requirements of the aforementioned section of the Act.

08.04 DIRECTORATE TITLE CHANGE

File Number: C2.5.1
Author: Executive Assistant
Authoriser: General Manager
Attachments: nil
Precis: The Engineering directorate will now be known as Infrastructure Services
Budget: \$ -

The organisational structure of Weddin Shire Council, shown below, is divided into three (3) directorates that are responsible for different functions of Council.

The previously titled Engineering directorate has recently been renamed to Infrastructure Services so as to maintain consistency across the organisation and to clearly distinguish between the Director – Infrastructure Services (DIS) and Director – Environmental Services (DES) when using the abbreviated titles.



08.05 CODE OF MEETING PRACTICE

File Number:	C2.4.2
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	01. DRAFT POLICY_Code of Meeting Practice
Precis:	Council must review its Code of Meeting Practice
Budget:	\$ -

RECOMMENDATION

- i) Council approve the DRAFT Code of Meeting Practice to be placed on public exhibition for a period of 28 days.
- ii) A further report be submitted to Council following the public exhibition period.

PURPOSE

The purpose of this report is to ensure Council meets its obligations under Part 2 of the *Local Government Act, 1993* (the Act) in regards to Council meetings.

BACKGROUND

Section 360(3) of the Act states that: -

“A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.”

A DRAFT Code of Meeting Practice (DRAFT Code) has been prepared for Council’s consideration and adoption.

ISSUES AND COMMENTS

With the implementation of an alternative agenda management solution currently underway it is proposed to review the current Weddin Shire Council Code of Meeting Practice, previously adopted by the outgoing Council on 17 September 2020, so as to better reflect the ensuing changes this will have on the conduct of meetings.

POLICY/LEGAL IMPLICATIONS

The DRAFT Code of Meeting Practice, upon its adoption by Council, will replace the current Weddin Shire Council Policy No. 15.2.2 Code of Meeting Practice.

The DRAFT Code incorporates all mandatory provisions of the Model Code prescribed under the Act. Furthermore, the non-mandatory provisions contained in the DRAFT Code are not inconsistent with the mandatory provisions.

The preparation and public exhibition of the DRAFT Code is in accordance with section 361 of the Act.

FINANCIAL/RESOURCE IMPLICATIONS

The financial/resource implications of the preparation and public exhibition of the DRAFT Code are contained in existing budgets.

INTERNAL/EXTERNAL CONSULTATION

The DRAFT Code has been developed in consultation with Council staff involved in the current implementation of the new agenda management solution to ensure any anticipated changes are taken into account.

Councillors will be given the opportunity to peruse the DRAFT Code prior to consideration of the matter at the meeting.

If approved, the DRAFT Code will be placed on public exhibition to seek feedback and input which would then be included in a further report to Council for its consideration.

CONCLUSION

It is recommended that the DRAFT Code be approved for public exhibition as presented so as to comply with the *Local Government Act, 1993* and to facilitate a smooth transition to the new agenda management solution.

08.06 LOCAL GOVERNMENT NSW (LGNSW) SPECIAL CONFERENCE

File Number:	A3.18.3
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	nil
Precis:	Council is invited to attend the 2022 LGNSW Special Conference
Budget:	\$ -

RECOMMENDATION

- i) Council appoint and nominate the Mayor as its official delegate for voting purposes at the 2022 LGNSW Special Conference.
- ii) Any other delegates be appointed to attend the 2022 LGNSW Special Conference.
- iii) The Acting General Manager be authorised to attend the 2022 LGNSW Special Conference in an advisory capacity.

Each year, member councils across NSW attend an Annual Conference conducted by Local Government NSW (LGNSW). The Conference provides delegates an opportunity to share ideas, seek inspiration, and help determine the sector's policy directions for the coming year. Council, at its Ordinary meeting held 29 July 2021 resolved as follows: -

- i) Council appoint and nominate the Mayor as its official delegate for voting purposes*
- ii) Cr Parlett be appointed and nominated as a delegate*
- iii) the General Manager be authorised to attend.*

Due to last year's COVID-19 restrictions and subsequent postponement of the local government elections, the annual event was split into two components. An AGM event was held online on 29 November 2021, in which LGNSW presented its annual and financial reports, and a Special Conference event is scheduled to take place from 28 February 2022 until 2 March 2022. The Special Conference will include the debate and resolution of motions at the Hyatt Regency Hotel, setting the LGNSW advocacy agenda for 2022.

It is recommended that Council determine its delegates to attend the Special Conference.

08.07 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PHASE 3

File Number:	R2.78
Author:	Acting General Manager
Authoriser:	Acting General Manager
Attachments:	01. LRCI Phase 3 Funding Allocations 02. LRCI Phase 3 Guidelines 03. Proposed Projects
Precis:	Council has been allocated \$1.2 million under Phase 3 of the LRCI Program
Budget:	\$ -

RECOMMENDATION

Council authorise the Acting General Manager to sign and accept the LRCI Grant Agreement and commence the tender process for the projects as listed.

Council has been offered \$1,270,670 under the Local Roads and Community Infrastructure (LRCI) Program. The program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

The following projects are proposed for funding and will see a positive impact on the Weddin Shire community:

- » \$83,300 for Shire wide signage
- » \$425,000 REAP (Renewable Energy Action Plan)
- » 250,000 Festoon Lighting & decommission Essential Energy assets
- » 150,000 Quandialla Pool
- » 362,370 Council Administration Building Refurbishment

08.08 2022 AUSTRALIA DAY AWARDS

File Number:	C1.5.2
Author:	Executive Assistant
Authoriser:	General Manager
Attachments:	nil
Precis:	The 2022 Australia Day Award winners are to be determined
Budget:	\$ -

Reference is made to item AGM.03 of the Acting General Manager's report to the Ordinary Council meeting held on 21 October 2021.

Nominations for the 2022 Australia Day Awards were called in November/December 2021; the following have been received by Council: -

Category	Nominations
Citizen of the Year	David Sheehan
Senior Citizen of the Year	Jill Hodgson Anne Gault
Community Event/Organisation of the Year	Grenfell Community Health The Criterion Hotel Grenfell Car Club, Historic, Classic, Modern The Country Education Foundation of Grenfell Grenfell Lions Club Inc
Youth Achievement Awards	Jack Death Izabelle Murray Scarlett Nowlan Anna Hunt Marley Loader Genevieve McLelland
HSC Achievement Award	Anna Hunt

Winners of the various awards will be determined by the selection committee, comprising of the Mayor, Deputy Mayor and Acting General Manager. The results will be announced at the 2022 Australia Day ceremony to be held at Taylor Park, Grenfell. Awards will be presented at this time in Grenfell, with some awards to be presented at the relevant Australia Day ceremony held in the villages of Caragabal, Greenethorpe and Quandialla.

09 CORPORATE SERVICES REPORTS

09.09 AUDITED FINANCIAL STATEMENTS

File Number:	A3
Author:	Director Corporate Services
Authoriser:	Director Corporate Services
Attachments:	nil
Precis:	Council's external auditor has presented the 20/21 Financial Statements
Budget:	\$ -

RECOMMENDATION

- i) Council consider any submissions for the audited Financial Statements during the public exhibition period
- ii) Council note the audited Financial Statements for the financial year ending 30 June 2021.

PURPOSE

This report provides a brief of the Council's Audited Financial Statements for 2020/21. In accordance with the Local Government Act 1993, the statements are presented to Council for information.

BACKGROUND

Council's external auditor, Intentus Chartered Accountants, has presented the audited financial statements for 2020/21. In accordance with s.418(3) and s. 420 of the Local Government Act 1993, Council is required to place the audited financial statements on public exhibition, and seek submissions, before the statements are presented to Council. The public exhibition period concludes at 5pm, Thursday 24 February. A presentation of the statements, and submissions received, will be presented to Council at its meeting on Thursday 17 February. A high-level overview is provided below.

Weddin Shire Council	2021 \$000	2020 \$000
Income Statement		
Total income from continuing operations	23,728	19,685
Total Expenses from continuing operations	12,517	13,794
Operating result from continuing operations	11,211	5,891
Net operating result for the year	11,211	5,891
Net operating result before grants and contributions provided for capital purposes	341	3,571
Statement of Financial Position		
Total current assets	16,694	10,531
Total current liabilities	10,389	3,782
Total non-current assets	237,432	223,582
Total non-current liabilities	5,116	4,450
Total equity	238,621	225,881
Other Financial Information		
Unrestricted current ratio (times)	5.90	6.31
Operating performance ration (%)	(0.25)	(4.12)
Debt service cover ratio (times)	9.24	10.16
Rates and annual charges outstanding ration (%)	7.96	6.83
Infrastructure renewals ratio (%)	526.65	163.89
Own source operating revenue ratio (%)	30.14	44.77
Cash expense cover ratio (months)	16.75	8.50

10 ENVIRONMENTAL SERVICES REPORTS

10.10 DEVELOPMENT APPLICATION 63/2021

File Number:	T5
Author:	Director Environmental Services
Authoriser:	Director Environmental Services
Attachments:	Development Plans, SEE and Letter Requesting Variation to DCP
Precis:	DA 63/2021 reported to Council for determination
Budget:	\$ -

RECOMMENDATION

- i) Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979.
- ii) Development Application No. 63/2021, for a garage and carport on Lot 6 Section A DP 6820, 45 South Street Grenfell, be approved subject to the following conditions:

GENERAL CONDITIONS

1. Development is to be in accordance with approved plans.

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following table except where modified by any conditions of this consent.

Plan No./ Supporting Document	Prepared by/Reference Details	Weddin Shire Council Reference
Site Plan	Applicant Undated	Stamped No. 63/2021
Elevation Plans	MA Steel 20/10/21	Stamped No. 63/2021
Statement of Environmental Effects	Applicant	Stamped No. 63/2021

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 6, Division 8A of the Environmental Planning and Assessment Regulation 2000 (see attached Advisory Note).
3. The northern, eastern and southern walls of the open carport section of the building must not be enclosed.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

4. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Weddin Shire Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
5. The Applicant is to submit to Weddin Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works'.
6. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. Controls shall be installed in accordance with the 'Guidelines for Erosion and Sediment Control on Building Sites' developed by the Department of Land and Water Conservation 2001 as published on the NSW Department of Planning, Industry and Environment website - <https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Land-and-soil/guidelines-erosion-sediment-control-building-sites.pdf>

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

7. The demolition works shall comply with the provisions of Australian Standard AS2601:2001 The Demolition of Structures and the Work Health and Safety Act 2011.
8. All removal, transport and disposal of asbestos or other contaminated waste materials shall be controlled in accordance with the Work Health and Safety Act 2011 and the Safe Work Australia Code of Practice – How to Manage and Control Asbestos in the Workplace.
9. On the completion of the asbestos removal works, a Clearance Certificate is to be obtained in accordance with the Work Health and Safety Regulations 2011 and provided to Council.
10. All demolition work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
11. In accordance with Clause 162A of the Environmental Planning and Assessment Regulation 2000, where Council is nominated as the Certifier, the works must be inspected by Council at the times specified below:
 - (a) After excavation for, and prior to the placement of, any footings;
 - (b) In the case of a swimming pool, as soon as practicable after the barrier (if one is required under the Swimming Pools Act 1992) has been erected;
 - (c) Prior to pouring any in-situ reinforced concrete building element;

- (d) Prior to covering of the framework for any floor, wall, roof or other building element;
- (e) Prior to covering waterproofing in any wet areas;
- (f) Prior to covering any stormwater drainage connections; and
- (g) After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

Where Weddin Shire Council is required to carry out inspections the principal contractor for the building site, or the owner-builder, must notify Council at least 48 hours before each required inspection needs to be carried out. Failure to obtain an inspection of the works at the times specified above may prevent an Occupation Certificate being issued for the development.

12. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
13. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
14. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
15. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
16. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
17. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to a suitable location on the site in a manner that does not cause soil erosion or nuisance to adjoining properties.
18. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system.

19. Prior to undertaking any works within the road reserve area, the Applicant must obtain consent from the roads authority (Council) pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE

20. The Applicant must not commence occupation or use of the garage and carport until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
21. Prior to the issue of a Whole Occupation Certificate, the applicant must construct and seal/concrete/pave an access crossing to the development site from Weddin Street in accordance with the consent from the roads authority (Council) pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. All costs associated with the construction of the access driveway shall be borne by the Applicant.

ADVICE

Aboriginal Heritage

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

Dial Before You Dig

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800 810443.

Water Supply

Reticulated water mains in the Weddin Shire Council are controlled and managed by Central Tablelands Water. Where a new or modified connection to the water mains system is needed, you must contact Central Tablelands Water on 02 63917200 or at water@ctw.nsw.gov.au

Assessment Report

Introduction

Development Application No. 63/2021 proposes a garage and carport on Lot 6 Section A DP 6820, 45 South Street Grenfell (the development site). Copies of the site plan, elevation plans and Statement of Environmental Effects are included in the Attachment to this report. The application was lodged by Mr J Martens.

Description of Site

The development site is located on the corner of South and Weddin Streets within the township of Grenfell. The site is also bordered by an un-named laneway along the southern boundary. The allotment has an area of 536.24m² and contains an existing dwelling, garage and covered outdoor area. The development site is one of two allotments which make up the property known as 45 South Street. Figure 1 below provides a locality plan of the development site.



Figure 1. Locality Map

Description of Proposal

The applicant proposes the demolition of an existing garage and the construction of a new garage and carport in the south-east corner of the allotment. The location of the proposed garage and carport has a setback of 300mm from the eastern property boundary which adjoins Weddin Street, and a 300mm setback from the southern property boundary which adjoins an un-named laneway. The eastern portion of the proposed building adjacent to Weddin Street will contain the open sided carport.

The proposed garage and carport will be of steel frame construction with dimensions of 12 metres long, 7 metres wide, with floor to eave height of 2.7 metres and an apex height of 3.638 metres. The roof and walls of the building will be constructed using colorbond, Monument in colour to match the roof of the existing dwelling and existing side boundary colorbond fence.

Environmental Impact Assessment

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 63/2021:

S4.15(1)(a)(i) Any Environmental Planning Instrument**Weddin Local Environmental Plan 2011**

The subject land is zoned R1 General Residential under the provisions of Weddin Local Environmental Plan 2011. The proposed demolition of the existing garage and construction of a new garage and carport is permissible with consent in the R1 General Residential zone.

Clause 2.3(2) of the Weddin Local Environmental Plan 2011 requires that "The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone". The objectives of the R1 General Residential zone are as follows:

Zone R1 - General Residential**Objectives of zone**

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

The proposed garage and carport will be ancillary to the existing dwelling located on the development site. It is assessed that the proposed building is consistent with the R1 zone objectives.

State Environmental Planning Policies

The following State Environmental Planning Policies are considered relevant to Council's consideration:

State Environmental Planning Policy (SEPP) No 55—Remediation of Land

Under SEPP 55 a consent authority must not consent to the carrying out of any development on land unless:

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose

There are no known prior land-uses on the development site that are likely to have resulted in the contamination of the land. A site inspection of the property did not reveal any evidence of contamination. The Statement of Environmental Effects submitted with the application does not mention any previous land use likely to have resulted in contamination of the site. It is assessed that no further investigation regarding land contamination is warranted.

State Environmental Planning Policy (Infrastructure) 2007

The proposed development is not within or immediately adjacent to an easement for electricity purposes or an electricity substation, and is not within 5 metres of an exposed overhead electricity power line. Therefore, the application is not required to be referred to the electricity supply authority.

State Environmental Planning Policy (Koala Habitat Protection) 2021

SEPP (Koala Habitat Protection) 2021 applies to the Weddin Shire. An assessment of the proposed development has been undertaken in accordance with the requirements of the SEPP. It is assessed that the proposed development will not impact on any Koala habitat.

State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

The development site is located within the R1 General Residential zone and therefore SEPP (Vegetation in Non-Rural Areas) 2017 applies to the land. The development does not propose the removal of any trees and therefore it is considered that the application complies with this SEPP.

S4.15 (1) (a) (ii) Any draft Environmental Planning Instrument

There are no draft Environmental Planning Instruments that apply to the development.

S4.15 (1) (a) (iii) Any Development Control Plan (DCP)

Weddin Shire Development Control Plan 2014*Chapter 5 – Urban Residential Development*

The proposed development has been assessed to comply with the applicable requirements of Chapter 5 of the DCP with the exception of clause 5.7, Setback to Street. This clause stipulates the minimum building line setback to be 6 metres and on a corner allotment, one of the setbacks to the street may be reduced as a secondary setback to a minimum of 3 metres. A reduction in the minimum building line will only be considered where there is sufficient reasons and justification for the proposed reduction having regard to the existing adjoining development.

The objectives of clause 5.7 as detailed in the DCP are:

- To ensure the established character and streetscape is retained;
- To ensure continuity within the existing streetscape;
- To integrate new development within the existing setback from the street;
- To provide sufficient space for landscaping at the front of dwellings to achieve integration with adjoining dwellings.

The new garage and carport building is proposed with a 300mm setback from the eastern property boundary which adjoins Weddin Street along with a 300mm setback from the southern boundary which adjoins an un-named laneway.



Figure 2. View of development site from Weddin Street.

Site inspection of the area has identified that the existing dwelling on the development site is already located within the 3 metre secondary road setback area. A number of other properties located on Weddin Street also have structures which are within the 3 metre secondary road setback area.



Figure 3. View of development site looking North showing the location of the existing dwelling in relation to the eastern boundary.

It is considered that the proposed reduced secondary road setback is suitable in this case due to the following:

- the existing dwelling on the site is already located within the 3 metre setback area;
- a number of other buildings in the surrounding area have reduced setbacks from Weddin Street;
- The open carport area of the proposed building will be located within the setback area and therefore will have less visual impact. A condition has been included in the recommendation to ensure that the carport section remains open and not enclosed; and
- The proposed development is assessed as being consistent with the existing streetscape and character of the area.

Chapter 15 – Public Consultation

The proposed garage and carport building has a combined floor area of 84m² and therefore was not required to be advertised and notified in accordance with the requirements of Chapter 15 of the Weddin DCP 2014.

S 4.15(1)(a)(iiia) provisions of any Planning Agreement(s)

There is no planning agreement that has been entered into under Section 7.4 of the Environmental Planning and Assessment Act 1979 by the applicant in relation to the development proposal. Similarly, the applicant has not volunteered to enter into a draft planning agreement for the development proposal.

S4.15(1)(a)(iv) The EP & A Regulations

Section 4.15(1) (a) (iv) requires the Council to also consider Clauses 92, 93, 94 and 94A of the Environmental Planning and Assessment Regulation. The following provides an assessment of the relevant Clauses of the Regulation:

- Clause 92 – The Government Coastal Policy does not apply to the Weddin Shire and therefore Clause 92(1) (a) and (b) are not applicable to this development proposal. The proposal does involve demolition work and therefore the requirements of Clause 92(2) have been considered. A condition of development consent has been included in the recommendation to require compliance with AS 2601-1991: The Demolition of Structures.
- Clause 93 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 93 is unnecessary.
- Clause 94 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not applicable.
- Clause 94A – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.

S4.15(1)(b) The likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

The development site is located within a residential area in Grenfell. The site is located on the corner of South and Weddin Streets and is also bordered by an un-named laneway to the south. An existing dwelling, garage and covered outdoor area are located on the property.

The existing dwelling is currently located within the 3 metres secondary road setback area required by Councils DCP. A number of other properties within Weddin Street also contain structures which are within the secondary road setback area.

The open carport section of the proposed building is proposed within the secondary road setback from Weddin Street. The open style of the carport will lessen the visual impact of the proposed development. A condition has been included in the recommendation to ensure that the carport section remains open and not enclosed.

It is considered that the proposed development will be consistent with the existing context and setting of the area.

Access, Transport and Traffic

Vehicular access to the development site is currently gained via Weddin Street, which is a sealed Council road. A condition has been included in the recommendation to require the existing entrance to be upgraded to comply with Councils entrance standards.

Public Domain

The proposal will not have a negative impact on public recreational opportunities or public spaces in the locality.

Heritage

The development site is not located within a heritage conservation area and does not contain any items of environmental heritage listed in schedule 5 of the Weddin Local Environmental Plan 2011. It is assessed that the proposed development will not impact on any heritage items in the vicinity.

Other Land Resources

The land does not contain any recorded mineral deposits and the proposal will not negatively impact any water catchment areas.

Water, Sewerage and Stormwater

The application will not impact on existing water, sewer or stormwater infrastructure. The application is unlikely to create any adverse impacts on surface water or groundwater.

Soils

The application will not have a negative impact on soils in the locality.

Air and Microclimate

Minimal amounts of dust may be generated during the construction period. Once construction works are complete the development will not impact on air quality.

Flora and Fauna

The proposal does not require the removal of any trees. The development is not expected to impact on any critical habitats or threatened species.

Waste

Any construction waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

Energy

The proposed building is not expected to greatly increase the use of energy. The development is not BASIX affected development and therefore a BASIX certificate is not required under the Environmental Planning and Assessment Regulation 2000.

Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended.

Natural Hazards

The land is not mapped as bushfire prone or flood prone. There are no other identified natural hazards affecting the development.

Technological Hazards

There are no identified technological hazards.

Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

Social and Economic Impacts on the locality

The proposed development will not result in any negative social or economic impacts.

Site Design and Internal Design

The design of the development is satisfactory for the site and without any identified adverse impacts. A reduction of the required 3 metre secondary road setback to 300mm is considered acceptable in this case.

Construction

The proposed development will be built in accordance with the Building Code of Australia. No adverse impacts are anticipated to occur as a result of the development.

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity on site will occur during the construction phase.

S4.15(1)(c) The Suitability of the Site for the Development

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality. It is considered that the proposed development will not create adverse impacts within its local setting. It is assessed that the development will not impact upon any existing services. The development site is not identified as flood prone or bushfire prone and is not otherwise constrained by natural features. The site is considered suitable for the development subject to the imposition of appropriate conditions of consent.

S4.15(1)(d) Any submissions made in accordance with the Act or Regulation(s)Public Consultation

The Development Application was not required to be advertised or notified in accordance with Council's Development Control Plan 2014.

Public Authority Consultation:

The subject development application did not require any consultation with public authorities.

Internal Referrals

The development application was referred to Councils Engineering Department for comment. Objections were raised to the development subject to the imposition of appropriate conditions of consent requiring the upgrading of the vehicular entrance to the site to comply with Councils Engineering Standards.

S4.15(1)(d) The Public InterestCommunity Interest

The proposed development has been considered in terms of the context and setting of the locality in previous sections to this report. The proposed development will not impose any identified adverse economic or social impacts on the local community.

Section 7.11 & 7.12 Contributions

Council does not have a Section 7.11 or Section 7.12 Contributions Policy and therefore such contributions are not applicable to the proposed development.

Conclusion

Development Application No. 63/2021 proposes a garage and carport on Lot 6 Section A DP 6820, 45 South Street, Grenfell.

The application was supported by a Statement of Environmental Effects and development plans, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of the Weddin Local Environmental Plan 2011, relating to development in the R1 General Residential zone and is consistent with the existing land-use activities of the locality.

The application proposes a variation to the secondary street setback requirements of Councils DCP. It has been assessed that the proposed variation is suitable in this case and will not adversely impact on the streetscape or character of the area.

Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council should not refuse the development application. Accordingly, a recommendation of conditional approval is listed in the recommendation.

11 CLOSED COUNCIL**RECOMMENDATION**

The meeting now be closed to the public under section 10 of the *Local Government Act 1993* to consider the items following because of their confidential nature:

11.11 T8/2021: Construction of Caragabal RFS Brigade Station Shed

This matter is considered to be confidential under section 10A(2)(d)(i) of the *Local Government Act 1993*, and Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information.

FORM 2.1.2: Nomination of Mayor

C2.1.3

1. **FORM NUMBER:** 2.1.2
2. **FORM NAME:** Nomination of Mayor
3. **VERSION DATE:** 22 December 2021

NOMINATION OF MAYOR

NOMINATION

We hereby nominate _____ for the position of Mayor of the
[full name of Nominee]

Weddin Shire Council for the following term of office: -

commencing: 11 January 2022

concluding: 21 September 2023

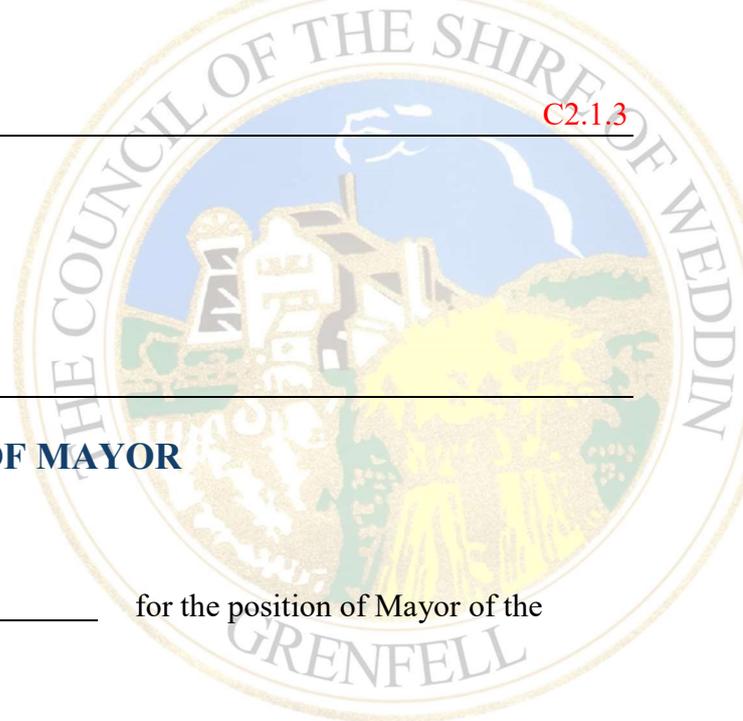
Signed: _____
[signature of Nominator 1]

[signature of Nominator 2]

ACCEPTANCE

I accept the nomination for the position of Mayor of the Weddin Shire Council for the above term.

Signed: _____
[signature of Nominee]



FORM 2.2.2: Nomination of Deputy Mayor

C2.1.3

1. **FORM NUMBER:** 2.2.2
2. **FORM NAME:** Nomination of Deputy Mayor
3. **VERSION DATE:** 22 December 2021

NOMINATION OF DEPUTY MAYOR

NOMINATION

We hereby nominate _____ for the position of Deputy Mayor of
[full name of Nominee]
the Weddin Shire Council for the following term of office: -

commencing: 11 January 2022

concluding: 21 September 2023

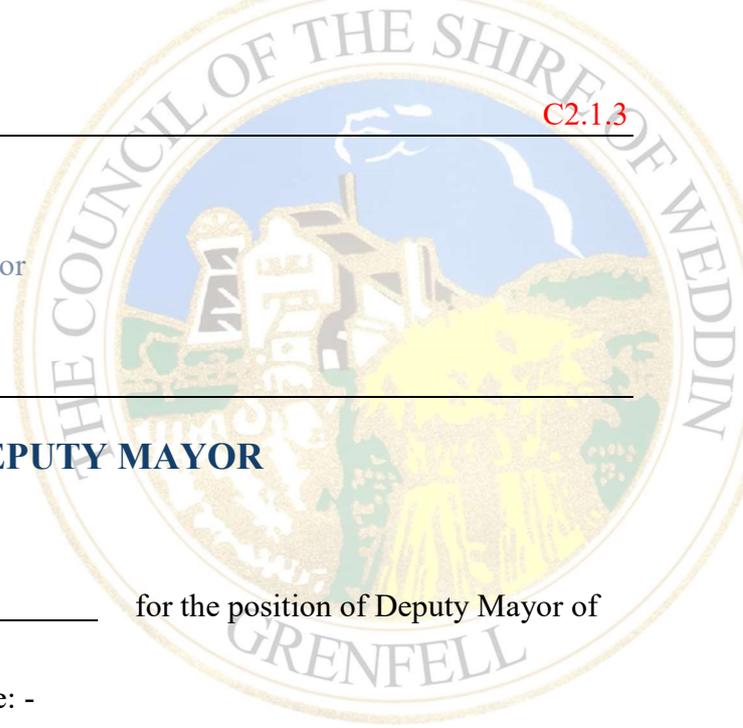
Signed: _____
[signature of Nominator 1]

[signature of Nominator 2]

ACCEPTANCE

I accept the nomination for the position of Deputy Mayor of the Weddin Shire Council for the above term.

Signed: _____
[signature of Nominee]



FORM 2.3.1: Nomination of CTW Board Member

U1.6.7

- 1. **FORM NUMBER:** 2.3.1
- 2. **FORM NAME:** Nomination of CTW Board Member
- 3. **VERSION DATE:** 6 January 2022

NOMINATION OF CTW BOARD MEMBER

NOMINATION

We hereby nominate for the position of CTW Board Member _____
[full name of Nominee]

of the Weddin Shire Council for the following term of office: -

commencing: 11 January 2022 concluding: September 2024

Signed: _____
[signature of Nominator 1]

[full residential address of Nominator 1]

[full residential address of Nominator 1]

Signed: _____
[signature of Nominator 2]

[full residential address of Nominator 2]

[full residential address of Nominator 2]

ACCEPTANCE

I accept the nomination for the position of CTW Board Member of the Weddin Shire Council for the above term.

Signed: _____
[signature of Nominee]

[full residential address of Nominee]

[full residential address of Nominee]

Getting on 'Board' with Central Tablelands Water

This information sheet aims to help councillors understand the role of Central Tablelands Water and its Board by answering some frequently asked questions.

Who is Central Tablelands Water?

Central Tablelands Water (CTW) is a single-purpose county council that has been responsible for providing water supply services to many communities in the Central West since 1944.

Under the Local Government Act 1993 (NSW) a county council can be established to undertake one or more functions on behalf of one or more constituent councils within their local government areas.

As a county council, CTW is a unique organisation given it is made up of three constituent councils that each depend on it to deliver an essential service of drinking water for their communities.

Who are Central Tablelands Water's constituent councils?

CTW's three constituent councils are:

- Blayney Shire Council
- Cabonne Council
- Weddin Shire Council

What water supply services does Central Tablelands Water deliver?

Currently, CTW supplies drinking water directly to rural, residential, commercial and other properties in the local government areas of Blayney, Cabonne and Weddin.

CTW supplies water to 14 towns and villages including Blayney, Cudal, Mandurama, Canowindra, Eugowra, Millthorpe, Carcoar, Grenfell, Manildra, Cargo, Lyndhurst, Quandialla, Woodstock, Gooloogong, and Cowra Shire Council's rural's and rural properties on Council Trunk Mains.

Who is Central Tablelands Water's governing body?

The CTW Board is the governing body responsible for managing the affairs of Central Tablelands Water County Council.

CTW as a county council is a separate organisation to local councils in its service area. The 'constituent councils' nominate Councillors from each local government area to form CTW's Board. The Board currently comprises six members – two elected representatives from each of the three constituent councils.

How often does the Central Tablelands Water Board meet?

A county council's governing body must meet at least four times a year.

Ordinary meetings of the CTW Board are currently held six times a year (on the second Wednesday of every second month). The agenda becomes available to the Board's members on the Friday prior to the scheduled meeting.

Meetings are held at each constituent council local government area on a rotational basis.

Meetings of a county council are subject to the requirements of the Local Government Act 1993 (NSW). CTW also has a Code of Meeting Practice Policy which provides a model for the convening and conduct of Council and Committee meetings. It establishes policy and guidelines for Council and promotes accountability to the community.

Does Central Tablelands Water's Board have a chairperson?

Yes, the CTW Board elects a chairperson from amongst its members. The chairperson holds office for two years and is responsible for presiding at Board meetings as well as exercising other functions of the county council as the Board determines.

The CTW Board also elects a deputy chairperson on an annual basis.

Do Central Tablelands Water’s Board members have additional travel requirements?

Given the size of CTW’s supply area, its Board members are required to travel beyond their own local government areas.

Board members must be able to travel to and from Board meetings and may also be required to attend approved site inspections, conferences and other official engagements and functions.

CTW ensures that its Board members are reimbursed all reasonable travel expenses related to defined county council business.

Are Central Tablelands Water’s Board members remunerated?

Yes, all CTW Board members are paid an annual fee that is determined for county councils by the Local Government Remuneration Tribunal.

The Tribunal set both a minimum and maximum fee. The CTW Board then adopt the annual fee to be paid to its members within these limits. Any annual fee that is fixed by the Board must be the same for each member. If the Board does not fix an annual fee, each member must be paid the minimum fee determined by the Tribunal. The CTW Board adopted the maximum annual fee for 2021/2022 being \$10,340.

The CTW chairperson is also paid an additional annual fee. Again, the Local Government Remuneration Tribunal sets both a minimum and maximum additional fee, which can then be fixed by the Board within these limits. The CTW Board adopted the maximum annual fee for 2021/2022 being \$16,990.

The CTW Board can resolve to pay the deputy chairperson an additional fee for such time as they act in the office of chairperson.

Central Tablelands Water ‘Key Stats’

Water Supply System

- Covers 8,000km²
- 6,000 water connections
- Services 15,000 consumers
- Lake Rowlands 4.5GL dam
- Over 580km of piping (trunk & retic)
- 45 reservoirs
- 28 pumping stations
- 2 water treatment plants

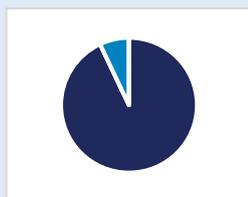
2020/21 Financial Results

- Total income \$7.5M
- Capital expenditure \$2.1M
- Total expenditure \$7.3M
- Total assets \$91.4M

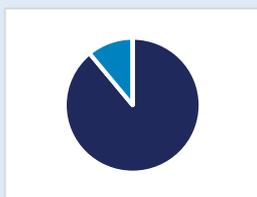
Organisation

- 23 staff members
- Main office in Blayney and depots in Blayney, Canowindra and Grenfell

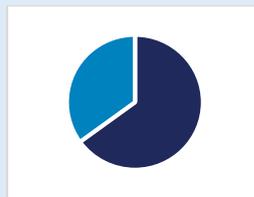
2019 Customer Satisfaction Survey



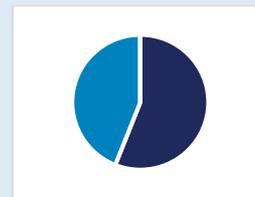
93% overall satisfaction with water supply service



89% had no water quality issues

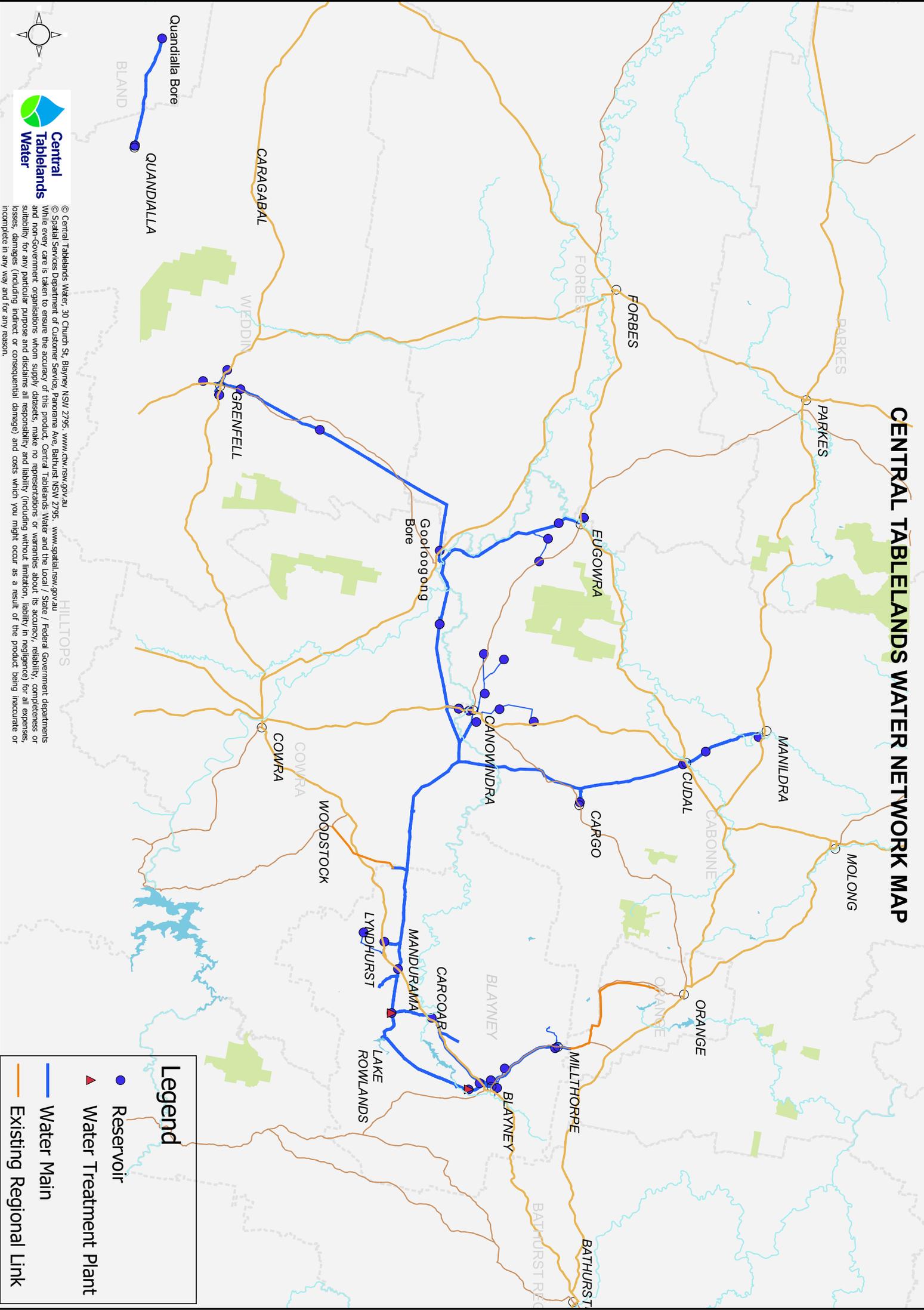


65% support moderate increases to their water bill for additional water security



56% support higher water restrictions to manage our finite resource

CENTRAL TABLELANDS WATER NETWORK MAP



© Central Tablelands Water, 30 Church St, Blayney NSW 2795. www.cdw.nsw.gov.au
 © Spatial Services Department of Customer Service, Parramatta Ave, Bathurst NSW 2795. www.spatial.nsw.gov.au
 While every care is taken to ensure the accuracy of this product, Central Tablelands Water and the Local / State / Federal Government departments and non-Government organisations whom supply datasets, make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the product being inaccurate or incomplete in any way and for any reason.

Legend

- Reservoir
- ▲ Water Treatment Plant
- Water Main
- Existing Regional Link



20 MAR 2016

A14

WEDDIN SHIRE COUNCIL

DATE 17 MAR 2016

REG No 000514

FILE No U1.6.7.

NOTE

ATTEND

REPOST

REPLY

Our Reference: GO.AM.1
Contact: Gavin Rhodes
26 February 2016

Mr Glenn Carroll
General Manager
Weddin Shire Council
PO Box 125
GRENFELL NSW 2799

Dear Glenn,

Re: Constituent Delegates

At its meeting in Grenfell on 18 February 2016, the Council of Central Tablelands Water (CTW) resolved the following:

"The General Manager write to all existing constituent councils requesting that future elected members of CTW's governing body be consumers of the CTW water supply network."

[Council is of the opinion that consumers should be represented by an elected representative being a property owner who is connected to the CTW water supply network. This is consistent with the qualification of a councillor in a general purpose council whereby the councillor must be a ratepayer of the relevant council.]

Yours faithfully,


Gavin Rhodes
General Manager

For information

1. **FORM CATEGORY:** Councillor
2. **FORM NUMBER:** 1.1.3
3. **FORM NAME:** Written Return of Interests 2022
4. **VERSION DATE:** 7 January 2022

WRITTEN RETURN OF INTERESTS DISCLOSED BY COUNCILLORS AND DESIGNATED PERSONS

The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

This form is set out according to Schedule 2 of the Model Code of Conduct and in accordance with the Office of Local Government's "Model Code of Conduct for Local Councils in NSW – A Guide to Completing Returns of Interest".

DIRECTIVES

If this is the first return you have been required to lodge with the General Manager after becoming a Councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a Councillor or designated person.

If you have previously lodged a return with the General Manager and you are completing this return for the purposes of **disclosing a new interest** that was not disclosed in the last return you lodged with the General Manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a Councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.

If you have previously lodged a return with the general manager and are submitting a **new return for the new financial year**, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Further information and guidelines in regards to the matters to be disclosed in this form is available from The Office of Local Government's website <https://www.olg.nsw.gov.au/councils/governance/model-code-of-conduct/model-code-of-conduct-and-procedures-2018/>. A copy of the "Model Code of Conduct for Local Councils in NSW – A Guide to Completing Returns of Interest" will also be provided with this form.

IMPORTANT INFORMATION

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the General Manager at the Council Chambers in a register of returns. The General Manager is required to table all returns at a Council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

A GUIDE TO COMPLETING RETURNS OF INTEREST

Introduction

Under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct), certain council officials are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

You must complete and lodge your return of interests in accordance with the requirements in the Model Code of Conduct.

You must not lodge a return that you know or ought to know is false or misleading in a material particular.

Complaints about breaches of these requirements are to be referred to the Office of Local Government (OLG) and may result in disciplinary action by the council, the Departmental Chief Executive, or the NSW Civil and Administrative Tribunal.

Important information

Who must submit a return of interests?

You must complete and lodge a return of interests if you are a councillor or designated person.

Designated persons include:

- the general manager
- senior staff, and
- staff, delegates of councils or members of committees who the council identify as

exercising functions that could give rise to a conflict of interest.

When must I submit a written return of interests?

You must submit a return of interests within three months of being elected or becoming a designated person and submit a new return annually (within three months of the start of each financial year).

You do not need to submit a return of interests if you have already submitted a return in the three months preceding 30 June, or if you ceased to be a councillor or designated person in the three months preceding 30 June.

If, at any time, you become aware of any new interests that need to be disclosed, you must submit a new return within three months of becoming aware of the interests.

Who must I lodge my return of interests with?

All returns of interests are to be lodged with the council's general manager.

A return lodged within 3 months of 30 June must be tabled at the first council meeting after the last day the return was required to be lodged.

A return lodged at any other time must be tabled at the first council meeting after the return was lodged.

Must my return of interests be made publicly available?

Yes. Councils must make all returns of interests publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the NSW Information Commissioner.

The Information Commissioner has issued Information Access Guideline 1 in relation to the publication of information contained in returns of interests. Guideline 1 states that councillors' and designated persons' returns of interests must be made publicly available free of charge on councils' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council.

It is open to councils to redact information from returns of interests (eg a person's signature and residential address) when publishing returns on their websites where there is an overriding public interest against the disclosure that information.

For more information, see Guideline 1 which is available [here](#) and OLG's guidance on the implementation of Guideline 1 which is available [here](#).

Is there a standard form for submitting a return of interests?

Yes. Written returns of interests are to be in the form set out in Schedule 2 of the Model Code of Conduct.

A copy is attached to this Guide.

How do I complete a return of interests?

For those who are lodging their first return

If you are lodging a return for the first time, you do not need to complete Parts C, D and I of the return.

All other parts should be completed with information based on your circumstances at the date when you became a councillor or designated person.

Note:

→ **If you are lodging your first return:**

- **the 'return date' is the date you became a councillor or designated person, and**
- **leave the return 'period' at the top of the form blank**

If you have acquired any new interests that need to be disclosed in the return in the period between the return date and the date on which you are completing a return for the first time, you should also disclose these in the return to avoid the need to complete a further return disclosing the new interests.

For those who are lodging their annual return

Complete all parts of the return if you are lodging a new return for the new financial year.

The return should be completed with information based on your circumstances for the 12-month period beginning on 30 June of the previous year to 30 June of this year.

Note:

→ **If you are lodging your annual return:**

- **the 'return date' is 30 June of the calendar year in which the return is made, and**
- **the return 'period' is from 30 June of the previous year to 30 June of the current year.**

For those who are disclosing new interests

Complete all parts of the return if you are disclosing a new interest that was not disclosed in the last return you lodged with the general manager.

The form should be completed with information based on your circumstances from either 30 June of the previous financial year **or** the date you became a councillor or designated person (**whichever is later**), to the date you became aware of the new interest you are disclosing.

Note:

- **If you are disclosing new interests:**
- **the 'return date' is the date you became aware of the interest(s), and**
 - **the return 'period' is from 30 June of the previous financial year, or the date on which you became a councillor or designated person (whichever is later) to the date you became aware of the interest(s).**

What interests do I need to disclose?

You must not lodge a return that you know or ought to know is false or misleading in a material particular.

In completing your return, you must disclose all relevant interests whether or not they are acquired or held in NSW or Australia.

In the case of interests in real property, you must disclose all interests in real property you hold in Australia.

Part A – Real property

In this section, you must disclose the:

- street address of each parcel of real property you had an interest in:
 - on the return date, and
 - since 30 June of the previous financial year, and
- nature of the interest (eg freehold, lease, option to purchase etc).

You do not need to disclose an interest in a parcel of real property if you ceased to have the interest prior to becoming a councillor or designated person.

You also do not need to disclose an interest in a parcel of real property if your interest was:

- as executor of a will, or administrator of an estate, of a deceased person, **and** you were not a beneficiary under the will or intestacy, or
- as a trustee, if the interest was acquired in the course of an occupation that was not related to your duties as a councillor or designated person.

Note:

- **'Address' is defined in clause 1 of schedule 1 of the Model Code of Conduct**
- **'Real property' refers to any real property in Australia.**

Part B – Sources of income

In this section you must disclose each source of income you:

- reasonably expect to receive from the first day after the return date to 30 June, and
- received in the period since 30 June of the previous financial year.

In disclosing sources of income from your occupation, you must disclose:

- a description of your occupation, and
- if you are employed or the holder of an office, the name and address of your employer, or a description of the office, and
- if you have entered into a partnership with other persons, the name (if any) of the partnership.

In disclosing sources of income from a trust, you must disclose the name and address of the settlor and trustee.

In disclosing the sources of any other income, you must provide a description that identifies the person you received or reasonably expect to receive the income from, or the circumstances in which you received or reasonably expect to receive the income.

You do not need to disclose a source of income if:

- it did not exceed, or you do not reasonably expect it to exceed, \$500
- you ceased to receive income from that source prior to becoming a councillor or designated person, or
- it is your fee as a councillor.

Part C – Gifts

In this section, you must disclose all gifts you have received since 30 June of the previous financial year.

Gifts include any item, property or money you have been given without consideration or with inadequate consideration, unless it was received under a will.

You must provide a description of the gift and the name and address of the person/organisation that gave you the gift.

You do not need to disclose gifts if:

- they did not exceed \$500 in value, unless it was among gifts totalling more than \$500 from the same person/organisation within the last 12 months
- it was given to you by a relative (see below for a definition of “relative”)
- it was a political donation that has been disclosed or is required to be disclosed under the *Electoral Funding Act 2018*, or
- it was received prior to you becoming a councillor or designated person (unless you have received a subsequent gift from the same person/organisation since becoming a councillor/designated person and within a 12-month period and the gifts total more than \$500).

Note:

→ **The amount of a gift (other than money) is equal to the monetary value of the gift**

→ **‘Relative’ is defined in clause 1 of schedule 1 of the Model Code of Conduct. Relatives include your:**

- **spouse or de facto partner**
- **parents, grandparents, brothers, sisters, uncles, aunts, nephews, nieces, lineal descendants or adopted children and any of those persons’ spouses or de facto partners, and**
- **spouse’s or de facto partner’s parents, grandparents, brothers, sisters, uncles,**

aunts, nephews, nieces, lineal descendants or adopted children and any of those persons’ spouses or de facto partners.

Part D – Contributions to travel

In this section you must disclose the:

- name and address of any person who has made a financial or other contribution to the expenses of any travel you have undertaken since 30 June of the previous financial year
- dates on which you undertook the travel, and
- names of the states and territories and of the overseas countries where the travel was undertaken.

You do not need to disclose a contribution to travel if:

- it was made from public funds
- it was made by a relative (see above for a definition of “relative”)
- it was made in the ordinary course of your occupation that was not related to your functions as a councillor or designated person
- it was under \$250, unless it was among gifts totalling more than \$250 from the same person/organisation within the last 12 months
- it was a political donation that has been disclosed or is required to be disclosed under the *Electoral Funding Act 2018*
- it was made by a political party you are a member of and you undertook the travel for the purpose of political activity of the party in NSW, or to represent the party within Australia, or
- you received the contribution prior to becoming a councillor or designated person (unless you have received a subsequent gift or contribution from the same person/organisation since becoming a councillor/designated person and within a 12 month period and the gifts/contributions total more than \$250).

Note:

→ **The amount of a contribution (other than money) is equal to the monetary value of the contribution.**

Part E – Interests and positions in corporations

In this section, you must disclose:

- the name and address of each corporation in which you held an interest or position (whether remunerated or not) on the return date and since 30 June of the previous financial year
- the nature of the interests or positions held in each corporation, and
- a description of the principal objects (if any) of each corporation, except if it is a listed company.

You do not need to disclose an interest or position in a corporation if the corporation:

- is formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, **and**
- it is required to apply its profits or other income for the purpose of promoting its objects, **and**
- it is prohibited from paying any dividend to its members.

You also do not need to disclose an interest in a corporation if it is a beneficial interest in shares in the corporation that does not exceed 10 per cent of the voting rights in the corporation.

You also do not need to disclose an interest or position in a corporation if you ceased to hold the interest or position prior to becoming a councillor or designated person.

Part F – Are you a property developer or close associate of a property developer?

In this section, you must disclose if you are a 'property developer' or a close associate of an individual or corporation that is a 'property developer' for the purposes of the *Electoral Funding Act 2018*.

A person or a corporation is a 'property developer' if they carry out a business mainly concerned with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit, **and** in the course of that business:

- one 'relevant planning application' has been made by or on behalf of the individual or corporation and is pending, or
- three or more 'relevant planning applications' made by or on behalf of the individual or corporation have been determined within the preceding seven years.

You will be a close associate of a person who is a property developer if:

- you are the spouse of the person, or
- where the person has made a 'relevant planning application' that is pending, you are in a joint venture or partnership with the person in connection with the 'relevant planning application' and you are likely to obtain a financial gain if it is approved or carried out.

You will be a close associate of a corporation that is a property developer if:

- you or your spouse are a director or officer of the corporation
- you or your spouse have voting power in the corporation or a related body corporate of the corporation that is greater than 20%
- where the corporation is a trustee, manager or responsible entity in relation to a trust, you hold more than 20% of the units in the trust (in the case of a unit trust) or you are a beneficiary of the trust (in the case of a discretionary trust), or
- where the corporation has made a 'relevant planning application' that is pending, you are in a joint venture or partnership with the corporation in connection with the 'relevant planning application' and you are likely to obtain a financial gain if it is approved or carried out.

Note:

→ **'Relevant planning application' is defined in section 10.4 (Disclosure of political donations and gifts) of the *Environmental Planning and Assessment Act 1979*.**

Part G – Positions in trade unions and professional or business associations

In this section, you must disclose:

- the name of each trade union and of each professional or business association in which you held any position (whether remunerated

- or not) on the return date and since 30 June of the previous financial year, and
- a description of the position.

You do not need to disclose a position in a trade union or a professional or business association if you ceased to hold that position prior to becoming a councillor or designated person.

Part H – Debts

In this section, you must disclose the name and address of each person you are/were liable to pay a debt to on the return date, and at any time since 30 June of the previous financial year.

You must disclose a liability to pay a debt whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year.

You do not need to disclose a liability to pay a debt if:

- the debt arose from a loan you have with a deposit taking institution (eg a bank) or other authorised deposit taking institution which lends money, and the loan was part of the institution’s ordinary course of business
- the amount to be paid did not exceed \$500, **unless** the debt was one of two or more debts owed to the same person, and the combined value of the debts exceed \$500.
- the debt was owed to a relative (see above for a definition of “relative”)
- in the case of a debt for the supply of goods or services:
 - the goods or services were supplied to you within the 12 months before the return date, or at any time since 30 June of the previous financial year, or
 - the goods or services were supplied to you in the ordinary course your occupation that is not related to your duties as a councillor or designated person, or
- the debt was discharged prior to you becoming a councillor or designated person, unless the debt was one of two or more debts you owe to the same person, and the value of the combine debts exceeds \$500.

Part I – Dispositions of real property

In this section you must disclose details of each disposition of real property by you (including the street address of the property) since 30 June of the previous financial year if you wholly or partly retained the use and benefit of the property, or the right to re-acquire it.

You must also disclose details of each disposition of real property to another person under an arrangement with you (including the street address of the property), since 30 June of the previous financial year under which you obtained wholly or partly the use of the property.

You do not need to disclose a disposition of real property if it was made prior to you becoming a councillor or designated person.

Part J – Discretionary disclosures

In this section, you may voluntarily disclose any other interests, benefits, advantages or liabilities you may have, whether or not they are pecuniary, which you have not been required to disclose elsewhere in the return.

DISCLOSURE OF INTERESTS FORM

REQUIRED TO BE LODGED UNDER CLAUSE 4.21
OF THE MODEL CODE OF CONDUCT FOR
LOCAL COUNCILS IN NSW



Disclosure of pecuniary interests and other matters by *[full name of councillor or designated person]*
as at *[return date]* in respect to the period from *[date]* to *[date]*.

Signed: *[councillor's or designated person's signature]*

Date: *[date]*

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
<i>[address]</i>	<i>[details]</i>

B. Sources of income

1. Sources of income I:

- reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
<i>[description]</i>	<i>[name and address]</i>	<i>[name]</i>

2. Sources of income I:

- reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
- received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
<i>[name and address]</i>	<i>[name and address]</i>

3. Sources of other income I:

- reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- received at any time since 30 June:

Sources of other income
<i>[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]</i>

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
<i>[details]</i>	<i>[name and address]</i>

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
<i>[name and address]</i>	<i>[dates]</i>	<i>[names]</i>

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
<i>[name and address]</i>	<i>[details]</i>	<i>[details]</i>	<i>[details]</i>

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
<i>[name]</i>	<i>[details]</i>

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
<i>[name]</i>

I. Disposition of property

- | |
|--|
| 1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time |
|--|

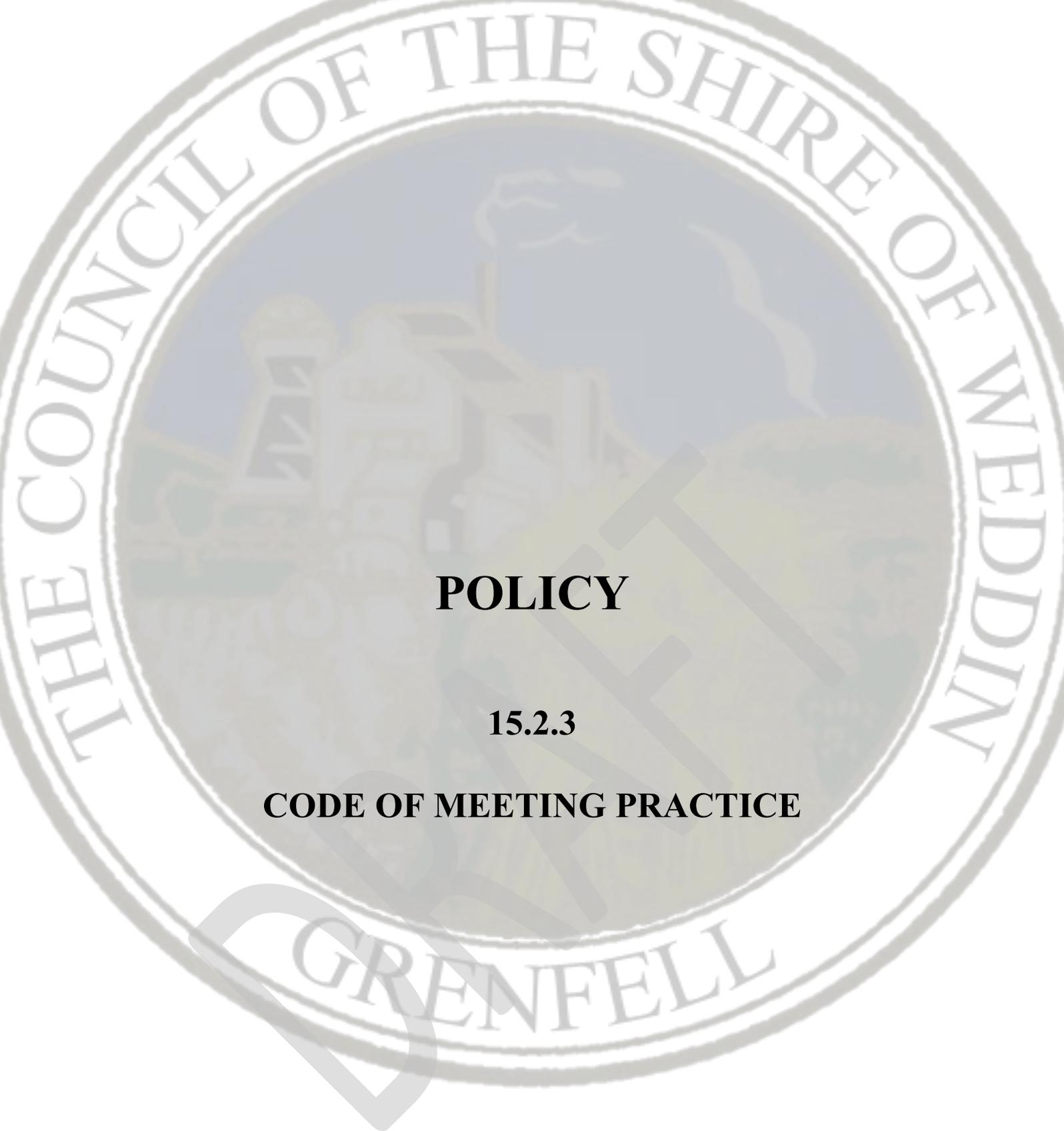
[details]

- | |
|---|
| 2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property |
|---|

[details]

J. Discretionary disclosures

[details]



POLICY

15.2.3

CODE OF MEETING PRACTICE

POLICY OVERVIEW

Title Code of Meeting Practice

Number 15.2.3

Adoption DRAFT
This Policy commences from the date of adoption by Council and replaces any other previous Policy.

Purpose This Policy outlines the relevant procedures and protocol prescribed for all meetings of Weddin Shire Council in accordance with the 'Model Code of Meeting Practice for Local Councils in NSW'.

Scope This Policy applies to all meetings of Council and committees of Council of which all the members are Councillors.

Legislation and other references *Local Government Act 1993*
Local Government (General) Regulation 2021
'Model Code of Meeting Practice for Local Councils in NSW', Office of Local Government, 2021
'Model Code of Conduct for Local Councils in NSW', Office of Local Government, 2020

Review and amendment This Policy is required to be reviewed in accordance with the review schedule set out in Council's Governance Document Framework to ensure it meets all statutory requirements and the needs of Council.
All changes approved through the review process are to be recorded.
This Policy may be amended or cancelled by Council at any time without prior notice or obligations.

History

Version	Details
15.2.1	24 June 1999
15.2.2	Adopted 17 February 2005
15.2.3	DRAFT for Council's consideration

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1. DEFINITIONS

- the Act:** The *Local Government Act 1993*
- act of disorder:** means an act of disorder as defined in clause 15.11 of this code
- amendment:** in relation to an original motion, means a motion moving an amendment to that motion
- audio recorder:** any device capable of recording speech
- audio-visual link:** means a facility that enables audio and visual communication between persons at different places
- business day:** means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
- chairperson:** in relation to a meeting of 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 Council's adopted Code of Meeting Practice
- committee of Council:** means a committee established by Council in accordance with clause 20.2 of this Code (being a committee consisting only of Councillors) or Council when it has resolved itself into Committee of the Whole under clause 12.1
- council official:** has the same meaning it has in the 'Model Code of Conduct for Local Councils in NSW'
- day:** means calendar day
- division:** means a request by two Councillors under clause 11.6 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 *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act

performance improvement order: means an order issued under section 438A of the Act

quorum: means the minimum number of Councillors or committee members necessary to conduct a meeting

the Regulation: means the *Local Government (General) Regulation 2021*

webcast: a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time

year: means the period beginning 1 July and ending the following 30 June

DRAFT

2. MEETING PRINCIPLES

2.1. Council and committee meetings should be:

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

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

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

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

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

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

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

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

3. BEFORE THE MEETING

Timing of Ordinary Council meetings

- 3.1. Ordinary meetings of Council will be held at 5:00pm on the third (3rd) Thursday of each month at the Council Chambers, Grenfell, unless otherwise resolved or in emergency circumstances by authorisation of the Mayor.

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.

Extraordinary meetings

- 3.2. If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an Extraordinary meeting of 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 3.2 reflects section 366 of the Act.

Notice to the public of Council meetings

- 3.3. 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 Council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4. For the purposes of clause 3.3, notice of a meeting of Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on Council's website, and in such other manner that Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5. For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of Ordinary Council meetings

- 3.6. The General Manager must send to each Councillor, at least three (3) days before each meeting of 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 3.6 reflects section 367(1) of the Act.

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

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to Councillors of Extraordinary meetings

- 3.8. Notice of less than three (3) days may be given to Councillors of an Extraordinary meeting of Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at Council meetings

- 3.9. A Councillor may give notice of any business they wish to be considered by 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 of the approved form and must be submitted at least eight (8) business days before the meeting is to be held.
- 3.10. A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11. If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an Ordinary meeting of 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 Council.
- 3.12. A notice of motion for the expenditure of funds on works and/or services other than those already provided for in 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 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 Council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.13. A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the General Manager about the performance or operations of Council.
- 3.14. A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the General Manager or a member of staff of Council, or a question that implies wrongdoing by the General Manager or a member of staff of Council.
- 3.15. The General Manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of Council or orally at the meeting.

Agenda and business papers for Ordinary meetings

- 3.16. The General Manager must cause the agenda for a meeting of Council or a committee of Council to be prepared as soon as practicable before the meeting.
- 3.17. The General Manager must ensure that the agenda for an Ordinary meeting of Council states: -
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of Council; and
 - (b) if the Mayor is the chairperson - any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting; and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting; and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.18. Nothing in clause 3.17 limits the powers of the Mayor to put a Mayoral Minute to a meeting under clause 9.6.
- 3.19. The General Manager must not include in the agenda for a meeting of 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 Council.
- 3.20. Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public); and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**
- 3.21. The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.22. Business papers for all Ordinary and Extraordinary meetings of Council and committees of 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 Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.23. Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of Council and committees of Council, are to be published on 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 Council, at the relevant meeting and at such other venues determined by Council.

Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

3.24. Clause 3.23 does not apply to the business papers for items of business that the General Manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.25. For the purposes of clause 3.23, copies of agendas and business papers must be published on Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.25 reflects section 9(3) of the Act.

3.26. A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

Note: Clause 3.26 reflects section 9(5) of the Act.

Agendas and business papers for Extraordinary meetings

3.27. The General Manager must ensure that the agenda for an Extraordinary meeting of Council deals only with the matters stated in the notice of the meeting.

3.28. Despite clause 3.27, business may be considered at an Extraordinary meeting of 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 Council before the next scheduled Ordinary meeting of Council.

3.29. A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the Extraordinary meeting has been dealt with.

3.30. Despite clauses 10.20 - 10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.31. A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting Briefing Sessions

- 3.32. Prior to each Ordinary meeting of 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 Council and meetings of committees of Council.
- 3.33. Pre-meeting Briefing Sessions are to be held in the absence of the public.
- 3.34. Pre-meeting Briefing Sessions may be held by audio-visual link.
- 3.35. The General Manager or a member of staff nominated by the General Manager is to preside at Pre-meeting Briefing Sessions.
- 3.36. Councillors must not use Pre-meeting Briefing Sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.
- 3.37. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a Pre-meeting Briefing Session, in the same way that they are required to do so at a Council or committee meeting. 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. Council may hold a public forum prior to each Ordinary meeting of 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 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 Council in the approved form. Applications to speak at the public forum must be received by 9:00am two (2) business days 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 two (2) items of business on the agenda of the Council meeting.
- 4.6. Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7. The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reason(s) in writing for a decision to refuse an application.
- 4.8. No more than one (1) speaker is 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 person who is to address Council on the item of business. If the speakers are not able to agree on whom to nominate to address Council, the General Manager or their delegate is to determine who will address 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 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 Council any written, visual or audio material to be presented in support of their address to Council at the public forum, and to identify any equipment needs no less than two (2) business 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 five (5) minutes to address Council. This time is to be strictly enforced by the chairperson.
- 4.14. Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address 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 two (2) minutes.
- 4.17. Speakers at public forums cannot ask questions of Council, Councillors, or Council staff.
- 4.18. The General Manager or their nominee may, with the concurrence of the chairperson, address Council for up to two (2) minutes in response to an address to 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 Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20. When addressing Council, speakers at public forums must comply with this Code and all other relevant Weddin Shire Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of 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. 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 Council or the committee of Council. Where a public forum is held as part of a Council or committee meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and committee meetings.

5. COMING TOGETHER

Attendance by Councillors at meetings

- 5.1. All Councillors must make reasonable efforts to attend meetings of Council and of committees of Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of 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 Council or of a committee of Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this Code.
- 5.3. Where a Councillor is unable to attend one or more Ordinary meetings of Council, the Councillor should request that Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.
- 5.4. A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5. Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6. A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive Ordinary meetings of Council without prior leave of Council, or leave granted by Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- Note: Clause 5.6 reflects section 234(1)(d) of the Act.**
- 5.7. A Councillor who intends to attend a meeting of Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8. The quorum for a meeting of Council is a majority of the Councillors of Weddin Shire Council who hold office at that time and are not suspended from office.
- Note: Clause 5.8 reflects section 368(1) of the Act.**
- 5.9. Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of Council.
- Note: Clause 5.9 reflects section 368(2) of the Act.**
- 5.10. A meeting of 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 (30 minutes) after the time designated for the holding of the meeting; or
 - (c) at any time during the meeting.
- 5.11. In either case, the meeting must be adjourned to a time, date, and place fixed: -
- (a) by the chairperson; or
 - (b) in the chairperson's absence, by the majority of the Councillors present; or
 - (c) failing that, by the General Manager.
- 5.12. The General Manager must record in 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 Council, together with the names of the Councillors present.
- 5.13. Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on Council's website and in such other manner that Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14. Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next Ordinary meeting of Council or at an Extraordinary meeting called under clause 3.2.

Meetings held by audio-visual link

- 5.15. A meeting of Council or a committee of Council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.
- 5.16. Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must: -
- (a) give written notice to all Councillors that the meeting is to be held by 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 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.
- 5.17. This Code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at meetings by audio-visual link

- 5.18. Councillors may attend and participate in meetings of Council and committees of Council by audio-visual link with the approval of Council or the relevant committee.
- 5.19. A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the General Manager prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.20. Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21. 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.
- 5.22. A Councillor who has requested approval to attend a meeting of Council or a committee of Council by audio-visual link may participate in the meeting by audio-visual link until Council or the committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

- 5.23. A decision whether to approve a request by a Councillor to attend a meeting of Council or a committee of Council by audio-visual link must be made by a resolution of Council or the committee concerned. The resolution must state: -
- (a) the meeting(s) the resolution applies to; and
 - (b) the reason why the Councillor is being permitted to attend the meeting(s) by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24. If Council or the committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25. A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at Council's or the relevant committee's discretion. Council and committees of Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, Council and committees of Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.
- 5.26. Council and committees of Council may refuse a Councillor's request to attend a meeting by audio-visual link where Council or the 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 (1) or more previous occasions they have attended a meeting of Council or a committee of Council by audio-visual link.
- 5.27. This Code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.
- 5.28. A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.
- 5.29. A Councillor must be appropriately dressed when attending a meeting by 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 Council or the committee into disrepute.

Entitlement of the public to attend Council meetings

- 5.30. Everyone is entitled to attend a meeting of Council and committees of Council. Council must ensure that all meetings of Council and committees of Council are open to the public.
- Note: Clause 5.30 reflects section 10(1) of the Act.**
- 5.31. Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.32. A person (whether a Councillor or another person) is not entitled to be present at a meeting of Council or a committee of Council if expelled from the meeting: -
- (a) by a resolution of the meeting; or
 - (b) by the person presiding at the meeting if Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Webcasting of meetings

- 5.33. Each meeting of Council or a committee of Council is to be recorded by means of an audio or audio-visual device.
- 5.34. At the start of each meeting of Council or a committee of Council, the chairperson must inform the persons attending the meeting that: -
- (a) the meeting is being recorded and made publicly available on Council's website; and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.35. The recording of a meeting is to be made publicly available on Council's website: -
- (a) at the same time as the meeting is taking place; or
 - (b) as soon as practicable after the meeting.
- 5.36. The recording of a meeting is to be made publicly available on Council's website for at least twelve (12) months after the meeting.
- 5.37. Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note: Clauses 5.33 - 5.37 reflect section 236 of the Regulation.**
- 5.38. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the General Manager and other staff at meetings

- 5.39. The General Manager is entitled to attend, but not to vote at, a meeting of Council or a meeting of a committee of Council of which all of the members are Councillors.
- Note: Clause 5.39 reflects section 376(1) of the Act.**
- 5.40. The General Manager is entitled to attend a meeting of any other committee of Council and may, if a member of the committee, exercise a vote.
- Note: Clause 5.40 reflects section 376(2) of the Act.**
- 5.41. The General Manager may be excluded from a meeting of Council or a committee while Council or the 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 5.41 reflects section 376(3) of the Act.**
- 5.42. The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.
- 5.43. The General Manager and other Council staff may attend meetings of Council and committees of 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 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 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 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 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 Council: -

- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat; and
- (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

7. MODES OF ADDRESS

- 7.1. If the chairperson is the Mayor, they are to be addressed as ‘Mr Mayor’ or ‘Madam Mayor’.
- 7.2. Where the chairperson is not the Mayor, they are to be addressed as either ‘Mr Chairperson’ or ‘Madam Chairperson’.
- 7.3. A Councillor is to be addressed as ‘Councillor [surname]’.
- 7.4. A Council officer is to be addressed by their official designation or as Mr/Ms [surname].
- 7.5. Councillors, with the exception of the chairperson, shall (except when prevented by bodily infirmity) rise in their place and stand while speaking.

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8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1. The general order of business for an Ordinary meeting of Council shall be as follows:

01. Opening
02. Acknowledgement of Country
03. Attendance and Applications for Leave
04. Confirmation of Minutes
05. Disclosures of Interest
06. Public Forum
07. Mayoral Minute(s)
08. Motions/Questions with Notice
09. Correspondence
10. General Manager Reports
11. Corporate Services Reports
12. Infrastructure Services Reports
13. Environmental Services Reports
14. Delegate(s) Reports
15. Minutes of Committee Meetings
16. Closed Council
17. Return to Open Council
18. Report on Closed Council
19. Closure

8.2. The order of business as fixed under clause 8.1 may be altered for a particular meeting of 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.

8.3. Despite clauses 10.20 - 10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a Council meeting

- 9.1. Council must not consider business at a meeting of Council: -
- (a) unless a Councillor has given notice of the business, as required by clause 3.9; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an Ordinary meeting or clause 3.8 in the case of an Extraordinary meeting called in an emergency.
- 9.2. Clause 9.1 does not apply to the consideration of business at a meeting, if the business: -
- (a) is already before, or directly relates to, a matter that is already before 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 Council.
- 9.3. Despite clause 9.1, business may be considered at a meeting of Council even though sue 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 Council before the next schedule Ordinary meeting of 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(a).

Mayoral minutes

- 9.6. Subject to clause 9.9, if the Mayor is the chairperson at a meeting of 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 Council, or of which Council has official knowledge.
- 9.7. A Mayoral minute, when put to a meeting, takes precedence over all business on 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 Council, a resolution of 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 Council before the next scheduled Ordinary meeting of 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 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, 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 Council, a resolution of Council.

Reports of committees of Council

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

Questions

- 9.14. A question must not be asked at a meeting of Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15. A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16. A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.17. A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of Council.
- 9.18. Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19. The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10. RULES OF DEBATE

Motions to be seconded

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

Notices of motion

- 10.2. A Councillor who has submitted a notice of motion under clause 3.9 is to move the motion that is 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 3.9 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 Council.
- 10.4. In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of 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 Council.

Chairperson's duties with respect to motions

- 10.5. It is the duty of the chairperson at a meeting of 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 Council's current 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, 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 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 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 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 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 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) minute 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, 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 amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29. All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.30. Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. VOTING

Voting entitlements of Councillors

11.1. Each Councillor is entitled to one (1) vote.

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

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

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

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

Voting at Council meetings

11.4. A Councillor who is present at a meeting of Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5. 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 Council's minutes.

11.6. 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.

11.7. 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 Council's minutes for the meeting.

11.8. 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 11.4 of this Code.

11.9. 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, Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

Voting on planning decisions

11.10. The General Manager must keep a register containing, for each planning decision made at a meeting of Council or a committee of Council (including, but not limited to a committee of 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.

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

11.12. 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 publically available document.

11.13. Clauses 11.10 - 11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10 - 11.13 reflect section 375A of the Act.

Note: the requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

12.1. Council may resolve itself into a committee to consider any matter before Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2. All the provisions of this Code relating to meetings of Council, so far as they are applicable, extend to and govern the proceedings of 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 Council designated by the General Manager, is responsible for reporting to 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. Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in Council's minutes. However, 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

- 13.1. 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 Council or the 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 of that they wish to speak on.
- 13.3. Council or the 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, Council or the committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5. A motion to adopt multiple items of business together under clause 13.1 must identify each item 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 Council's Code of Conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1. Council or a committee of 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 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 Council; or
 - (iii) reveal a trade secret;
 - (e) information that would, if disclosed, prejudice the maintenance of law;
 - (f) matters affecting the security of 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 Council's Code of Conduct.

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

- 14.2. Council or a committee of Council may also close to the public so much of its meetings 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 Council or the 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 Council or the 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 Council or the committee concerned, or to Councillors or the employees of Council; or
 - (ii) cause a loss of confidence in Council or the 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, Council or the 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 Council, or of a committee of Council, may be closed to the public while Council or the committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 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) Council or the 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 made by members of the public

14.9. Council, or a committee of 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 3.20 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 Council in the approved form. Applications must be received by 9:00am two (2) business days before the meeting at which the matter is to be considered.
- 14.12. The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13. No more than two (2) speakers are to be permitted to make representations under clause 14.9.
- 14.14. If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to 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 Council.
- 14.15. The General Manager (or their delegate) is to determine the order of speakers.
- 14.16. Where Council or a committee of 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 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.
- 14.17. Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-Councillors from meetings closed to the public.

- 14.18. If a meeting or part of a meeting of Council or a committee of 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 sections 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 Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place any, 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 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 publically available minutes of the meeting.
- 14.23. Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of order

- 15.1. A Councillor may draw the attention of the chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2. A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3. A point of order must be taken immediately after 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 by, before doing so, may invite the opinion of 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 he ruling dissenting from has 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 Council or a committee of Council: -
- (a) contravened 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 Council or the committee, or addresses or attempts to address 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 breach of 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 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), 15.11(b) or 15.11(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 15.11(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 Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. 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.
- 15.14. All chairpersons of meeting of Council and committees of 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 Council or the committee of Council.
- 15.15. Clause 15.14 does not limit the ability of Council or a committee of Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.
- 15.16. A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

- 15.17. A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18. Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19. If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by 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 the place for the remainder of the meeting.

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

- 15.20. Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio-visual link to the meeting for the purposes of enforcing compliance with this Code.
- 15.21. If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22. Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of Council and committees of Council.
- 15.23. A person must not livestream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceeding of a meeting without the prior authorisation of Council or the committee.
- 15.24. Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided under section 10(2) of the Act.
- 15.25. If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place any, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

- 16.1. All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matter being considered at the meetings of Council and committees of Council in accordance with 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 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 Council or the committee, or at any time during which Council or the committee is voting on the matter.

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17. DECISIONS OF COUNCIL

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act.

17.2. Decisions made by 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 Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

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

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

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

17.5. If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

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

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

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

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

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

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

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

17.9. A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10. A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than three (3) days after the meeting at which the resolution was adopted.

17.11. A motion to alter or rescind a resolution of Council may be moved on the report of a committee of Council and any such report must be recorded in the minutes of the meeting of 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 Council may be moved at the same meeting at which the resolution was adopted, where: -
- (a) a notice of motion signed by three (3) 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 Council before the next scheduled Ordinary meeting of 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 Council's resolution; or
 - (b) to confirm the voting on the resolution.
- 17.16. In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.
- 17.17. The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18. A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20 - 10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19. A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20. A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1. Meetings of Council and committees of Council are to conclude no later than 8:00pm or, in the case of meetings commencing at 8:00am, 11:30am.
- 18.2. If the business of the meeting is unfinished at 8:00pm or, in the case of meetings commencing at 8:00am, 11:30am, Council or the committee may, by resolution, extend the time of the meeting.
- 18.3. If the business of the meeting is unfinished at 8:00pm or, in the case of meetings commencing at 8:00am, 11:30am, and 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 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 Council or a committee of 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 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. Council is to keep full and accurate minutes of the proceedings of meetings of 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 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 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 Council's website. This clause does not prevent 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. Council and committees of 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 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 Council

- 19.12. The General Manager is to implement, without undue delay, lawful decisions of Council.

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

20. COUNCIL COMMITTEES

Application of this Part

20.1. This Part only applies to committees of Council whose members are all Councillors.

Council committees whose members are all Councillors

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

20.3. A committee of Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by Council.

20.4. The quorum for a meeting of a committee of Council is to be: -

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

Functions of committees

20.5. 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 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 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 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 Council; or
 - (c) if Council does not elect such a member, a member of the committee elected by the committee.
- 20.12. Council may elect a member of a committee of Council as deputy chairperson of the committee. If 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 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 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 Council may regulate its own procedure. The provisions of this Code are to be taken to apply to all committees of Council unless 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 Council or the committee determines otherwise in accordance with clause 20.15.
- 20.17. Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18. The provisions of the Act and Part 14 of this Code apply to the closure of meetings of committees of Council to the public in the same way they apply to the closure of meetings of Council to the public.
- 20.19. If a committee of 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 Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20. Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21. The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of Council in the same way as they apply to meetings of Council.

Minutes of Council committee meetings

- 20.22. Each committee of 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.
- 20.23. The minutes of meetings of each committee of Council must be confirmed at a subsequent meeting of the committee.
- 20.24. Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.25. When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.26. The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.27. The confirmed minutes of a meeting of a committee of Council must be published on Council's website. This clause does not prevent Council from also publishing unconfirmed minutes of meetings of committees of Council on its website prior to their confirmation.

21. IRREGULARITIES

21.1. Proceedings at a meeting of 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 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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Local Roads and Community Infrastructure Program Phase 3: Funding Allocations

STATE	RECIPIENT	ALLOCATION
ACT	Transport Canberra and City Services Directorate	\$15,937,501
NAT	Cocos (Keeling) Islands Shire Council	\$273,478
NAT	Norfolk Island Regional Council	\$165,858
NAT	Shire of Christmas Island	\$675,042
NSW	Albury City Council	\$1,766,148
NSW	Armidale Regional Council	\$2,859,402
NSW	Ballina Shire Council	\$1,760,488
NSW	Balranald Shire Council	\$1,665,842
NSW	Bathurst Regional Council	\$2,497,118
NSW	Bayside Council	\$1,474,812
NSW	Bega Valley Shire Council	\$2,443,966
NSW	Bellingen Shire Council	\$1,189,250
NSW	Berrigan Shire Council	\$1,755,054
NSW	Blacktown City Council	\$4,277,658
NSW	Bland Shire Council	\$3,699,654
NSW	Blayney Shire Council	\$1,074,602
NSW	Blue Mountains City Council	\$1,738,364
NSW	Bogan Shire Council	\$1,823,048
NSW	Bourke Shire Council	\$2,399,806
NSW	Brewarrina Shire Council	\$1,641,116
NSW	Broken Hill City Council	\$621,160
NSW	Burwood Council	\$338,336
NSW	Byron Shire Council	\$1,460,140
NSW	Cabonne Council	\$2,587,540
NSW	Campbelltown City Council	\$2,212,660
NSW	Canterbury-Bankstown Council	\$3,358,662
NSW	Carrathool Shire Council	\$2,913,422
NSW	Central Coast Council	\$5,543,785
NSW	Central Darling Shire Council	\$2,003,636
NSW	Cessnock City Council	\$2,130,798
NSW	City of Canada Bay Council	\$807,190
NSW	City of Lithgow Council	\$1,593,600
NSW	City of Parramatta Council	\$2,564,704
NSW	City of Sydney	\$1,731,120
NSW	Clarence Valley Council	\$4,102,732

NSW	Cobar Shire Council	\$2,170,422
NSW	Coffs Harbour City Council	\$2,764,192
NSW	Coolamon Shire Council	\$1,544,890
NSW	Coonamble Shire Council	\$1,859,636
NSW	Cootamundra-Gundagai Regional Council	\$1,971,104
NSW	Council of the City of Ryde	\$1,183,448
NSW	Council of the Municipality of Woollahra	\$549,580
NSW	Cowra Shire Council	\$1,830,904
NSW	Cumberland Council	\$2,079,188
NSW	Dubbo Regional Council	\$4,292,996
NSW	Dungog Shire Council	\$1,149,646
NSW	Edward River Council	\$1,926,340
NSW	Eurobodalla Shire Council	\$2,078,584
NSW	Fairfield City Council	\$2,167,156
NSW	Federation Council	\$2,793,064
NSW	Forbes Shire Council	\$2,445,132
NSW	Georges River Council	\$1,412,090
NSW	Gilgandra Shire Council	\$1,756,888
NSW	Glen Innes Severn Council	\$1,744,858
NSW	Goulburn Mulwaree Council	\$2,149,768
NSW	Greater Hume Shire Council	\$2,588,380
NSW	Griffith City Council	\$2,061,282
NSW	Gunnedah Shire Council	\$2,014,440
NSW	Gwydir Shire Council	\$2,364,448
NSW	Hawkesbury City Council	\$2,175,258
NSW	Hay Shire Council	\$1,017,374
NSW	Hilltops Council	\$3,541,936
NSW	Hornsby Shire Council	\$1,743,076
NSW	Hunter's Hill Municipal Council	\$185,870
NSW	Inner West Council	\$1,713,660
NSW	Inverell Shire Council	\$2,804,110
NSW	Junee Shire Council	\$1,175,868
NSW	Kempsey Shire Council	\$2,320,376
NSW	Kiama Municipal Council	\$646,688
NSW	Ku-ring-gai Council	\$1,413,780
NSW	Kyogle Council	\$2,048,312
NSW	Lachlan Shire Council	\$4,257,016
NSW	Lake Macquarie City Council	\$3,504,776
NSW	Lane Cove Council	\$360,370
NSW	Leeton Shire Council	\$1,312,776
NSW	Lismore City Council	\$2,456,340
NSW	Liverpool City Council	\$2,861,432

NSW	Liverpool Plains Shire Council	\$1,733,544
NSW	Lockhart Shire council	\$1,693,122
NSW	Lord Howe Island Board	\$102,858
NSW	Maitland City Council	\$1,745,514
NSW	Mid-Coast Council	\$6,784,926
NSW	Mid-Western Regional Council	\$3,051,864
NSW	Moree Plains Shire Council	\$3,629,776
NSW	Mosman Municipal Council	\$299,724
NSW	Murray River Council	\$3,723,628
NSW	Murrumbidgee Council	\$2,016,042
NSW	Muswellbrook Shire Council	\$1,155,796
NSW	Nambucca Valley Council	\$1,537,730
NSW	Narrabri Shire Council	\$2,950,352
NSW	Narrandera Shire Council	\$1,994,726
NSW	Narromine Shire Council	\$1,819,380
NSW	Newcastle City Council	\$2,292,942
NSW	North Sydney Council	\$609,220
NSW	Northern Beaches Council	\$2,836,664
NSW	Oberon Council	\$1,169,028
NSW	Orange City Council	\$1,441,618
NSW	Parkes Shire Council	\$2,675,226
NSW	Penrith City Council	\$3,044,550
NSW	Port Macquarie Hastings Council	\$3,653,236
NSW	Port Stephens Council	\$1,561,054
NSW	Queanbeyan-Palerang Regional Council	\$3,055,418
NSW	Randwick City Council	\$1,233,868
NSW	Richmond Valley Council	\$2,004,428
NSW	Shellharbour City Council	\$1,134,198
NSW	Shoalhaven City Council	\$4,283,688
NSW	Singleton Council	\$1,632,170
NSW	Snowy Monaro Regional Council	\$3,488,644
NSW	Snowy Valleys Council	\$1,743,632
NSW	Strathfield Municipal Council	\$371,216
NSW	Sutherland Shire Council	\$2,572,228
NSW	Tamworth Regional Council	\$5,305,066
NSW	Temora Shire Council	\$1,651,936
NSW	Tenterfield Shire Council	\$2,088,670
NSW	The Council of Camden	\$1,749,384
NSW	The Hills Shire Council	\$2,389,442
NSW	Transport for NSW	\$1,939,538
NSW	Tweed Shire Council	\$3,629,062
NSW	Upper Hunter Shire Council	\$2,460,868

NSW	Upper Lachlan Council	\$2,406,096
NSW	Uralla Shire Council	\$1,192,212
NSW	Wagga Wagga City Council	\$4,101,400
NSW	Walcha Council	\$1,183,592
NSW	Walgett Shire Council	\$2,471,230
NSW	Warren Shire Council	\$1,310,516
NSW	Warrumbungle Shire Council	\$3,106,732
NSW	Waverley Council	\$555,634
NSW	Weddin Shire Council	\$1,270,670
NSW	Wentworth Shire Council	\$2,556,414
NSW	Willoughby City Council	\$751,014
NSW	Wingecarribee Shire Council	\$2,368,082
NSW	Wollondilly Shire Council	\$1,745,742
NSW	Wollongong City Council	\$3,081,886
NSW	Yass Valley Council	\$1,714,454
NT	Alice Springs Town Council	\$866,258
NT	Barkly Regional Council	\$413,920
NT	Belyuen Community Government Council	\$29,988
NT	Central Desert Regional Council	\$799,586
NT	City of Darwin	\$1,724,120
NT	City of Palmerston	\$823,778
NT	Coomalie Community Government Council	\$431,772
NT	Department of Transport	\$13,139,533
NT	East Arnhem Regional Council	\$1,132,580
NT	Katherine Town Council	\$577,298
NT	Litchfield Council	\$2,366,858
NT	Local Government Association of the Northern Territory	\$1,423,688
NT	MacDonnell Regional Council	\$911,006
NT	Roper Gulf Regional Council	\$978,578
NT	Tiwi Islands Regional Council	\$886,808
NT	Victoria Daly Regional Council	\$636,486
NT	Wagait Shire Council	\$50,232
NT	West Arnhem Regional Council	\$1,080,536
NT	West Daly Regional Council	\$804,014
QLD	Aurukun Council	\$107,498
QLD	Balonne Shire Council	\$2,282,900
QLD	Banana Shire Council	\$3,616,266
QLD	Barcaldine Regional Council	\$2,583,332
QLD	Barcoo Shire Council	\$1,421,084
QLD	Blackall-Tambo Regional Council	\$1,616,692
QLD	Boulia Shire Council	\$1,136,912

QLD	Brisbane City Council	\$23,420,007
QLD	Bulloo Shire Council	\$1,697,842
QLD	Bundaberg Regional Council	\$4,029,154
QLD	Burdekin Shire Council	\$1,240,522
QLD	Burke Shire Council	\$611,722
QLD	Cairns Regional Council	\$3,661,036
QLD	Carpentaria Shire Council	\$1,423,848
QLD	Cassowary Coast Regional Council	\$1,478,572
QLD	Central Highlands Regional Council	\$4,330,276
QLD	Charters Towers Regional Council	\$3,412,716
QLD	Cherbourg Aboriginal Shire Council	\$79,698
QLD	City of Gold Coast	\$11,838,029
QLD	Cloncurry Shire Council	\$1,384,038
QLD	Cook Shire Council	\$2,557,832
QLD	Croydon Shire Council	\$929,842
QLD	Diamantina Shire Council	\$906,786
QLD	Doomadgee Aboriginal Shire Council	\$119,000
QLD	Douglas Shire Council	\$548,674
QLD	Etheridge Shire Council	\$1,517,112
QLD	Flinders Shire Council	\$1,717,510
QLD	Fraser Coast Regional Council	\$3,824,114
QLD	Gladstone Regional Council	\$3,218,754
QLD	Goondiwindi Regional Council	\$2,278,106
QLD	Gympie Regional Council	\$2,723,604
QLD	Hinchinbrook Shire Council	\$756,646
QLD	Hope Vale Aboriginal Council	\$127,456
QLD	Ipswich City Council	\$4,655,720
QLD	Isaac Regional Council	\$3,092,778
QLD	Kowanyama Aboriginal Shire Council	\$314,862
QLD	Livingstone Shire Council	\$1,812,954
QLD	Lockhart River Aboriginal Shire Council	\$161,486
QLD	Lockyer Valley Regional Council	\$1,854,158
QLD	Logan City Council	\$6,974,260
QLD	Longreach Regional Council	\$2,392,350
QLD	Mackay Regional Council	\$3,913,180
QLD	Mapoon Aboriginal Shire Council	\$53,480
QLD	Maranoa Regional Council	\$5,152,015
QLD	Mareeba Shire Council	\$2,299,330
QLD	McKinlay Shire Council	\$1,400,968

QLD	Moreton Bay Regional Council	\$10,006,123
QLD	Mornington Shire Council	\$152,836
QLD	Mount Isa City Council	\$2,019,038
QLD	Murweh Shire Council	\$2,432,178
QLD	Napranum Aboriginal Shire Council	\$162,910
QLD	Noosa Council	\$1,580,692
QLD	North Burnett Regional Council	\$3,702,876
QLD	Northern Peninsula Area Regional Council	\$354,884
QLD	Palm Island Aboriginal Council	\$72,736
QLD	Paroo Shire Council	\$1,946,800
QLD	Pormpuraaw Aboriginal Shire Council	\$493,888
QLD	Quilpie Shire Council	\$1,783,314
QLD	Redland City Council	\$3,384,240
QLD	Richmond Shire Council	\$1,114,416
QLD	Rockhampton Regional Council	\$2,966,910
QLD	Scenic Rim Regional Council	\$2,178,106
QLD	Somerset Regional Council	\$1,975,592
QLD	South Burnett Regional Council	\$3,288,930
QLD	Southern Downs Regional Council	\$3,154,682
QLD	Sunshine Coast Regional Council	\$7,307,535
QLD	Tablelands Regional Council	\$1,959,294
QLD	Toowoomba Regional Council	\$8,184,600
QLD	Torres Shire Council	\$312,576
QLD	Torres Strait Island Regional Council	\$388,576
QLD	Townsville City Council	\$4,461,676
QLD	Western Downs Regional Council	\$6,931,320
QLD	Whitsunday Regional Council	\$2,101,074
QLD	Winton Shire Council	\$2,133,570
QLD	Woorabinda Aboriginal Council	\$63,110
QLD	Wujal Wujal Aboriginal Shire Council	\$19,912
QLD	Yarrabah Community Council	\$90,500
SA	Adelaide Hills Council	\$1,562,830
SA	Adelaide Plains Council	\$690,918
SA	Alexandrina Council	\$1,371,840
SA	Anangu Pitjantjatjara Yankunytjatjara	\$468,874
SA	Barunga West Council	\$558,236
SA	Campbelltown City Council (SA)	\$1,237,720
SA	City of Adelaide	\$675,056
SA	City of Charles Sturt	\$2,594,554
SA	City of Holdfast Bay	\$909,894
SA	City of Marion	\$2,115,506
SA	City of Mitcham	\$1,695,604

SA	City of Mount Gambier	\$973,990
SA	City of Norwood Payneham and St Peters	\$888,786
SA	City of Onkaparinga	\$4,926,970
SA	City of Playford	\$2,789,676
SA	City of Port Adelaide Enfield	\$2,904,530
SA	City of Port Lincoln	\$612,392
SA	City of Prospect	\$572,360
SA	City of Salisbury	\$3,367,692
SA	City of Tea Tree Gully	\$2,427,502
SA	City of Victor Harbor	\$711,480
SA	City of West Torrens	\$1,399,028
SA	Clare and Gilbert Valleys Council	\$954,550
SA	Coorong District Council	\$1,503,626
SA	Copper Coast Council	\$824,398
SA	Corporation of The City of Unley	\$925,344
SA	Corporation of the Town of Walkerville	\$321,882
SA	Department of Planning, Transport and Infrastructure	\$8,960,871
SA	District Council of Ceduna	\$1,058,814
SA	District Council of Cleve	\$966,574
SA	District Council of Coober Pedy	\$258,170
SA	District Council of Elliston	\$997,282
SA	District Council of Franklin Harbour	\$607,112
SA	District Council of Grant	\$846,900
SA	District Council of Karoonda East Murray	\$855,086
SA	District Council of Kimba	\$778,024
SA	District Council of Lower Eyre Peninsula	\$1,016,588
SA	District Council of Loxton Waikerie	\$1,651,230
SA	District Council of Mount Remarkable	\$907,730
SA	District Council of Orroroo/Carrieton	\$683,196
SA	District Council of Peterborough	\$660,432
SA	District Council of Robe	\$382,534
SA	District Council of Streaky Bay	\$1,103,416
SA	District Council of Tumby Bay	\$697,488
SA	District Council of Yankalilla	\$490,738
SA	Gerard Reserve Council Inc	\$204,784
SA	Kangaroo Island Council	\$975,614
SA	Kingston District Council	\$680,718
SA	Light Regional Council	\$1,011,836
SA	Maralinga Tjarutja	\$273,198
SA	Mid Murray Council	\$1,491,492
SA	Naracoorte Lucindale Council	\$1,147,436

SA	Nipapanha Community Aboriginal Corporation	\$204,608
SA	Northern Areas Council	\$979,698
SA	Port Augusta City Council	\$738,040
SA	Port Pirie Regional Council	\$1,111,462
SA	Regional Council of Goyder	\$1,534,468
SA	Renmark Paringa Council	\$614,982
SA	Roxby Downs Council	\$293,730
SA	Southern Mallee District Council	\$978,552
SA	Tatiara District Council	\$1,297,698
SA	The Barossa Council	\$1,130,216
SA	The Berri Barmera Council	\$599,510
SA	The City of Burnside	\$1,134,438
SA	The Corporation of The City of Whyalla	\$935,334
SA	The District Council of Mount Barker	\$1,352,702
SA	The Flinders Ranges Council	\$772,714
SA	The Rural City of Murray Bridge	\$1,143,876
SA	Town of Gawler	\$811,124
SA	Wakefield Regional Council	\$1,238,286
SA	Wattle Range Council	\$1,258,596
SA	Wudinna District Council	\$969,438
SA	Yalata Anangu Aboriginal Corporation	\$251,954
SA	Yorke Peninsula Council	\$1,807,828
TAS	Break O'Day Council	\$1,294,812
TAS	Brighton Council	\$499,134
TAS	Central Coast Council (TAS)	\$1,543,172
TAS	Central Highlands Council	\$1,178,256
TAS	Circular Head Council	\$1,606,482
TAS	City of Burnie	\$968,372
TAS	Clarence City Council	\$1,299,874
TAS	Derwent Valley Council	\$757,614
TAS	Devonport City Council	\$1,013,466
TAS	Dorset Council	\$1,502,336
TAS	Flinders Council	\$597,810
TAS	George Town Council	\$666,210
TAS	Glamorgan Spring Bay Council	\$802,174
TAS	Glenorchy City Council	\$1,157,806
TAS	Hobart City Council	\$1,370,262
TAS	Huon Valley Council	\$1,329,370
TAS	Kentish Council	\$935,710
TAS	King Island Council	\$829,062
TAS	Kingborough Council	\$1,192,204

TAS	Latrobe Council	\$622,122
TAS	Launceston City Council	\$2,413,860
TAS	Meander Valley Council	\$1,748,666
TAS	Northern Midlands Council	\$1,921,874
TAS	Sorell Council	\$774,592
TAS	Southern Midlands Council	\$1,331,062
TAS	Tasman Council	\$416,566
TAS	Waratah-Wynyard Council	\$1,129,368
TAS	West Coast Council	\$608,564
TAS	West Tamar Council	\$1,039,204
VIC	Alpine Shire Council	\$1,420,600
VIC	Ararat Rural City Council	\$2,922,716
VIC	Banyule City Council	\$1,235,756
VIC	Bass Coast Shire Council	\$1,847,332
VIC	Baw Baw Shire Council	\$3,590,054
VIC	Bayside City Council	\$741,864
VIC	Benalla Rural City Council	\$1,950,110
VIC	Borough of Queenscliffe	\$76,358
VIC	Brimbank City Council	\$2,265,234
VIC	Buloke Shire Council	\$3,199,526
VIC	Campaspe Shire Council	\$5,245,590
VIC	Cardinia Shire Council	\$3,382,278
VIC	Casey City Council	\$3,267,390
VIC	Central Goldfields Shire Council	\$1,579,092
VIC	City of Ballarat	\$3,065,810
VIC	City of Boroondara	\$1,187,622
VIC	City of Darebin	\$1,163,122
VIC	City of Greater Bendigo	\$4,491,832
VIC	City of Greater Dandenong	\$2,035,614
VIC	City of Greater Shepparton	\$4,066,992
VIC	City of Melbourne	\$937,396
VIC	City of Monash	\$1,613,036
VIC	City of Port Phillip	\$555,372
VIC	City of Warrnambool	\$850,048
VIC	City of Wodonga	\$1,082,162
VIC	Colac Otway Shire Council	\$3,406,400
VIC	Corangamite Shire Council	\$4,571,110
VIC	Department of Environment , Land, Water and Planning	\$54,286
VIC	East Gippsland Shire Council	\$5,989,922
VIC	Frankston City Council	\$1,487,822

VIC	Gannawarra Shire Council	\$2,635,910
VIC	Glen Eira City Council	\$847,388
VIC	Glenelg Shire Council	\$4,547,222
VIC	Golden Plains Shire Council	\$2,667,310
VIC	Hepburn Shire Council	\$1,937,660
VIC	Hindmarsh Shire Council	\$2,161,596
VIC	Hobsons Bay City Council	\$954,334
VIC	Horsham Rural City Council	\$2,856,792
VIC	Hume City Council	\$3,236,960
VIC	Indigo Shire Council	\$2,137,098
VIC	Kingston City Council	\$1,635,964
VIC	Knox City Council	\$1,465,804
VIC	Latrobe City Council	\$3,400,170
VIC	Loddon Shire Council	\$4,775,452
VIC	Macedon Ranges Shire Council	\$2,882,432
VIC	Manningham City Council	\$1,072,804
VIC	Mansfield Shire Council	\$1,183,186
VIC	Maribyrnong City Council	\$715,872
VIC	Maroondah City Council	\$1,016,410
VIC	Melton City Council	\$2,521,836
VIC	Mildura Rural City Council	\$5,409,635
VIC	Mitchell Shire Council	\$2,348,512
VIC	Moira Shire Council	\$5,089,786
VIC	Moonee Valley City Council	\$920,102
VIC	Moorabool Shire Council	\$2,563,406
VIC	Moreland City Council	\$1,217,580
VIC	Mornington Peninsula Shire Council	\$3,219,278
VIC	Mount Alexander Shire Council	\$2,164,424
VIC	Moyne Shire Council	\$5,435,806
VIC	Murrindindi Shire Council	\$2,166,544
VIC	Nillumbik Shire Council	\$1,478,302
VIC	Northern Grampians Shire Council	\$3,715,968
VIC	Pyrenees Shire Council	\$2,789,842
VIC	Rural City of Wangaratta	\$3,108,090
VIC	South Gippsland Shire Council	\$4,769,062
VIC	Southern Grampians Shire Council	\$3,970,508
VIC	Stonnington City Council	\$596,364
VIC	Strathbogie Shire Council	\$2,879,136
VIC	Surf Coast Shire	\$2,102,120
VIC	Swan Hill Rural City Council	\$2,868,316
VIC	The Greater Geelong City Council	\$4,367,008
VIC	Towong Shire Council	\$2,332,464

VIC	Wellington Shire Council	\$6,313,152
VIC	West Wimmera Shire Council	\$3,056,022
VIC	Whitehorse City Council	\$1,342,880
VIC	Whittlesea City Council	\$2,834,816
VIC	Wyndham City Council	\$3,003,602
VIC	Yarra City Council	\$518,252
VIC	Yarra Ranges Shire Council	\$4,292,726
VIC	Yarriambiack Shire Council	\$2,645,948
WA	City of Albany	\$2,392,842
WA	City of Armadale	\$1,906,896
WA	City of Bayswater	\$1,080,512
WA	City of Belmont	\$767,502
WA	City of Bunbury	\$1,186,260
WA	City of Busselton	\$1,923,740
WA	City of Canning	\$1,766,074
WA	City of Cockburn	\$2,154,214
WA	City of Fremantle	\$587,804
WA	City of Gosnells	\$2,194,798
WA	City of Greater Geraldton	\$2,646,504
WA	City of Joondalup	\$2,879,710
WA	City of Kalamunda	\$1,520,162
WA	City of Kalgoorlie-Boulder	\$2,097,650
WA	City of Karratha	\$1,208,358
WA	City of Kwinana	\$1,069,440
WA	City of Mandurah	\$1,755,048
WA	City of Melville	\$1,488,436
WA	City of Nedlands	\$442,840
WA	City of Perth	\$652,480
WA	City of Rockingham	\$2,686,084
WA	City of South Perth	\$601,032
WA	City of Stirling	\$2,863,138
WA	City of Subiaco	\$318,362
WA	City of Swan	\$3,442,760
WA	City of Vincent	\$541,114
WA	City of Wanneroo	\$3,946,094
WA	Collie Shire Council	\$678,508
WA	Morawa Shire Council	\$797,854
WA	Mt Magnet Shire Council	\$482,748
WA	Narembeen Shire Council	\$1,093,684
WA	Shire of Ashburton	\$1,546,322
WA	Shire of Augusta Margaret River	\$1,371,676
WA	Shire of Beverley	\$680,938

WA	Shire of Boddington	\$341,192
WA	Shire of Boyup Brook	\$915,062
WA	Shire of Bridgetown Greenbushes	\$921,042
WA	Shire of Brookton	\$510,900
WA	Shire of Broome	\$1,225,872
WA	Shire of Broomehill-Tambellup	\$881,924
WA	Shire of Bruce Rock	\$1,052,604
WA	Shire of Capel	\$858,788
WA	Shire of Carnamah	\$580,838
WA	Shire of Carnarvon	\$1,688,082
WA	Shire of Chapman Valley	\$730,874
WA	Shire of Chittering	\$665,218
WA	Shire of Coolgardie	\$728,002
WA	Shire of Coorow	\$776,128
WA	Shire of Corrigin	\$944,184
WA	Shire of Cranbrook	\$882,938
WA	Shire of Cuballing	\$495,536
WA	Shire of Cue	\$680,600
WA	Shire of Cunderdin	\$732,982
WA	Shire of Dalwallinu	\$1,519,820
WA	Shire of Dandaragan	\$1,181,858
WA	Shire of Dardanup	\$705,668
WA	Shire of Denmark	\$699,874
WA	Shire of Derby/West Kimberley	\$1,483,660
WA	Shire of Donnybrook Balingup	\$920,508
WA	Shire of Dowerin	\$767,492
WA	Shire of Dumbleyung	\$857,244
WA	Shire of Dundas	\$575,754
WA	Shire of East Pilbara	\$2,392,996
WA	Shire of Esperance	\$3,721,876
WA	Shire of Exmouth	\$608,498
WA	Shire of Gingin	\$1,164,224
WA	Shire of Gnowangerup	\$859,416
WA	Shire of Goomalling	\$542,122
WA	Shire of Halls Creek	\$1,075,636
WA	Shire of Harvey	\$1,337,510
WA	Shire of Irwin	\$501,868
WA	Shire of Jerramungup	\$874,680
WA	Shire of Katanning	\$703,624
WA	Shire of Kellerberrin	\$803,674
WA	Shire of Kent	\$1,003,108
WA	Shire of Kojonup	\$938,822

WA	Shire of Kondinin	\$1,086,468
WA	Shire of Koorda	\$879,414
WA	Shire of Kulin	\$1,143,440
WA	Shire of Lake Grace	\$1,721,138
WA	Shire of Laverton	\$1,067,138
WA	Shire Of Leonora	\$880,830
WA	Shire of Manjimup	\$1,825,974
WA	Shire of Meekatharra	\$1,644,870
WA	Shire of Menzies	\$1,094,890
WA	Shire of Merredin	\$1,147,470
WA	Shire of Mingenew	\$485,806
WA	Shire of Moora	\$1,015,714
WA	Shire of Mt Marshall	\$1,186,002
WA	Shire of Mukinbudin	\$751,508
WA	Shire of Mundaring	\$1,419,762
WA	Shire of Murchison	\$1,204,892
WA	Shire of Murray	\$1,176,844
WA	Shire of Nannup	\$687,234
WA	Shire of Narrogin	\$823,822
WA	Shire of Ngaanyatjaraku	\$905,872
WA	Shire of Northam	\$1,082,812
WA	Shire of Northampton	\$980,602
WA	Shire of Nungarin	\$461,652
WA	Shire of Peppermint Grove	\$99,284
WA	Shire of Perenjori	\$1,143,512
WA	Shire of Pingelly	\$535,194
WA	Shire of Plantagenet	\$1,206,028
WA	Shire of Quairading	\$786,694
WA	Shire of Ravensthorpe	\$1,026,240
WA	Shire of Sandstone	\$643,584
WA	Shire of Serpentine Jarrahdale	\$1,346,060
WA	Shire of Shark Bay	\$668,124
WA	Shire of Tammin	\$447,176
WA	Shire of Three Springs	\$658,208
WA	Shire of Toodyay	\$797,390
WA	Shire of Trayning	\$657,826
WA	Shire of Upper Gascoyne	\$1,249,746
WA	Shire of Victoria Plains	\$762,824
WA	Shire of Wagin	\$697,924
WA	Shire of Wandering	\$365,380
WA	Shire of Waroona	\$578,692
WA	Shire of West Arthur	\$733,388

WA	Shire of Westonia	\$722,464
WA	Shire of Wickpin	\$727,772
WA	Shire of Williams	\$465,858
WA	Shire of Wiluna	\$1,159,398
WA	Shire of Wongan-Ballidu	\$1,089,500
WA	Shire of Woodanilling	\$467,008
WA	Shire of Wyalkatchem	\$641,468
WA	Shire of Wyndham East Kimberley	\$1,258,836
WA	Shire of Yalgoo	\$828,220
WA	Shire of Yilgarn	\$1,887,044
WA	Shire of York	\$867,368
WA	Town of Bassendean	\$351,554
WA	Town of Cambridge	\$563,608
WA	Town of Claremont	\$208,020
WA	Town of Cottesloe	\$207,534
WA	Town of East Fremantle	\$168,362
WA	Town of Mosman Park	\$184,036
WA	Town of Port Hedland	\$1,021,456
WA	Town of Victoria Park	\$548,850

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 3

Opening date:	October 2021
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released:	October 2021
Type of grant opportunity:	Demand-driven (Eligibility-based)

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1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure (LRCI) Program is designed to achieve Australian Government objectives

This grant opportunity is part of the LRCI Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communication's (The Department) Outcome 3.2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*.



The grant opportunity opens

The Department will provide Eligible Funding Recipients with the Program Guidelines for this grant opportunity (Phase 3) and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for the LRCI Program have been pre-identified. The Deputy Prime Minister approves the allocation of funding under the Program, based on a formula. The Delegate will approve the award of the grant.



Eligible Funding Recipients are notified of the outcome

Eligible Funding Recipients are sent a letter of offer and Grant Agreement signed by the Department.



Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must execute the Grant Agreement and return it to the Department.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a draft Work Schedule nominating projects to be funded through the LRCI Program.



The Department assesses nominated projects to ensure project eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are approved by providing an Approved Work Schedule. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in their Approved Work Schedules. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the LRCI Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

These Guidelines contain information for Phase 3 of the LRCI Program grants.

The Local Roads and Community Infrastructure (LRCI) Program was announced on 22 May 2020. Through the 2020-21 Budget, the Australian Government announced an extension of the LRCI Program, now referred to as LRCI Program Phase 2.

On 11 May 2021, as part of the 2021-22 Budget, the Australian Government announced a further \$1 billion for the continuation of the LRCI Program Phase 3. The grant opportunity set out in these Program Guidelines is for LRCI Program Phase 3 only.

The LRCI Program supports Eligible Funding Recipients to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department.

2. About the LRCI Program – Phase 3

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Phase 3 of the LRCI Program will open from 20 October 2021. At this time, Grant Agreements will be sent to Eligible Funding Recipients to be executed, and Project Nominations can be submitted to the Department.

From 3 January 2022, the construction time period commences, and eligible payments will be made from this time. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Phase 3 of the LRCI Program continues a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the earlier Phases of the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2021-2022:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to maintain and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

The Australian Government has committed total funding of \$1 billion for Phase 3 of the LRCI Program.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

This grant opportunity will open on 20 October 2021 and close on 31 December 2023. The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 3 January 2022.

3.1 Phase 3 – ‘use it or lose it’ principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient’s Phase 3 Nominal Funding Allocation before 30 June 2023, then;

the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not applied for or reallocated by the Eligible Funding Recipient.

4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 3 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program.

4.1 Who is eligible for a grant?

Eligible Funding Recipients are the same as for Phase 1 and Phase 2 of the LRCI Program.

550 Eligible Funding Recipients have been selected for this grant opportunity to fund and provide local council services to communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see 4.1).

General applications by other organisations will not be accepted. Applications by Eligible Funding Recipients reasonably understood to be on behalf of, or for the benefit of another otherwise ineligible organisation, will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are Local Road Projects or Community Infrastructure Projects (see 5.1). Eligible Projects must meet the Eligible Project Requirements set out in subsections 5.2 to 5.6, and deliver benefits to the community.

5.1 Eligible Grant Activity

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);

- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and Crown owned land/assets, and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the site(s) are accessible to the public (including natural assets).

5.2 Maintaining Overall Capital Expenditure

As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using either their own funds or funds already available to the Eligible Funding Recipients by another opportunity. The funding is not intended to replace existing expenditure commitments but rather to enable further, additional expenditure as economic stimulus.

Under Phase 1, projects would be considered Eligible Projects if they were additional to the Eligible Funding Recipient's existing work plan for 2020-21; simply, LRCI funds could not be used on existing projects.

Under Phase 2, Eligible Funding Recipients were required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2020-21 capital spending level.

Under Phase 3, Eligible Funding Recipients will be required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their 2021-22 capital spending level. The focus on overall capital spending provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure may be a requirement for an Eligible Funding Recipient to receive their full Phase 3 Nominal Funding Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government program funds (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced. Eligible Funding Recipients are responsible for determining if the funding conditions of another program would permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

The eligible construction time period to undertake construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023. If a Phase 3 Grant Agreement is executed and the project is in a Phase 3 Approved Work Schedule, then construction may commence prior to 1 January 2022.

In general, requests to extend the construction time period beyond 30 June 2023 will not be granted. Exceptional circumstances that may directly delay and result in an extension to the eligible construction time period, will require case-by-case consideration. Planning issues, contractor availability, and general delays associated with project commencement or completion, are not considered exceptional circumstances, and Eligible Funding Recipients should take these into consideration when nominating a project.

Consideration of any requests for an extension to the Eligible Construction Time Period is at the discretion of the Delegate (see 6.1) If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

5.5 Combined Projects – Completed LRCI Phase 1 and Phase 2 Projects

Eligible Funding Recipients can nominate discrete later stages of projects that are already receiving funding under the LRCI Program. The Phase 3 nomination must be a new, separate and previously unfunded project stage. The component funded under Phase 1 or Phase 2 must not be amended without approval by the Delegate and must maintain eligibility under the relevant program guidelines.

5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- costs incurred in the preparation of reporting documentation including Audit requirements;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);

- land;
- purchase of or improvement to assets that will be 'handed off' to ineligible funding recipients under a cost sharing or minimisation strategy, or similar;
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- preliminary planning and stand-alone design that do not relate to an Eligible Project
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective project costs undertaken prior to work schedule approval.

6. The grant selection process

6.1 Who will approve grants?

A person occupying a position of SES Band 1, Assistant Secretary, within the Infrastructure Investment Division (the Delegate) will approve grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The Department considers that Eligible Projects provide value for money as a proportional response to the actual and anticipated nation-wide economic impacts resulting from COVID-19.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

6.2 How to seek a variation to project nominations?

If an Eligible Funding Recipient requires an amendment to their Approved Project cost or scope of works, the Eligible Funding Recipient will be required to resubmit their Phase 3 Work Schedule.

Edit and annotate the most recently submitted Phase 3 Work Schedule on Microsoft Word, using track changes.

6.2 How to seek an extension to approved project construction timeframes?

If an Eligible Funding Recipient needs to amend the start or end date of an Approved Project, this can be done via the Quarterly Report. If your Approved Project end date is past 30 June 2023, please contact the Department via email at LRCIP@infrastructure.gov.au.

In general extensions past 30 June 2023 will not be granted. Though in exceptional circumstances, they may be considered at the discretion of the Delegate. If the Delegate decides that extensions will be considered, application forms will be published on the Department's website. Applications for extension must be in the manner and form stipulated by the Department and include sufficient information for the delegate to make a decision.

7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 3 of the LRCI Program. This offer will:

- a) specify the Phase 3 Nominal Funding Allocation;
- b) include a Grant Agreement that sets out the terms and conditions of Phase 3 of the LRCI Program executed by the Australian Government;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

Eligible Funding Recipients can return signed Grant Agreements and submit Work Schedules for their first projects between 1 October 2021 and 30 June 2022. As construction needs to be completed by 30 June 2023, after 1 July 2022 the Department expects to only be managing variations or additional project nominations to ensure that an Eligible Funding Recipient is able to fully utilise their Phase 3 Nominal Funding Allocation.

8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 3 of the LRCI Program and a Grant Agreement.

9. Successful grantees

9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Australian Government by signing the Grant Agreement. The Grant Agreement used for Phase 3 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient. A Grant Agreement must be executed with the Australian Government before any payments can be made.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Australian Government may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p>First Instalment:</p> <p>Work Schedule approval payment</p>	<p>The First Instalment of the Phase 3 Nominal Funding Allocation will be paid after 3 January 2022 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The First Instalment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 75 per cent of their Phase 3 Nominal Funding Allocation in their First Instalment.</p>
<p>Progress Instalments:</p> <p>Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 3 Nominal Funding Allocation. <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
<p>Final Instalment:</p> <p>Final payment</p>	<p>Within four weeks of the Department's acceptance of a complete and accurate Annual Report and decision to release the Final Instalment.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; <p>less instalments paid to date.</p>

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 20 October 2021 and 30 June 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 3 Nominal Funding Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 3 Nominal Funding Allocation by 30 June 2022.
 - If an Eligible Funding Recipient has not applied for their full Phase 3 Nominal Funding Allocation in a draft Work Schedule by 30 June 2022, or savings related to Eligible Projects have not been reallocated under their Phase 3 Nominal Funding Allocation before 30 June 2023, the Australian Government has the right to not pay the amount of the Phase 3 Nominal Funding Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- expected number of full-time equivalent jobs supported by the project over the construction period;
- meet mapping requirements notified by the Department;
- whether the project involves Indigenous employment of Business use; and
- Work Category, Outcome Category

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 3 Nominal Funding Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient from 3 January 2022 or within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 3 January 2022.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation.

Low Value Grants

A Low Value Grant is a Phase 3 Nominal Funding Allocation under \$750,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 75 per cent of their Phase 3 Nominal Funding Allocation as their First Instalment provided they have nominated projects totaling 75 per cent or more of their Phase 3 Nominal Funding Allocation.

Progress Instalments

Progress Instalments will be made following submission of a complete and accurate Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; including
- consideration of other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

Further relevant information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Phase 3 Nominal Funding Allocation.

For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds (10 per cent) at the time of a Quarterly Report being submitted, provided they also submit completed acquittal documentation (see 11.4).

Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information, including whether the Eligible Funding Recipient has engaged with relevant local MPs as required by these guidelines.

The Final Instalment will be the lesser of:

- the residual amount of an Eligible Funding Recipient's Phase 3 Nominal Funding Allocation and the total actual expenditure, and;
- projected expenditure to the end of the Eligible Projects, less instalments paid to date.

Projected expenditure should be limited to invoices for completed construction activities which are yet to be paid, or; expenses expected to be incurred post 30 June 2023, which are not construction costs, unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded, underway or complete. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the eligible construction time period commencing on 1 January 2022 (unless agreed by the Department) and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement;
- changes to construction start or end dates, and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide the Annual Report.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 3 Nominal Funding Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 – Reports

Lodgement period for Reports	Actual expenditure period	Report
1–30 April 2022	1 January – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2022	1 April – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2022	1 January 2022– 30 June 2022	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2022.
1–31 October 2022	1 July – 30 September 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2023	1 October – 31 December 2022	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2023	1 January – 31 March 2023	Actual expenditure for the period commencing on 1 January 2022 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 October 2023	1 January 2022– 30 June 2023	Annual Report Actual expenditure and eligible project updates from 1 July 2022 to 30 June 2023.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of the lodgement period, they can submit an Ad hoc report to access a further instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 January 2022 until the date specified in the Ad Hoc Report;

- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 30 June 2023;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- council or contractor jobs supported by the grant funding.

11.2 Annual Report

Eligible Funding Recipients must provide the Department with Annual Reports no later than 31 October 2022 and 31 October 2023 unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - i. the amount of Phase 3 grant payments which remained unspent from the financial year;
 - ii. the amount of Phase 3 grant payments received by the Eligible Funding Recipient in the financial year;
 - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
 - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
 - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditures by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
 - b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

11.3 Audited financial statements

Eligible Funding Recipients are required to submit a report in writing and signed by an appropriate auditor providing the auditor's opinion on the use by Eligible Funding Recipients of proper accounts and records and preparation of financial statements.

In meeting this audit requirement, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts and keeping of records that relates to any Phase 3 funding received during the financial period Financial Year 2021-22 or Financial Year 2022-23.

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Acquittal process for Low Value Grants

For a Low Value Grant, the Eligible Funding Recipient can complete an Acquittal Report as soon as they have expended all funds. An Acquittal Report must include:

- (1) Total amount of grant funding made available and subsequently received over the calendar year;
- (2) Total amount of grant funding spent on Eligible Projects;
- (3) Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - (a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - (i) the amount of grant payments which remained unspent from the grant period;
 - (ii) the amount of grant payments received by the Eligible Funding Recipient over the duration of the grant period;
 - (iii) the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule over the duration of the grant period;
 - (iv) the amount spent by the Eligible Funding Recipient over the duration of the grant period;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- (4) photographs of projects completed using grant payments.

11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule before 30 June 2023, the Department may require the Eligible Funding Recipient to repay that amount to the Department within four weeks of receiving such notice.

11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs (geo tagged if possible) of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 3 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2023.

12.2 Department Contact Details

Email the mailbox at: LRCIP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 2154

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 3 of the LRCI Program, they must:

- Invite the relevant local Federal Member of Parliament to participate in the public information activity; and
- at least five business days prior to its proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release to the Department and obtain the Department's agreement to the media release.

12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines are available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To provide feedback or to make a complaint; the Department can be contacted at Clientservice@infrastructure.gov.au. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

Assistant Secretary
Program, Policy and Budget Branch
GPO Box 2013
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Australian Government officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Australian Government entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the [Privacy Act 1988](#) and the [Australian Privacy Principles](#) and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Australian Government employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Australian Government agencies for any purposes, including government administration, research or service delivery;
- other Australian Government, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 2154
CANBERRA ACT 2601

Tel: (02) 6274 7111
Fax: (02) 6275 1347
email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils, feedback provided, and administrative improvements identified during Phase 1 and Phase 2.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
appropriate auditor	has the meaning provided in <i>the National Land Transport Act 2014</i> Section 4 - Definitions
commencement date	the expected start date for the grant activity
completion date	the expected end date for the grant activity
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money² or other Consolidated Revenue Fund (CRF) money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Capital Expenditure	the money an Eligible Funding Recipient spends on purchasing and maintaining fixed assets, i.e. infrastructure, roads etc
Maintaining Overall Capital Expenditure	maintaining your overall capital spending amount, funded by your own revenue, at or above current levels, on roads and community infrastructure.
Personal information	<p>has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Total Funding	\$ 1,270,670.00
Shire Wide Signage	\$ 83,300.00
REAP	\$ 425,000.00
Festoon Lighting and decommissions Essential energy assets	\$ 250,000.00
Quandt Pool	\$ 150,000.00
Council Admin Building Refurbishment	\$ 362,370.00
Remaining	\$ -

Shire Wide Signage	\$ 120,000.00
LRCl Rnd 1	\$ 100,000.00
SCCF Rnd 5	\$ 83,300.00
LRCl Rnd 3	\$ 18,000.00
Lachlan Report additional funding	\$ 18,000.00

Total Required (inc gst)	\$ 306,000.00
proj mngnment	\$ 15,300.00

South Street

22m

← 7m →

← 15m →

2
515498

House

6
A
6820

Weddin Street

37m

6m

BBQ
Area

12m

Proposed
shed

carport

7m

5m

existing
shed

5m

7m

300mm

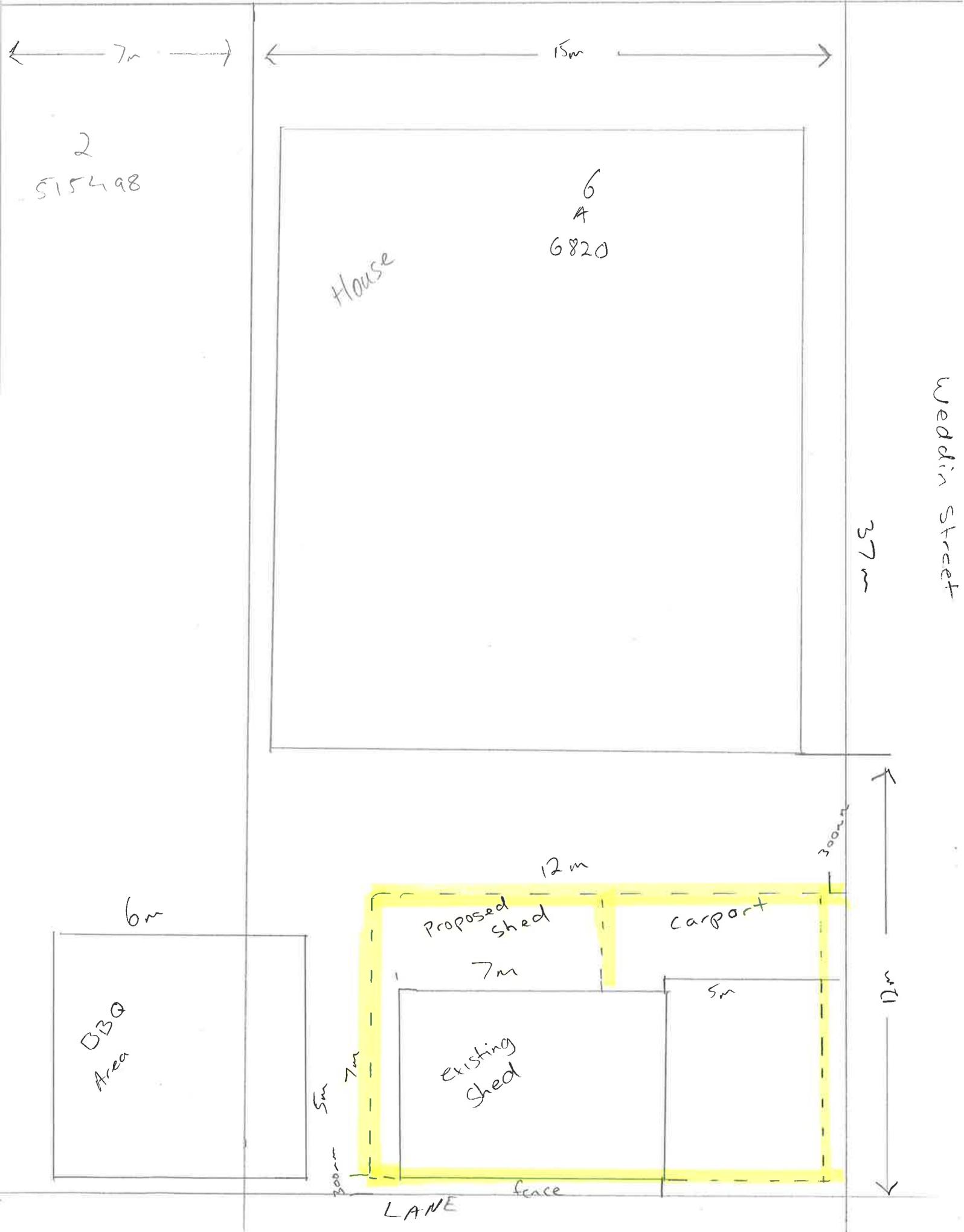
300mm

12m

LANE

fence

↓





STATEMENT OF ENVIRONMENTAL EFFECTS

ADDRESS: 45 South Street Grenfell N.S.W 2810

PROPOSED DEVELOPMENT: New Shed.

SITE CONSTRAINTS – What constraints apply to the site? ie trees, obstacle limitation surface plan, adjoining development, location of utilities, slope, easements, overland flow paths, flooding, bushfire: Nil

POTENTIAL IMPACTS – Issues that have the potential to cause an impact upon the environment include:

- 1) Tree removal or damage Nil
- 2) Visual and aesthetic impact including impact on residential areas, from outdoor storage etc Nil
- 3) Impact on adjoining development, adjoining different zones, nearby residences, airport operations, etc Nil
- 4) Traffic generation, access and movement patterns including impacts on existing road system Nil
- 5) Impact on overland flow paths Nil
- 6) Waste products generated existing shed to be demolished in accordance with applicable standards
- 7) Siting, including in front of adjoining buildings, on boundary Nil
- 8) Visual appearance (height, bulk, building materials, colours, reflective quality, detailing, lack of landscaping etc) Nil
- 9) Design incompatibility with neighbouring development and streetscape Nil
- 10) Noise, vibration, dust and the like Nil
- 11) Other



STATEMENT OF ENVIRONMENTAL EFFECTS

WHAT STAFF NUMBERS are to be employed? *N/A*

WHAT PLANT OR MACHINERY is to be installed? *N/A*

HOURS & DAYS OF OPERATION *N/A*



STATEMENT OF ENVIRONMENTAL EFFECTS

IMPACT IDENTIFICATION - How have the impacts been identified: Visual Inspection
and Assessment

IMPACT MINIMISATION - How is the development going to address site constraints, minimise environmental impacts including those listed previously, eg visual impact and offset any potential adverse effects from the use, eg from servicing, emissions, waste products generated, hours of operation, noise, possible contaminants.

Colours chosen to be consistent with other
buildings on site.

Storm water to street drainage system

CONSTRUCTION IMPACT - What steps are to be taken to mitigate any impacts of construction activity including security, working on sloping sites and sediment loss, working near public assets, from noise, vehicle movements, rubbish and the like.

Construction noise to comply with requirements,
deal before you dig to be completed.

Rubbish to be contained and taken to waste
facility

ANY OTHER ISSUES?

no significant issues identified



STATEMENT OF ENVIRONMENTAL EFFECTS

DEPARTURES FROM PLANNING PROVISIONS in the DEVELOPMENT CONTROL PLAN

- Provide request and reasoning for departures, including reasoning and evidence.

I request reduction in Secondary road Setback
to 300mm.

Refer to letter dated 4/1/22



STATEMENT OF ENVIRONMENTAL EFFECTS

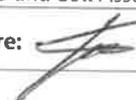
SEE Checklist

A Statement of Environmental Effects (SEE) may require a variety of information. This changes from site to site. If any of the following are relevant, then information concerning the issue should be addressed in the SEE.

YES	NO	SITE SUITABILITY
		Property dimensions/contours/slope.
		Existing development
		Details of the character and amenity of the locality and surrounding streetscape and all structures on adjacent land.
		Details on any natural hazards affecting the site (<i>ie bushfire prone, flooding, subsidence, slip, mass movement, acid sulphate soils</i>).
		Details on any heritage matters. Significance of items, landscapes, areas, places or relics and practices.
		Details on any natural features including native vegetation, fauna habitat, land formations, rivers and streams.
		Details of existing services, easements, right of way.
		Business hours, no. of employees etc (<i>industrial/commercial/change of use/home business development</i>).
		Safety, security and crime prevention issues (<i>industrial/commercial developments</i>).
CURRENT AND PREVIOUS USES		
		Details of any previous or existing land uses/activities.
		Details of land use/activities of adjoining properties.
		Details of any potential contamination from past uses or practices (known or suspected).
ACCESS AND TRAFFIC		
		Details of accessibility for vehicles, pedestrians, bicycles and disabled persons.
		Details of road hierarchy/width proposed.
		Details of traffic generation/movements.
		Number and type of car parking spaces
		Off street loading (<i>industrial/commercial development</i>)
PRIVACY, VIEWS AND OVERSHADOWING		
		Details on visual and acoustic privacy maintenance/controls for the development and adjoining properties.
		Sunlight (solar) access and overshadowing
		Views/vistas. From, across and/or towards the site.
		Edge conditions, ie boundary treatments/landscaping/fencing/retaining walls etc.
SOIL AND WATER		
		Details on water conservation measure (<i>ie AAA water saving shower heads, dual flush 3/6 litre toilets etc</i>)
		Details on soil conservation measures (<i>silt traps and filters, spillage prevention, storage/disposal of wastes</i>).
		Proposed method of stormwater disposal and quality controls.
FLORA AND FAUNA		
		Existing vegetation (<i>must be clearly identified on a plan</i>)
		Is native vegetation and/or fauna habitat present (fauna habitat is native vegetation, caves, dead trees, hollow-baring trees, bush rock and rocky outcrops, wetlands, streams, lakes, ponds, dams (<i>if yes, an 8 Part Test must be completed. Please ask for details</i>).
		Adjacent to National Parks/State Recreation Area/Native Reserve.
		Proposed landscaping treatments.
ENERGY		
		Details of proposed energy conservation, ie design, materials, solar lighting and heating, ventilation, shading elements, insulation, appliances and machinery.
		Does the proposal require a BASIX certificate (www.BASIX.nsw.gov.au)



STATEMENT OF ENVIRONMENTAL EFFECTS

WASTE	
	Details of proposed waste facilities and control (during and after construction)
	Detail prevention of soil contamination
	Detail prevention of waterway, drainage line, pond or dam contamination
	Detail prevention of airborne emissions or contaminants
	A Site and Soil Assessment for a sewerage management system (rural dwellings).
Applicant's Signature: 	OFFICE USE: Date: 6/1/22 CSO:

Legal Reference:

- Section 78A(9) of the *Environmental Planning and Assessment Act 1979* states that the regulations may specify what is required to be submitted with a development application.
- Clause 50((1)(a) of the *Environmental Planning and Assessment Regulation 2000* states that the development applications must contain information and documents specified in schedule 1, part 1.
- Schedule 1, part 1, subclause 2(1)(c) of the *Environmental Planning and Assessment Regulation 2000* requires the submission of Statements of Environmental Effects (SEE's) with all Development Applications (other than designated development).
- Schedule 1, part 1, subclause 4 of the *Environmental Planning & Assessment Regulation 2000* states that such ESS's must show
 - The environmental impacts of the development
 - How the impacts have been identified
 - The steps to be taken to protect the environment or lessen the expected harm to the environment
 - Any matters required to be indicated by any guidelines issued by the Director General.

Jared Martens
45 South Street
Grenfell NSW 2810

Mob: 0421 199 041

4 January 2022

Weddin Shire Council
Camp Street
Grenfell NSW 2810

Attention: Luke Sheehan

Re: PAN 151948
New Shed Construction

With regard to boundary requirements for the location of new shed along Weddin Street side.

Please refer to attached map showing new shed location outline highlighted in yellow.

Due to size restrictions of the block and no access from south street, we require a 300mm distance in from the Weddin street boundary line. This side of the shed will be an open carport 7 m wide with a depth of 6 m into the block. This carport will make available parking for our vehicles off the Weddin St footpath.

Regards

Jared Martens

